MTC Constitution

MUSLIM TECH COLLABORATIVE AT UC SAN DIEGO CONSTITUTION - 2024-2025 ACADEMIC YEAR

Founded May 6th, 2024 at the University of California, UC San Diego.

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Muslim Tech Collaborative at UC San Diego, abbreviated as MTC.

The following names may also be used to refer to the organization for branding purposes:
- M-Tech
- Muslim Tech
- MTC at UC SAN DIEGO
- M-Tech at UC SAN DIEGO
- Muslim Tech at UC SAN DIEGO
- Muslim Tech Collaborative at UC SAN DIEGO

ARTICLE II. STATEMENT OF PURPOSE

Muslim Tech Collaborative (MTC) is dedicated to creating a space for Muslims in tech to come together as a professional and spiritual community, showcasing Islamic excellence by leveraging our talents and creating positive tangible impacts on the world.

ARTICLE III. NONPROFIT STATEMENT

Muslim Tech Collaborative at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

To be defined as a "member," one must agree to adhere to all UC San Diego policies and regulations.

Eligibility:
- Only currently registered UC San Diego students, faculty, and staff may be active members in a registered student organization.

Membership Process:
- General membership will be determined through a signup form which is primarily for collecting demographic information and adding members to MTC's internal mailing list.
- Information that will be asked includes name, year, major(s), interests, UCSD email, and contact information for mailing list or newsletter purposes.
- The following criteria will not be part of the MTC membership process at the general level:
  - A minimum GPA.
  - Resume/CV submissions (optional for internal information only).
  - Panel interviews.

○ Transcript submissions, whether unofficial or official.

Community Feedback:
- MTC is a community-oriented organization that prioritizes its commitment to uplifting the Muslim community and its allies in the tech space.
- Feedback forms will be made available to the community through social media and newsletters for members to voice concerns, points of improvement, and appreciation.
- Responses to the primary feedback form will be visible only to the MTC Board and reviewed weekly.

Non-Discrimination Statement:
Membership in Muslim Tech Collaborative shall not be restricted based on race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

Non-Hazing Statement:
MTC will not haze according to California State Law.

- UCOP: https://policy.ucop.edu/doc/2710522/PACAOS-20
- UC San Diego: https://ophd.ucsd.edu/policies-procedures/nps_student.html

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Board Meetings:
- The Board will meet at least once a week for a minimum of 30 minutes.
- Quorum: at least 50% of Board members.
- All Board members must be notified of the Board meeting in advance for the meeting to be valid.
- Minutes will be taken and recorded to document organization procedures and decision-making.

General Meetings:
- The organization will meet at least once every month in a general meeting or event.
- Meetings can be called by any member of the Board.
- Quorum: 20% of active members.

Special Emergency Meetings:
- Requires an MTC Board member to propose a special emergency meeting with a set of reasons by email to the other executive Board members.
- Requires at least 80% (4/5) of MTC Board members' approval.
- Members will be notified of the meeting 3 days in advance through internal channels such as Slack.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

Officer Positions and Executive Committee:

The Board of Muslim Tech Collaborative (MTC) serves as the primary executive body of the organization. The President shall serve as the primary contact; all members of the Board, including the President, shall serve as signatories for the organization.

Board Structure:
1. **President**
- Description: Managing the organization as a whole and facilitating the operations of the organization's leadership.
- Responsibilities:
  - Drafting Board meeting agendas and leading weekly Board meetings.
  - Strategic planning for the long-term fulfillment of the organization's purpose.
  - Representing and advocating for the organization.
- Criteria:
  - Strong interpersonal skills, vision, and ability to set goals.
  - Previous leadership experience is a must.

External Vice President
- Description: Spearheading the organization's day-to-day outreach and brand-building within the Muslim community.
- Responsibilities:
  - Overseeing the Marketing team and managing partnerships.
  - Establishing long-term partnerships with external organizations.
  - Managing social media and communication channels.
- Criteria:
  - Networking and communication skills.
  - Marketing and outreach experience is a must.

Vice President of Finance
- Description: Directing finances of the organization and overseeing fundraising processes.
- Responsibilities:
    - Drafting semesterly and annual budgets.
    - Applying for grants, sponsorships, and additional funds.
    - Managing the Finance team and organizing fundraising initiatives.
- Criteria:
    - Financial planning and budgeting skills.
    - Fundraising experience is a must.

Internal Vice President
- Description: Responsible for all matters pertaining to diversity, equity, inclusion, and justice.
- Responsibilities:
    - Managing membership and alumni network.
    - Overseeing special committees and internal resources.
    - Organizing social events and facilitating study groups.
- Criteria:
    - Strong interpersonal skills and community outreach experience.

