

ANU Muslim Students' Association Constitution

Bismillahi ar-rahman ar-rahim

(In the name of God, Most Gracious, Most Merciful).

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1. Name

The name of the association is “ANU Muslim Students’ Association”. The association is also known by the acronym ANU MSA.

2. Description

The ANU MSA is a student organization and student club at the ANU devoted to helping Muslim students maintain their Islamic identity on campus. The ANU MSA is open to all ANU students, particularly those that identify as Muslims regardless of backgrounds or differences. The club also welcomes ANU students interested in the religion of Islam. The ANU MSA strives to be a sanctuary for the Muslim student body at the ANU, providing religious and social services as well as student advocacy. The ANU MSA strives to fulfill the religious, educational, and social needs of Muslim students at the ANU and to represent the ANU Muslim Students on campus and off campus. The ANU MSA is a student club registered with the ANU students’ Association (ANUSA).

3. Objectives of the ANU MSA

1. To lead the ANU Student Muslim Community in a way that is pleasing to Allah and following the Quran and Sunnah.
2. Appoint, from time to time, a khatib who will facilitate Friday Prayer’s congregation every Friday and be available for other regular daily prayers at the ANU.
3. Arrange/Hire the venue for Friday prayer congregation and other daily prayers (as required).
4. Organize regular Islamic and educational events and activities which will benefit the ANU student Muslim community.
5. Manage the prayer rooms and prayer facilities on Campus.
6. Organize daily Taraweeh Prayers and Iftars during the month of Ramadan.
7. Provide advocacy for any issues that arise or affect the ANU Muslim students and bring their attention of them to higher/concerned authorities at the ANU.
8. Work for the welfare of the ANU student Muslim community and facilitate them in assisting with their concerns.
9. Create a vibrant atmosphere to welcome new students and contribute towards building a safe and supportive community for Muslims on campus and seek support from the ANU administration.

4. Membership

- a) Membership is free and open to all ANU students.
- b) Students are full members of the ANU MSA. Staff is associate members. If an individual is both a student and staff member of the ANU, they are considered a student for this Constitution.
- c) All Muslim students of the ANU are automatically recognized by the ANU MSA as members of the ANU MSA, however, registration of membership is still required with the Secretary, to exercise rights as members under this Constitution.
- d) Membership is strictly not open to non-students or ANU alumni.
- e) Associate members and student alumni cannot vote at any ANU MSA meetings or elections.
- f) Associate members and student alumni are not eligible for nomination or to serve on the Executive Committee.
- g) We kindly request an optional donation from members to support the ANU MSA.

4.1. Conditions of Membership

- a) Membership must be renewed each year.
- b) Members will abide by the rules and regulations established by the ANU MSA and must not act in a way that undermines the objects of this Constitution in connection with their participation in ANU MSA activities.
- c) Members will be respectful and tolerant of Islamic beliefs and practices.
- d) Members will not engage in behavior that is abusive to people of other religions.
- e) Members will behave in a respectful, kind, and well-mannered way at all the ANU MSA events and in any ANU MSA forums or spaces, physical or virtual.
- f) Members will respect the decisions made legally by the ANU MSA as established and according to this Constitution.
- g) Must be of good manners and conduct.
- h) Must not have a criminal record.

4.2. The ANU MSA reserves the right to disqualify or suspend the membership of a person who does not act by the conditions of membership, the objectives, rules, and regulations of the ANU MSA as specified in this Constitution.

4.3. Any complaints or suggestions regarding the Imam, khatib, prayers, events or ANU MSA must be emailed to the ANU MSA email addresses (anumsa@anu.edu.au or theanumsa@gmail.com).

4.4. The ANU MSA is responsible for handling all complaints. Any complaints or matters where there is any threat of verbal, physical, or sexual harassment or other illegal actions must be directed to the ANU security for urgent attention, and not the ANU MSA.

