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| **CONSTITUTION**  We, the Muslims Students at the University of Florida, have agreed to and have adopted the present constitution and do hereby establish an organization to be known as Islam On Campus hereinafter called IOC.    **ARTICLE 1**  **ISLAM ON CAMPUS (IOC)**  **ARTICLE II**  **ORGANIZATION AFFILIATION**  As outlined in the RSO Classification Policy, Islam On Campus is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.  **ARTICLE III**  **PURPOSE STATEMENT**  Islam on Campus is an organization devoted to raising awareness about Islam to non-Muslims and Muslims alike while strengthening and uniting the Muslim community at the University of Florida.  **AIMS AND PURPOSES**  Section A.  The aim and purpose of IOC are to serve the best interest of Islam and of the Muslim students at the University of Florida  Towards this end, this organization shall:   * Increase the awareness of Islam among the University of Florida community. * Provide assistance in religious social adjustment to incoming and presently enrolled Muslim students at the University of Florida. * Conduct social, cultural, religious activities and other events in accordance with the traditions of Islam. * Promote friendly relations between Muslims and Non-Muslims. * Strive to make Islamic teachings known to interested Non-Muslims.   Section B.  IOC shall be a non-profit and non-political organization whose fundamental purpose shall be to encourage and enable Muslims and Non-Muslims to contribute individually and collectively towards a greater understanding and application of Islamic beliefs and principles to society.    **ARTICLE IV**  **COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**  Upon approval by Student Engagement, Islam on Campus shall be a registered student organization at the University of Florida. Islam on Campus shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.  Section A. Non-Discrimination  Islam on Campus agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans’ Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.    Section B. Sexual Harassment  Islam on Campus agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non- Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.    Section C. Hazing  Islam on Campus agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.  Section D. Responsibility to Report  The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If this organization becomes aware of any such conduct described in this article, Islam on Campus will report it immediately to Student Engagement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.  Section E. Officer Eligibility Islam On Campusunderstands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.  **ARTICLE V** **MEMBERSHIP**  Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members and associate members are free to leave and dissociate without fear of retribution, retaliation, or harassment.  **ARTICLE VI**  **BYLAWS FOR ISLAM ON CAMPUS**  Islam On Campus may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Islam On Campus agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.  **ARTICLE VII**  **STUDENT ORGANIZATION ADVISOR**  Section A.  Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term**.** The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization. The Faculty Advisor shall advise on matters necessary for the progress of IOC’s activities so as to achieve the goals of IOC.  Section B.  The Faculty Advisor shall be a faculty member of the University of Florida and must be appointed by the Executive Board for a term of one year with majority approval of their selection from the executive board members. If they must be replaced, the Executive Board will re-appoint the position based on consensus and majority approval of their new selection from general body members.  **ARTICLE VIII**  **OFFICERS**  *ELECTED POSITIONS*  Section A.  Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.  The elected Executive committee shall consist of the President, Vice-President of External Affairs, Vice-President of Internal Affairs, Secretary, Treasurer, Brothers Coordinator and Sisters Coordinator. At no time should one person hold more than one of these positions.  Section B.  The term of the Executive Committee shall be one year beginning each Summer semester.  Section C.  The President shall be responsible for the following:   * Directing and coordinating of all activities so as to achieve the goals of IOC. * Calling and presiding over Executive Committee and General Body meetings. * Preparing the agenda for Executive Committee and General Body meetings. * Presenting oral/written reports on the state of IOC at General Body Meetings. * Controlling the funds and expenses of the organization. * Delegate roles and responsibilities as needed to accomplish goals of the organization.   Section D.  The Vice-President of External Affairs shall be responsible for the following:   * Being the spokesperson, representative, and correspondent for IOC in external activities. * Communicating with other organizations and Student Government Officials about goals, activities, and events of IOC. * Managing the distribution of flyers and posters around campus to advertise for IOC and IAM events. * Contacting and responding to inquiries from media outlets about Islam and IOC.   