Vice President of Projects
- Description: Sourcing projects and communicating with client organizations.
- Responsibilities:
    - Managing project teams.
    - Presenting ideas and guiding members towards the technical goal
- Criteria:
    - Technical background in software engineering or project management.
    - Ability to source clients and build project ideas.

Standing Committees:
- **Marketing Team:** Overseen by External Vice President, responsible for branding and communication.
- **Finance Team:** Overseen by the Vice President of Finance, responsible for fundraising and sponsorships.
- **Membership and Socials Team:** Overseen by Internal Vice President, responsible for alumni outreach and social events.

Selection Process:
1. **Application and Onboarding:**
    - The application to join the following year's Board will be published no later than the second week of Spring Quarter and due by the end of first month of the quarter.

- Officers will serve a term of one full year.

2. **Officer Eligibility:**
   - Only registered UC San Diego students may hold office in the organization.
   - Applicants for MTC Board can apply for a maximum of two roles per year.

3. **Election Phases:**
   - **Phase 1:** Selection of the next President.
   - **Phase 2:** Selection of candidates for all Vice President roles.
   - The new President will be part of the Selection Council for Phase 2.

4. **Interview Process:**
   - Candidates for President and Vice President roles will be interviewed by the Selection Council.
   - Interviews will consist of personal background, relevant experience, and vision for MTC.

Succession Plan:
- In the absence of the President, the External Vice President shall assume the role.
- In the absence of both the President and External Vice President, a remaining Vice President will be appointed.

Replacement and Removal of Officers:
1. Replacement:
   - Officers may be replaced following their resignation or removal.
   - The Selection Council will oversee the replacement process.
2. Removal Criteria:
   - Missing over 3 Board meetings per semester.
   - Failing to attend assigned tabling hours.
   - Habitual lack of communication (48+ hours to respond).
   - Community complaints or policy violations.

Removal of General Members:
General members can be removed based on repeated policy violations or credible community complaints.

ARTICLE VII. RISK MANAGEMENT

Muslim Tech Collaborative at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. Muslim Tech Collaborative at UC San Diego understands that the University does not assume legal liability for the actions of the organization.
1. Professional Engagement:

- ● Risk: Professional misconduct during networking events, workshops, or projects.
- ● Mitigation:
  - ○ Adherence to a professional code of conduct.
  - ○ Training on networking and workplace professionalism.
2. General Events:
   - ● Risk: Injury during events or workshops involving technical equipment.
   - ● Mitigation:
     - ○ Adequate training sessions prior to hands-on workshops.
     - ○ Emergency contact information collection and first aid kits at event venues.
3. Travel for Competitions and Conferences:
   - ● Risk: Safety concerns while traveling domestically or internationally for competitions/conferences.
   - ● Mitigation:
     - ○ Comprehensive travel planning with risk assessments.
     - ○ Collection of emergency contact information.
     - ○ Travel insurance with medical coverage.
4. Handling of Data:
   - ● Risk: Mismanagement or breach of sensitive member data.
   - ● Mitigation:
     - ○ Secure storage and limited access to member information.
     - ○ Regular reviews and updates of data protection policies.

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR ELDERLY

Muslim Tech Collaborative at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning https://uclearning.ucsd.edu. Muslim Tech Collaborative will develop plans for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common-sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

ARTICLE VII. SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE

In the event that Muslim Tech Collaborative at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL

Muslim Tech Collaborative at UC San Diego recognizes that the University generally recommends against all international travel by student organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the student organization's members to manage those risks. Security risks and healthcare services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY

Muslim Tech Collaborative at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state, and local laws. Additionally, Muslim Tech Collaborative at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab.

Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment, or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

ARTICLE VIII. HAZING PREVENTION

Muslim Tech Collaborative (MTC) prohibits all forms of hazing and follows UC San Diego's policy on hazing prevention, as well as California State Law. Any organization member found to have violated these rules will face disciplinary actions.

Prevention Measures:

Educating members on identifying and reporting hazing.
Providing mandatory anti-hazing training.
Establishing a clear anti-hazing policy in all onboarding materials.

Reporting Hazing:

Anonymous reports via email to hazing@ucsd.edu.
Direct reports to the UCSD Center for Student Accountability, Growth, & Education.
For further information:

UC San Diego Hazing Policy
UCSD PPM 160-10
UCOP PACAOS 100

2024-2025 Signatories

President

Zain Khatri

Internal Vice President

Youssef El Masry

External Vice President

Fiza Omer

Vice President of Finance

Mohsin Khawaja

Vice President of Projects

Sabeel Aboushi