5. Organisation Structure

- a) The ANU MSA Executive Committee will consist of the following positions:
- President
 - Vice President
 - Secretary
 - Treasurer
 - Social Media Officer
 - Friday Prayer Coordinator
 - Musallah Coordinator

5.1. Powers and responsibilities of the Executive Committee

- a) The Executive Committee is the committee of management of ANU MSA and, subject to this Constitution and any decision of Committee members at a General Meeting (GM), may do all things necessary and convenient for the furthering of the objects of this Constitution and the operation of the ANU MSA.
- b) Without limiting paragraph (a), the Executive Committee may make decisions and adopt policies binding on ANU MSA members and any Imam or khatib appointed by it, according to its powers described in paragraph (a).
- c) The Executive Committee will be responsible for the duties and objectives of the ANU MSA outlined in [section 3](#) according to their roles as outlined in [appendix 1](#).
- d) The Executive Committee can assign members as volunteers to assist the ANU MSA.
- e) The Executive Committee members cannot use any ANU MSA resources for their own or any third party's interests.
- f) The Executive Committee is responsible for the appointment from time to time of an appropriately qualified Imam available to lead all the daily five prayers or a temporary

khatib(s) who will be responsible for running and facilitating the Friday Prayer under the authority and in accordance with directions of the ANU MSA each Friday.

- g) Executive Committee Members must act with care and due diligence in the exercise of their responsibilities as Executive Committee Members.
- h) An Executive Committee Member must act in good faith in the best interests of the ANU MSA and for a proper purpose in the discharge of their duties.
- i) An Executive Committee Member must not improperly use the member's position to gain an advantage for the Imam or khatib or another person or to cause detriment to the ANU MSA.
- j) An Executive Committee Member must not use information gained in that role to gain an advantage for that person or another person or to cause detriment to the ANU MSA.
- k) An Executive Committee Member must disclose the nature and extent of any material personal interest of the member in any matter arising before a meeting in which the member has a vote, and the disclosure must be recorded in the minutes of the meeting.
- l) Disclosures of material personal interests must be reported at the next GM of the Association.
- m) An Executive Committee Member who has a material personal interest in a matter before a meeting in which the Officer has a vote must not be present while the matter is considered or vote on the matter.
- n) An Executive Committee member must otherwise avoid conflicts of interest in the performance of their duties and declare any potential conflict of interest to the Executive Committee before voting or participating in decision-making on any matter.

5.2. Election and eligibility of the Executive Committee

- a) Must be a current student at the ANU and an eligible member of the ANU MSA as per [sections 4](#) and [4.1](#). of this Constitution.
- b) Must undertake in writing to act in accordance with this Constitution and to support the objects of the Association.
- c) Must not have any recorded or verifiable conflict with the ANU MSA.
- d) Must be available to attend regular Executive Committee meetings.
- e) All the ANU MSA Executive Committee members must be easily reachable and contactable, to receive and participate in regular communications within the Executive Committee.

5.3. Executive Committee members may take temporary leave or resign

- a) A resigning Executive Member must submit their resignation in writing, via email to the Executive Committee at the email address of the ANU MSA.
- b) Executive Committee Members taking leave maintain responsibility for their role until they are replaced at an election. They must arrange for a handover process of their role to the incoming Executive Committee Member. They may agree with the current Executive Committee Members to assist them in this process.
- c) An Executive Committee member wishing to take leave may do so by providing the reason for leave, set date of leave, and the intended length of leave in writing, via their email to the Executive Committee at the ANU MSA's email address. The Executive Committee may choose by a unanimous vote to reject the request for leave and instead vacate the relevant Executive Committee Position and fill the vacant role as specified in [Section 5.2](#).

5.4. Duties of Executive Members

- a) The ANU MSA Executive member must not be an office bearer of any other organizations whose interests conflict with the interests of the ANU MSA.
- b) Must declare any conflict of interest.

5.5. Failure to elect one or more Executive Members

- a) If none of the Executive positions are filled at the Annual General Meeting (AGM), the ANUSA Clubs Officer may, at the request of any member of the ANU MSA, appoint an interim administrator who shall, as soon as is practicable, convene a General Meeting of members of the ANU MSA to fill one or more ANU MSA Executive positions or ask the members to dissolve the club, if no nominations for the Executive office are received.
- b) If a majority of Executive positions are filled at the AGM, the members of the Executive may appoint members of the ANU MSA who consent in writing to serve in the vacant Executive positions.
- c) If only a minority of Executive positions have been filled at the AGM, the ANU MSA Executive shall as soon as practicable convene a General Meeting at which an election will be held to fill the vacant position.