Section E.  The Vice-President of Internal Affairs shall be responsible for:   * Coordinating all publicity efforts for all IOC events including the design and printing of fliers, newspaper adds, Facebook invitations, etc. * Maintaining and updating the website with the help of the webmaster. * Designing fliers for the events and activities of IOC. * Checking and maintaining the IOC email account. * Sending out announcements over the IOC listserv.   Section G.  The Treasurer shall be responsible for the following:   * Maintaining the record of all the financial transactions of IOC and IAM. * Maintaining all funds from any source, consistent with the purposes of IOC and with the principles of Islam. * Preparing the annual budget of IOC and IAM for the next fiscal year and attending Student Government budget hearings. * Submitting all SAR’s and turning in all receipts for IOC and IAM in accordance to the rules of SG finance.   Section F.  The Secretary shall be responsible for the following:   * Taking minutes at all the IOC meetings. * Presenting at the beginning of every Executive Committee, Shurah Council, and General Body meeting the minutes of the previous Executive Committee, Shurah Council, or General Body meeting. * Maintaining a list of IOC Members. * Keeping IOC registered with the University of Florida. * Room reservations for all events and activities sponsored by IOC. * Completing contracts and permits relating to IOC events and activities. * Keeping track of the Office Hours and the OH log.   Section H.  The Brothers Coordinator shall be responsible for the following   * Coordinating all events and activities strictly for the male members of IOC, such as the weekly study circle, sports events and socials * Recruiting volunteers for all activities of IOC * Create or facilitate environments that are conducive for the promotion of brotherhood and camaraderie among the male members. * Assisting IOC Outreach Chair with recruiting members and obtaining sufficient materials for the Outreach table.   Section I.  The Sisters Coordinator shall be responsible for the following   * Coordinating all events and activities strictly for the female members of IOC, such as the weekly study circle, sports events and socials * Recruiting volunteers for all activities of IOC * Create or facilitate environments that are conducive for the promotion of sisterhood and camaraderie among the female members. * Assisting IOC Outreach Chair with recruiting members and obtaining sufficient materials for the Outreach table.   Section K.  The Membership of IOC shall elect an Adab Chair who will ensure that IOC and its elected officers, appointed officers, committee members, and members are in accordance with the professional and ethical standards of Islam and the University of Florida. The Adab Chair will be provided full access to all documents and communications pertaining to any aspect of the organization that originated from or were sent to any officer, appointed position, committee or committee member. The Adab Chair will be provided an opportunity to interview members if necessary. The Adab Chair will be provided an opportunity to communicate at all IOC meetings, including Executive Committee, General Body, and Associate Committee meetings and through any channel of correspondence available to the Executive Committee, and may report findings and suggestions, if necessary, at each General Body Meeting. The Adab Chair will be directly elected by the general body during elections as a non-Executive Committee member.  Section L.  Decisions of the Executive Committee require a simple majority vote of its members. No decision can be made at an Executive Committee meeting without at least four Executive Committee Members present.  Section M.  The Executive Committee must hold and conduct meetings in accordance with the rules outlined in the “General Body Meetings: Serving the Members” portion of Article VIII.  *APPOINTED POSITIONS/COMMITTEES*  Section A.  The following positions will be appointed by the E-Board. Members will have the opportunity to apply for each position.  Section B.  The Islam Awareness Month Chair shall be responsible for the following:   * Planning events and contacting speakers as early as possible in the school year * Finalizing contracts and schedules for each of the Islam Awareness Month events and programs. * Handle all co-sponsorship requests from other organizations for programs within Islam Awareness Month.   Section C.  The Fast-a-thon Chair shall be appointed at the end of Spring semester prior to holding the Fast-a-thon, and shall be responsible for the following:   * Planning and coordinating the Fast-a-thon event and speaker as early as possible in the school year * Coordinate all fundraising activities related to the Fast-A-Thon. * Delegate tasks as necessary to operate an effective program.   Section D.  The Publications chair(s) shall be responsible for the following:   * Gathering articles and any information for publication in the monthly IOC newsletter, IOC C*hronicles.* * Printing and distributing the IOC C*hronicles*to IOC members. * Appointing assistants to help with the IOC C*hronicles.*   Section E.  