Boston Islamic Seminary

Student Government Association

Constitution

Preamble

We, the students of Boston Islamic Seminary, in order to provide a voice for the student body, promote academic excellence, and foster a sense of community, do hereby establish this Constitution for the Student Government Association (SGA).

Article I: Name

The name of this organization shall be the Boston Islamic Seminary Student Government Association (SGA).

Article II: Mission Statement

The mission of the SGA is to represent the interests and concerns of the student body, promote academic, spiritual, and public service events, and enhance the overall student experience in the Boston Islamic Seminary.

Article III: Membership

Section 1: Eligibility

All currently enrolled students in the BIS MIRL Program, including students on a Leave of Absence (LOA), are considered voting members of the SGA and may participate in votes.

Section 2: Rights and Responsibilities

- Members have the right to vote in SGA elections.

- Members have the responsibility to participate in SGA activities and provide feedback and express concerns (about the BIS, or the SGA) to the SGA representatives.

Article IV: Structure of Government

The SGA shall consist of three Executive Officers and three standing committees: Students Affairs Committee, Community Engagement Committee and Community Service Committee.

Article V: Officers and Their Duties

- ### President
    - Leads the SGA by overseeing all activities, setting agendas, and representing the student body to the administration. Ensures the effective operation of the SGA and implements initiatives based on student feedback.
        - For more information see President section in SGA Roles Description
- ### Vice President
    - Supports the President, coordinates committees, oversees SGA elections, and steps in when the President is unavailable. Plays a key role in planning events and ensuring the SGA meets its goals.
        - For more information see Vice President section in SGA Roles Description
- ### Secretary
    - Maintains accurate records of meetings, manages communication within the SGA, and keeps track of all SGA activities, including funds raised and spent.
        - For more information see Secretary section in SGA Roles Description

- **Students Affairs Committee**
    - Focuses on academic-related issues, gathering student feedback, and working with faculty to enhance educational experiences and policies.
        - For more information see Students Affairs section in SGA Roles Description
- **Community Engagement Committee**
    - Plans and organizes social and spiritual events to foster community and engagement among students, ensuring a vibrant and inclusive campus life.
        - For more information see Social Events Committee section in SGA Roles Description
- **Community Service Committee**
    - Coordinates volunteer and service activities, encouraging students to engage with and contribute to the local community and beyond.
        - For more information see Community Service Committee section in SGA Roles Description

Article VI: SGA Advisory Board

The Alumni Advisory Board for the BIS SGA will offer consistent support and guidance by maintaining a stable presence on the board, assisting with resources, and ensuring regular alumni involvement.

Key Responsibilities of the Alumni representative or Advisory board

1. **Serve as a stable member of the SGA board for at least 1 year**: The Alumni Advisory Board will provide stability for the BIS SGA. Member[s] will serve one the board until a secondary alumni representative has been trained for a probation period.

2. **Support the activities of the BIS SGA**: The Alumni Advisory Board will support the SGA with monetary (by helping to identify donors and other sources of funding) and non-monetary support (such as advice and suggestions). They will ensure that the SGA has at least one alumni member per year.
3. **Meet monthly to discuss the state of BIS SGA affairs**: The Alumni Advisory Board must meet with the current SGA at least once every month to discuss the state of affairs of the BIS SGA and provide them any support and assistance in relevant matters.
4. **Advise students on various matters during their studies at BIS**: The [Alumni rep or Alumni Advisory Board] will provide advice on their expertise and experience on academic matters, studies, and external affairs to BIS students.
5. **Developing partnership with current students and alumni students**: The Alumni Advisory Board will ensure that the current students at BIS are connected to the alumni network of students from BIS. They will hold collaborative events, set up a mentorship program, and work to create an online community for students.
6. **Connect other alumni of different cohorts together**: The Alumni Advisory Board will be responsible for building relationships with fellow alumni and creating a network of BIS alumni.

Article VII: Elections and Appointments

Section 1: Candidates Qualifications

- All current members are eligible to run for SGA positions
- A student who is on active probationary status with BIS or is in violation of the Student Code of Conduct is NOT eligible to run for the vacant positions
- All candidates must be able to serve the entire academic year.
- Each candidate must complete and sign the Letter of Intent

Section 2: Election Format

- Elections for the Student Government Association (SGA) positions shall be held annually at the end of the Summer Semester.

- Prior to the election, the current SGA representatives shall hold an internal meeting to determine which positions will become vacant for the upcoming term. This meeting shall take place at least six weeks before the end of the Spring Semester.
    - During this meeting, the SGA representatives will evaluate the current needs of the organization, the performance and intent of current office holders, and the balance of experienced and new members. Based on this evaluation, they will decide which positions are to be opened for election.
- The SGA shall publicly announce the vacant positions available for election to the entire student body no later than five weeks before the end of the Spring Semester.
    - This announcement shall include a description of the responsibilities associated with each open position, the eligibility criteria, and the timeline for the election process.
- Candidate's Letters of Intent will be available for viewing on the BIS student website.
- Candidates may not receive endorsements from any current Executive Board member. Candidates who use such an endorsement will be disqualified.
- Students will vote Online and/or In person during the retreat week in the Summer.
- A candidate who receives the most votes from the student body for a given position shall be elected to that position.