5.6. Conditions of the Imam and khatib(s) appointment

- a) Must strongly and only believe in the oneness of Almighty Allah, Prophet Muhammad (Peace be upon him) as the last messenger of Allah, the Quran as the last Holy book, and full respect for companions of Prophet Muhammad (Peace be upon him).
- b) The ANU MSA will appoint from time-to-time khatib(s) who will facilitate Friday Prayer congregations every Friday at the ANU under the authority and directions of the ANU MSA each Friday.
- c) The term of appointment of any Imam or khatib must be stated in their letter of appointment.
- d) Positions of khatib and Imam would be voluntary positions and the ANU MSA would not pay any salary or monetary funds to them.
- e) Interested individuals must submit a resume outlining their qualifications and capabilities as an Imam or khatib.
- f) The ANU MSA may invite guest khatib(s) from time to time but must not have more than two (2) regular khatibs who will sign and submit the khatib code of conduct.
- g) The Imam and all the khatibs are subject to a review by each Executive Committee to assess their suitability for the role going forward. If this review is not conducted within the first fortnight after the AGM, the Executive Committee reserves the right to conduct the review at any point during their term.
- h) The ANU MSA also reserves the right to call a review if unsatisfied with the code of conduct and agreed terms. This review is not time restricted and can be called at any time other than the AGM. This review must be approved with a simple majority vote by the Executive Committee. The Imam and the khatib(s) can participate as an equal but are not allowed to vote. The Imam and the khatib(s) will be allowed to present their position in case there is a disagreement. The decision of the review by the ANU MSA will be binding on the Imam and the khatib(s).
- i) Must have given khutbahs at other Mosques or established Islamic organizations.
- j) Must be a well-known and respected personality within the wider Muslim community.
- k) Must have a current working with vulnerable peoples' card (for an appointed Imam and khatib(s)).
- l) Must conduct themselves with appropriate and kind mannerisms.
- m) Must agree to and sign the binding code of conduct attached below which outline their roles and responsibilities as the ANU MSA Imam and khatib(s), and under no circumstances deviate from the agreed code of conduct.

- n) The ANU MSA must not appoint an Imam or khatib if all the above conditions are not met in the interested candidate.

5.7. Conditions that disqualify the candidate

- a) Known to have had a previous conflict with the ANU MSA.
- b) Known to have any criminal records.
- c) Known to have harsh or inappropriate mannerisms and conduct.
- d) Have been involved in promoting or have indulged in any kind of activities (talk, speech, sermons, social media postings or other publications etc.) that promote terrorism or extremism.

5.8. Roles and responsibilities of the Imam and khatib(s)

- a) The ANU MSA Imam (when appointed) is responsible, under the direction of the ANU MSA Executive, for leading all daily five prayers at the ANU Musallah (prayer facility) and regulating the Friday prayers mentioned in the ANU MSA's preamble.
- b) The ANU MSA khatib(s) is responsible for leading the Friday Prayers under the direction of the ANU MSA Executive until the ANU MSA appoints an appropriately qualified Imam available for all the daily five prayers including the Friday prayer (The ANU MSA is responsible for providing and paying for the Friday prayer venue).
- c) The Imam or khatib must agree to and sign the khatib/Imam code of conduct given below, and under no circumstances deviate from the agreed code of conduct.
- d) The khatib(s) must keep a record of each Friday sermon (khutbah) topic and brief content notes (a few dot points are sufficient) and submit these to the ANU MSA Executive Committee before the Friday sermon.
- e) The khutbah notes will be included in the AGM executive report.
- f) All the khatib(s) are volunteer and temporary until the ANU MSA finds a suitable scholar as an Imam of the ANU MSA for daily five prayers at the ANU MSA prayer facility.
- g) The Imam and khatib(s) must not act at any time in a way that may bring disrepute to the ANU MSA.
- h) The Imam and khatib(s) must not use the ANU MSA resources for their own interests or for the interests of any other organization.
- i) The Imam or khatib(s) must not promote their interests, ideology, or organizations, instead, they should relate to the Quran and reference authentic Prophetic hadiths.