The IOC Sisters Historian shall be responsible for the following:   * Keeping a detailed account of all information about IOC events, including taking pictures at general and sisters' events. * Uploading the photos online into a photo album accessible to the general public or IOC female members only. * Collect all newspaper and media articles relating to IOC. * Preparing and presenting a scrapbook of the previous year at the Fall Orientation of every year.   Section F.  The IOC Brothers Historian shall be responsible for the following:   * Keeping a detailed account of all information about IOC events, including taking pictures at general and brothers' events. * Uploading the photos online into a photo album accessible to the general public or the IOC male members only. * Collect all newspaper and media articles relating to IOC. * Preparing and presenting a scrapbook of the previous year at the Fall Orientation of every year.   Section G.  The IOC Webmaster shall be responsible for the following:   * Registering the domain name (www.IslamOnCampus.com) * Maintaining and updating the website, email forwarding, and the UF Grove Account muslims@grove.ufl.edu. * Working with the Vice President of Internal Affairs to post relevant news and updates on the Website on a regular basis * Train the E-board on how to use the website such as editing webpages and updating the IOC calendar.   Section H.  The Community Service Chair shall be responsible for the following:   * Propose and plan community service projects for IOC Members. * Collaborate community service events with other UF/Gainesville organizations. * Organize charity fundraisers during various IOC events. * Promote community service through IOC website and at GBMs. * Encourage IOC members to get involved in the community and be recognized as Muslims.   Section I.  The Outreach Chair(s) shall be responsible for the following:   * Take out the Outreach Table with relevant IOC materials. * Seek assistance from Brothers and Sisters Coordinators. * Assist Executive committee and appointed positions to promote IOC events.   Section G.  The Professional Development Chair shall be responsible for the following:   * Organize events and programs aimed at enhancing the professional skills of IOC members (i.e. career fair, workshops) * Establish and maintain support systems and mentorship programs for members across different professional fields. * Facilitate networking opportunities by connecting members to alumni and other accomplished professionals. * Connect members with Muslim professionals in the Gainesville area * Communicate and work closely with the executive board to plan and execute events.   Section K.  The Youth Involvement Chairs (2) shall be responsible for the following:   * Organize events that serve to strengthen the involvement of the Gainesville youth community in IOC. * Develop a mentorship program that pairs IOC members with youth. * Facilitate a learning environment where academics, religious knowledge, leadership, and personal skills can be acquired. * Collaborate with local organizations and programs. * Establish and maintain communication channels with Muslim parents and families in the Gainesville community. * Communicate and work closely with the executive board to plan and execute events.   *OFFICERS: PROCEDURE FOR REMOVAL*  Section A.  Any office holder may be removed from his or her office if he or she violates the standards outlined for officers in this Constitution or by a majority vote of the Executive Committee and a 2/3 vote of members present at a well-publicized monthly General Body Meeting.  At the General Body Meeting, the accused office holder shall have the opportunity to present their defense. This includes the right to present evidence, call witnesses, and make a statement on their own behalf.  The removed office holder has the right to appeal the decision within 14 days of the vote. The appeal must be submitted in writing to the Executive Committee with any relevant arguments and/or evidence. After considering the appeal, the Executive Committee will make a final decision. This decision requires a majority vote of the Executive Committee members present.  Section B.  If any office holder is removed from office, cannot hold his or her post, or resigns, the Executive Committee will appoint an IOC member to fill the vacated position. If the vacated position is within the Executive Committee or is the Adab Chair, the General Body will elect someone for that position at the next monthly General Body Meeting.  *AD HOC COMMITTEES (As determined by members)*  Section A.  During a General Body Meeting or Executive Committee Meeting, the members of IOC or the Executive Committee, respectively, may appoint an Ad Hoc Committee in order to carry out an assignment. The duration of this committee shall last until the assignment is completed. The assignment given to the Ad Hoc Committee shall be precisely defined in an oral/written memorandum from the Executive Committee to the Ad Hoc Committee. The Executive Committee must approve any Ad Hoc Committee appointed by the General Body.  Section B.  The members of IOC or members of the committee shall elect a chairperson who must be approved by the Executive Committee.  Section C.  