Section 3: Term of Office

- The term of office begins on the first day of the Fall semester following the election and ends the last day of the following Summer Retreat. However, outgoing officers will continue to serve in a transitional capacity until the newly elected officers officially assume their roles on the first day of the Fall semester, ensuring continuity of leadership between terms
- Serving in an office for the Fall, Spring, and Summer semesters is considered one full term.
- No SGA Representative may serve for more than two (2) terms.

Article VIII: Resignation and Dismissal from Office

Section 1: Resignation

- In the event of a vacancy, the Vice President shall assume the role of President.

- Other vacancies will be filled by appointment from among existing SGA representatives who do not hold a specific portfolio. If no such representatives are available or suitable, the appointment will be made from the general student body. In all cases, the appointment will be subject to approval by a majority of the SGA representatives.

Section 2: Dismissal from Office

The SGA has the right to dismiss any member who fails to abide by this Constitution or the Student Code of Conduct. The BIS Administration must approve any dismissal from office. The following process must be followed to dismiss any SGA Executive Board Officer or Committee Chair/Member from office.

- A verbal means of communication must be conveyed to the Executive Board Officer or Committee member in question that states the specific reason for concern. The Officer or Committee member will be notified that without a change in action or behavior, the process of dismissal from office will be initiated.
- If no improvement occurs after verbal communication, a letter of warning will be sent one (1) week after the verbal communication has been conveyed to the Officer or Committee member in question. This letter must state that adequate improvement in SGA participation and/or behavior must be demonstrated. This letter must outline the procedures for dismissal from office as stated in this Constitution.
- If no improvement occurs one week after sending a letter of warning, the Executive Board and BIS Administration must meet to discuss the Officer or Committee member in question's dismissal from office. The Officer or Committee member in question may not be present at this meeting. If there is a majority vote that the Officer or Committee member in question is to be dismissed from office, a letter should then be sent to this member that explains why this decision was reached. This letter must also state that if the Officer or Committee member in question chooses to resign, a letter of resignation must be sent within two (2) weeks of this meeting.
- A letter of dismissal will be sent to the Officer or Committee member if a letter of resignation has not been received within two (2) weeks of the dismissal from office meeting. A copy of this letter will be sent to the BIS Administration.
- An appeal of dismissal from office must be submitted in writing within two (2) weeks of the dismissal letter to the BIS Dean of Students, who will determine whether a reconsideration is in order.
- If the member in question fails to abide by the Student Code of Conduct and/or a situation occurs that is considered inexcusable by the BIS Administration, then an immediate letter of dismissal will be sent and the Officer or Committee member will not have the option to resign.

Article IX: Meetings

Section 1: Regular Meetings

- The SGA Representatives shall meet weekly
- The SGA Representatives shall meet with the BIS Dean of Students at the beginning, middle and end of each semester.
- The SGA shall conduct one General Assembly Meeting quarterly. The General Assembly is an open meeting for all students.
    - Staff and faculty can be invited as guests in some meetings to provide insight or answer questions.
- Meeting dates and times for the General Assembly will be announced at least one week in advance.

Section 2: Special Meetings

- Special meetings may be called by the President or by a majority of the Executive Officers.
- Notice of special meetings must be given at least 48 hours in advance.

Section 3: Rules

Attendance at SGA meetings is vital to the success of the organization. In the event that an SGA representative must miss a meeting, he/she is expected to contact the President and Executive Board officers prior to the meeting to discuss the reason. Any member who misses

three (3) meetings during a semester without prior notice and an acceptable excuse may be dismissed from office.

Article X: Legislation

Section 1: Proposal and Debate

- Any member may propose legislation by submitting it to the President.
- Proposed legislation will be discussed and debated at the next regular meeting.

Section 2: Voting

- Legislation requires a simple majority vote of those present to pass.

Article XI: Finance

Section 1: Funding

- The SGA does not receive financial support from the institution.
- Activities will be funded through voluntary contributions and fundraising efforts.

Section 2: Budget

- The Secretary will maintain a record of all funds raised and spent.

Article XII: Amendments

Section 1: Proposal

- Amendments to this Constitution may be proposed by any member of the SGA.

Section 2: Approval

- Proposed amendments must be approved by a two-thirds majority vote of the members present at a regular meeting.
    - A quorum of over 50% of the voting members of the SGA must be present at a SGA meeting.

Article XIII: Bylaws

- The SGA may adopt bylaws to provide detailed procedures for its operations.
- Bylaws may be adopted or amended by a simple majority vote of the members present.

Article XIV: Code of Conduct

- Members are expected to adhere to Islamic values, and the highest standards of integrity and respect.
- Violations of the code of conduct will be addressed by the Executive Officers.

Article XV: Adoption

This constitution shall become effective immediately upon review and approval by the SGA representatives and BIS Dean of Students.