

**CONSTITUTION OF ISLAMIC MEDICAL STUDENT ASSOCIATION OF
THE UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS**

Article I - Name

The name of the organization is "The Islamic Medical Student Association (IMSA)."

Article II - Affiliation

This organization is not affiliated with any other organization.

Article III – Purpose, Aim, and Function of Organization

IMSA strives to be a means of communication and understanding to promote a more tolerant and diverse learning atmosphere. The purpose of this organization is to serve the needs of Muslim and Non-Muslim students in learning more about Islam and its application to health care. It strives to work with other organizations to promote inter-religious and intercultural dialogue through lectures, workshops, social events, and service projects.

Article IV - Membership

Membership is open to every medical, graduate, or allied health student in good standing at the University of Toledo Health Science Campus. An annual roster will be established at the first business meeting of the academic year and can be amended throughout the year as needed

Article V-Officers

The organization's leadership is composed of seven officers: President, Vice President, Treasurer, Secretary, Publicist, First-Year Representative, and Risk Assessment Officer. The terms of office will be one academic year. Elections will take place according to the Office of Student Life's (OSL) guidelines. Officers will be elected by confidential ballot and by a majority vote of the present members. Any positions may be created or removed by a majority vote of the current executive officers.

Article VI- Advisor

The term of service of the advisor will be one academic year. At the end of the term the advisor may wish to be re-elected or step down. Election is by majority vote of the current executive board members. In the event that the position is open, the officers of the organization will seek a faculty member from the University of Toledo Health Science Campus.

Article VII- Quorum

A quorum will consist of the majority of the active members of the first and second year medical class, or as determined by a majority of the executive board.

Article VIII- Meetings

Organizational meetings will be conducted at least twice each semester at a time and place determined by the executive board. Other meetings and organization sponsored

events will be conducted as needed at a time and place determined by the executive board.

Article IX- Referendum and Recall

Referendum and recall procedures can be enacted by any member of the club in good standing with the approval of a majority of the attending membership and a minimum quorum.

Article X- Amendments

Amendments to the constitution may be proposed by any member in good standing and will be addressed at an organizational meeting, the time and place determined by the executive board. An amendment will require a two-thirds approval by the attending active members when a quorum is present.

Article XI- Ratification

Ratification of the constitution will require approval by two-thirds of the attending active members when a quorum is present.

**BY-LAWS OF THE ISLAMIC MEDICAL STUDENT ASSOCIATION OF
THE UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS.**

A. Membership

Membership is open to every medical, graduate, or allied health student in good standing at the University of Toledo Health Science Campus. Annual roster will be established at the first business meeting of the academic year and can be amended throughout the year as needed. Membership may be granted after the first business meeting upon request to an executive board member. Membership requires that each member is actively involved in the organization, attending at least half of the business meetings. Exemptions under special circumstances may be granted by the executive board.

B. Dues

There are no dues required.

C. Duties of Officers

President: Holds and directs meetings, coordinates club activities, and delegate's responsibilities for the organization.

Vice President: Assists the president in his/her duties and accepts the duties of the president in his/her absence.

Treasurer: Maintains financial records and meets financial obligations of the organization. Collects all receipts from meetings and fills out necessary financial paperwork.

Secretary: Takes attendance and minutes at all meetings, including typing and submitting them to the OSL. Completes necessary paperwork for upcoming events and business meetings.

Publicist: Responsible for advertising for the organization, specifically notifying for getting all advertising approved by OSL.

First year medical representative: Maintains communication with the first year medical class and relates the ideas and opinions of the first year medical class to the executive board.

Risk Assessment Coordinator: Responsible for determining the risk associated with all events sponsored by IMSA and filling out necessary risk assessment paperwork and submitting to OSL.

D. Election process

Elections will take place according to OSL guidelines. Officers will be elected by confidential ballot and by a majority vote of the present members when a quorum is present. Nominations for first year medical representative will be taken at the first

business meeting and elections held shortly after. All other offices will be filled through the normal election process at the final business meeting of the academic year.

E. Procedures for filling unexpired terms of office and removal from office

Open positions will be filled by the normal election process at a time and place specified by the executive board. Removal from office can be accomplished by a majority vote of the current executive board.

F. Executive board

The executive board will consist of the elected officers of the organization.

G. Committees

Committees will be established as needed at the discretion of the executive board.

H Order of Business

Call to order, attendance, old business, new business, speaker if applicable, elections if applicable, and call to end.

I. Voting procedures

Only active and present members of the organization are permitted to vote. A quorum must be present to hold an election.