No person shall be the Chairperson of more than two Ad Hoc Committees at the same time.  Section D.  All Ad Hoc Committees shall be allowed to continue their work until completion of the assignment for which it was formed. Only the Executive Committee may dismiss an Ad Hoc Committee before completion of its assignment, provided that it provides an explanation to IOC members as soon as possible.  Section E.  The recommendations of the committee shall be honored and carried out unless a simple majority of the members present in a General Body Meeting veto their decision provided that the decision is inconsistent with the goals and objectives of IOC.  *GENERAL BODY MEETINGS: SERVING THE MEMBERS*  Section A.  IOC shall strive to conduct at least one Executive Committee, General Body, and Associate Committee meeting each month.  Section B.  Ad Hoc Committees must hold meetings as needed.  Section C.  Only the President may call extra Executive Committee Meetings, Ad Hoc Committee, and General Body meetings.  Section D.  Notice of a General Body Meeting shall be shared to all IOC Members as soon as possible  Section E.  The Executive Committee will appoint a Parliamentarian as soon as possible to maintain order and ensure compliance with the guidelines stipulated in this Constitution at General Body Meetings.  Section F.  All meetings are open to everyone. Only members of the specified group holding the meeting may vote in any decision.  **ARTICLE IX**  **ELECTIONS**  In order to be eligible to be elected as President, Vice President, or Treasurer, an individual must have been a member of Islam On Campus for one academic year. Any member is eligible to be elected to the remaining offices of the executive committee.  Section A.  Annual elections shall be held at a General Body Meeting in early April of each year.  Section B.  An Election Committee comprising three IOC members appointed by the Executive Committee shall conduct the Executive Committee Elections.  Section C.  The Election Committee will carry out the elections according to the following general guidelines:   * The Election Committee shall announce the exact time of election at least two weeks prior to that time. * All nominations for the seven Executive Committee positions and the Adab Chair must be received two days before the specified time for election. * Each nomination must be an IOC member and must be thirded. If it is not, then the nomination is not placed on the ballot. * Only ballots made by the Election Committee will count. The ballots must include a space for a "write in" vote. * Ballots will be counted at the election and winners of positions will be announced at the election. * Only registered IOC members who have been members for six months in accordance with Article XII shall be permitted to vote. * Election ballots shall be saved until the next election.   Section D.  No nominee may campaign for or against himself or another candidate. If one is found to do so, he or she will be disqualified from the election.  Section E.  A simple majority vote determines winner of position. In the event of a tie, each candidate will be asked a question determined by the general body members and the vote shall be repeated.  Section F.  In the absence of clear direction on election, amendment, and /or voting procedures, Islam On Campus agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.  **ARTICLE X FINANCE**  Section A.  As a General Registered Student Organization, Islam On Campus does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by Student Government funding. IOC will apply for SG funding every cycle (twice/year).  Section B.  All funds collected for any intended use through any means of fundraising by IOC and its members of any rank shall be used for that intended cause unless a 2/3 majority vote of the members present at a General Body Meeting authorizes its use for a different purpose within the goals and objectives of IOC.  Funds raised will be used to pay for food for events, decorations, storage unit rental, or Google Workspace payments.  Section C.  All financial records shall be kept by the Treasurer.  Section D.  IOC must not collect membership dues.  **ARTICLE XI**  **DISSOLUTION OF ORGANIZATION**  Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, IOC shall return all existing monies provided by Student Government Finance back to Student Government Finance.  Any donations that were given to IOC can be donated back to the Islamic Community Center of Gainesville and the Hoda Center, based upon the discretion of the executive board, unless the donation states otherwise.  **ARTICLE XII**  **AMENDMENTS**  Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.  Section A.  Any active IOC member is eligible to propose amendments to the constitution. Any proposal of amendments must be submitted in written form to the Executive Board.  Section B.  All amendments must be presented to and approved by the Executive Board, and then approved by a 2/3 vote of the General Body.  Section C.  A proposal for amendment(s) that does not meet the conditions stated in Section B of this Article shall be kept on record for the next elected Executive Committee.  *Revised 11/30/2018*  *Revised 07/16/2024* | |
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