

Below is a copy of the Society for Islamic Awareness (SIA) constitution. It has been provided to our friends at AMYNA to help provide resources to organizations throughout. The hope is that the SIA constitution will be helpful in the development of organized Muslim endeavors. Please feel free to contact [sia@www.utexas.edu](mailto:sia@www.utexas.edu) at anytime!

*Society for Islamic Awareness*  
[www.siawareness.org](http://www.siawareness.org)

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## **Society for Islamic Awareness Constitution**

### **Article I: Name**

The organization shall be known as the Society for Islamic Awareness (SIA).

### **Article II: Mission Statement**

The Society for Islamic Awareness (hereinafter referred to as SIA) is a student organization dedicated to fostering a better awareness of Islam, its teachings, and relevant issues among students at the University of Texas at Austin. Through academic and social activities and events, SIA provides a platform that facilitates dialogue and promotes understanding of the message of the Holy Quran and the Ahlul Bayt (the beloved family of the Prophet Muhammad, peace be upon them all), which is the message of peace, respect, freedom, and justice. SIA also seeks to build and sustain an environment of friendship and support for the students and the surrounding community.

### **Article III: Nature of the Organization and its Activities**

Section 1: SIA is a non-profit, student organization at the University of Texas at Austin, and is not affiliated with any outside organizations, groups, or individuals.

Section 2: All SIA sponsored activities and events shall promote a better understanding of Islam and the teachings of the Ahlul Bayt. The reputation and values of Islam must be upheld in all such activities and events.

Section 3: The ideals of peace, respect, freedom, and justice shall be the underlying principles of all such activities and events.

Section 4: SIA shall adopt an academic approach to social, political, and cultural issues related to Islam and Muslims in order to encourage the exchange of ideas and dialogue.

Section 5: All activities shall strive towards building and sustaining a friendly, respectful, and supportive environment among the students and the surrounding community.

## **Article IV: Membership and Dues**

Section 1: SIA membership is open to all students, faculty, and staff at UT Austin, regardless of their orientation based on sex, race, color, national origin, religion, age, veteran status, or disability.

Section 2: A membership fee of \$10 shall be required of every member at the beginning of the academic year (i.e. at the start of the fall semester).

Section 3: Only paid members that are actively involved in SIA activities and events may vote in elections and general body meetings of SIA and propose amendments to the Constitution.

Section 4: All members must abide by the constitution and any additional guidelines of the organization. Failure to do so may result in the cancellation of the membership as authorized by the executive committee.

## **Article V: Committees and Positions**

Section 1: The SIA officer positions shall consist of two types of officers: i) The Executive Committee Members (The President, the General Secretary, and the Treasurer), and ii) The Functional Committee Coordinators.

Section 2: The President and General Secretary are responsible for calling at least one general body meeting in the first thirty days of the semester. The general body of SIA primarily consists of paid members that are actively involved in the organization. The President and General Secretary may also invite non-members to observe the general body meeting.

Section 3: The executive committee is responsible for making and executing decisions related to the general affairs of the organization. The executive committee shall also be responsible for providing direction and motivation to the functional committees.

Section 4: The constitution allows the officer to make certain major decisions in the officers meeting, such as the creation or dissolution of functional committees. Any such major decision may only be made in an officers meeting consisting of seventy five percent of all officers.

Section 5: The President and the General Secretary shall have the authority to call officers meetings. Any other officer may also call an officers meeting if seconded by at least one other officer.

Section 6: The officers may create any other appointed position such as a Webmaster's position in an officers meeting as needed for the operation the organization.

Section 7: Role of Executive Committee Members:

## Clause 1: The President

Clause 1.1: The President shall oversee all aspects of the organization and ensure that the organization complies with the purpose and focus as set forth in the constitution.

Clause 1.2: The President shall be responsible for all activities within the organization, and shall represent the organization on behalf of all members.

Clause 1.3: The President shall have the authority to call general body meetings.

Clause 1.4: The President shall be a cosigning authority for all financial affairs of SIA.

## Clause 2: The General Secretary (GS)

Clause 2.1: The GS shall assist the President in the general affairs of the organization.

Clause 2.2: The GS shall have the authority to call general body meetings.

Clause 2.3: The GS shall be responsible for all communication and record keeping of members and organization activities.

Clause 2.4: The GS shall assume the President's responsibilities in the case of President's long absence.

Clause 2.5: The GS shall be responsible for ensuring that the organization is in compliance with the university regulations, including registering the organization at the beginning of the fall semester.

Clause 2.6: The GS shall be a cosigning authority on all financial matters of SIA.

## Clause 3: The Treasurer

Clause 3.1: The Treasurer shall be responsible for keeping financial records of the organization. The Treasurer is also responsible for presenting a financial report to the other officers at the end of each semester.

Clause 3.2: The Treasurer shall be the primary signing authority for all financial transactions.

Clause 3.3: The Treasurer shall be responsible for all funds and donations collected in the name of the organization.

Clause 3.4: The Treasurer must get an approval from the President or General Secretary to expend funds in excess of \$50.

#### Section 8: Functional Committees

Clause 1: The organization currently consists of, but is not limited to, four functional committees: a) Regular Activities Committee (RAC), b) Publicity & Literature Committee (PLC) c) *Muslim Voices* Committee (MVC), d) Main Events Committee (MEC).

Clause 2: The officers may create or dissolve committees through a three-fourths consensus. A three-fourths majority vote of members in a general body meeting may also create or dissolve a committee.

Clause 3: All coordinator positions are elected positions; the coordinator is responsible to bring together a team for his/her specific functional committee.

Clause 4: Each coordinator shall make sure that his/her committee works within the framework of the constitution and any additional guidelines established for the committee.

Clause 5: Each coordinator is responsible for making sure that his/her committee works in efficiently with other committees and executive officers.

Clause 6: A committee coordinator may call a focus meeting consisting of all the members of the organization with the approval of the President or the General Secretary.

Clause 7: All major committee expenses in excess of \$50 need to be approved by one of the executive officers.

Clause 8: In the event that a coordinator cannot perform his or her duties, he or she must find someone to take his or her position as coordinator. The executive committee must approve the appointment of this new coordinator before the position is assumed. If the coordinator fails to find a replacement, then the executive committee shall appoint a member to take his or her place.

#### **Article VI: Election of Executive Officers and Coordinators**

Section 1: The elections shall be for all the officer positions and shall take place at the end of each long-session in a general body meeting.

Section 2: An officer's term is for one long-session semester (fall or spring). However, the elected officer shall also be responsible to carry forward the organization in the summer or winter preceding the start of the new long semester.

Section 3: A person must be an active member of SIA for at least one semester before he or she may run for either the coordinator or the Treasurer's position. A new member may also run for a coordinator or the Treasurer positions if he/she can get nomination from two other members of SIA, who have been active in the organization for at least one semester. A person must serve in a coordinator's capacity for at least a semester before he or she may run for the President or General Secretary's position.

Section 4: A person may hold a specific executive position, consecutively or intermittently, for a maximum of three terms.

Section 5: The executive committee is responsible for setting up the elections towards the end of each semester.

Section 6: A quorum of at least 50 percent of the total membership must be established for the elections to take place at the general body meeting. If the quorum is not established, the election shall not take place in that meeting and the executive committee shall announce another date for the elections within two weeks.

Section 7: A simple majority is needed to secure an officer position. In the case that there is only one candidate for a position, that person still needs to get a simple majority (51 %) of votes in favor of the candidate.

Section 8: A member may run and/or hold at most one executive position and one committee coordinator position simultaneously.

Section 9: If no one runs for a coordinator position, the executive committee may appoint someone for that position. If the executive committee finds no appropriate person for the coordinator position, the executive committee may appoint one of the executive officer to assume that position.

## **Article VII: Removal or Suspension**

Section 1: If an officer consistently fails to abide by any of the provisions of the constitution, the other officers may remove him or her from the officer's position through a three-fourth-majority vote in an officers meeting. Two-thirds of the all the officers holding a position at the time must be at such a meeting for the removal vote to take place.

Section 2: A three-fourths majority vote from members in a general body meeting may remove an officer from his or her position, provided that quorum is established in that meeting. The executive committee may appoint any other member to fill his or her place.

## **Article VIII: Amendments**

Section 1: The general body may amend the constitution for a maximum of one time in an academic year.

Section 2: Any SIA member may propose an amendment to all the articles of the constitution at a general body meeting except for Articles I, II, and Article VIII, Section 2. The Articles I, II, and Article VIII, Section 2 are unalterable.

Section 3: In the event a SIA member proposes an amendment, another member must second the proposed amendment before it can be put to vote. The amendment, then, can only become part of the constitution when it is ratified by a two-thirds majority of the members. A quorum of 50 percent of the total membership must be established for this purpose. If the quorum is not present at the general body meeting and the amendment has been seconded, a separate general body meeting shall be called by the President within 2 weeks for another consideration of the amendment.

## **Article IX: Conflict Resolution**

Section 1: The constitution designates the president to be responsible for all activities of the organization, and therefore, his/her approval is required in all major decisions of the organization and of the functional committees.

Section 2: In case there is any conflict between the president and a committee coordinator, the GS shall intervene in the matter, and the decision of the simple majority of the three shall become the final word on that matter. Similarly, for any conflict among executive officers, the decision of the simple majority of the three shall become the final word on that matter.

Section 3: In case there is any conflict between coordinators of the committees, the three executive officers may intervene and shall have the final word on the matter.

Section 4: Any situation of conflict may also be resolved by a simple majority vote (51%) in a general body meeting.

## **Article X: Ratification of the Constitution**

The Ratification of the active members of SIA shall be sufficient for the establishment of this Constitution of the Society for the Islamic Awareness (SIA), done by a unanimous consent in the general body meeting on September 06, 2005.