- j) The Imam/khatib(s) must not make any announcement in their Friday sermons without the prior written approval of the ANU MSA Executive Committee.
- k) The Imam/khatib(s) must place their role at the ANU MSA above other religious appointments or roles unless sanctioned and/or discussed with the Executive Committee.
- l) The Imam and khatib(s) are not permitted to seek donations or fundraising of any kind for any organization in connection with their role as a khatib or Imam for the ANU MSA through ANU MSA meetings, events, website, or through any other communication channels whether verbal or written.
- m) The ANU MSA Executive Committee is the proper authority for decision-making for the ANU MSA and the Imam and the Khatib(s) work under the authority of the committee.
- n) No Imam or khatib(s) has the authority over the ANU MSA on any of the ANU MSA events or Friday prayer arrangements.
- o) Must be easily contactable and provide means of communication and contact such as phone number and email address.
- p) Must advise the ANU MSA through written communication to the ANU MSA official email address (anumsa@anu.edu.au or theanumsa@gmail.com) of any periods when they will be unreachable or out of contact, for example, if they are traveling or have scheduled time away and off from work, etc.
- q) The ANU MSA and its members may consult the Imam or Khatib(s) for religious advice.
- r) The Imam and khatib(s) must notify the ANU MSA as soon as possible if they break or no longer meet the requirements and conditions listed above or if they meet any of the conditions which disqualify them from their position as the ANU MSA Imam.
- s) If the khatib(s) is unable to lead the Friday prayers for two consecutive weeks without prior approval from the ANU MSA, the Executive Committee reserves the right to terminate the appointment without a non-negotiable notice.
- t) The Imam or khatib(s) has the right to step down from their role at any time as long as they give sufficient notice to the Executive Committee and provide a written statement of resignation.
- u) The Imam or khatib(s) must comply with any requirements set out in any letter of appointment provided to them by the ANU MSA Executive.

5.9. Obligations of the ANU MSA to the Imam and khatib(s)

- a) The ANU MSA must give the khatib(s) sufficient and proper notice of any changes to the Friday prayer time and location.
- b) The ANU MSA must inform the Imam or khatib(s) of any constitutional changes which affect the Imam or khatib(s).
- c) The ANU MSA is bound to give written notification to the Imam or khatib(s) about the disqualification or dismissal as an Imam or khatib(s) for the ANU MSA.

5.10. The ANU MSA reserves the right to disqualify the Imam or khatib(s) if any of the conditions as outlined in [section 5.8.](#) are broken or are no longer met or if the ANU MSA at any time finds a more suitable, qualified authentic scholar.

5.11. If any of the student members know the Imam or khatib(s) to have broken the above conditions or code of conduct, they must immediately report this to the ANU MSA Executive Committee who must do their best to resolve the issue.

5.12. The student members of the MSA may call on ANUSA to dissolve the ANU MSA Executive Committee and call for a new election if substantial proof can be provided that the Executive Committee knowingly appointed an Imam or khatib(s) who did not meet the above conditions at the time of appointment ([Section 5.6.](#)) or if they refused to disqualify an Imam or khatib(s) who was proven and known to have broken or no longer meet the above requirements.

5.13. Imam/Khatib Code of Conduct

- a) Imam/Khatib code of conduct

I _____ agree to the above terms and conditions and roles and responsibilities as given in the ANU MSA Constitution in [Sections 5.6. to 5.12.](#) and any letter of appointment provided to me by the ANU MSA Executive Committee. To the best of my knowledge, I meet all the requirements and conditions to take up the position of Imam/khatib as outlined in the MSA Constitution and my letter of appointment. I also agree that I must not at any time whether in speech, writing or conduct, convey any content which promotes violence, terrorism, or extremism. The content of the khutbah must be Islamically sound and grounded in evidence from the Quran and Sunnah. I understand my rights and responsibilities as the ANU MSA Imam/khatib. I understand that if I am to break or no longer fulfill the above conditions and requirements the ANU MSA Executive Committee has the right to disqualify me from this position.

Signed: _____ Date: _____

6. Election and AGM

- a) Elections will be held once per year.
- b) The communications regarding the Annual General Meeting (AGM) and the elections will go by the Secretary and be approved by the President or a simple Executive Committee majority decision.
- c) Candidates must be physically present and give an introduction speech during the election.
- d) Only current ANU MSA Student Members are eligible to vote.
- e) Only current ANU MSA Student Members are eligible candidates to run for a position on the Executive Committee.
- f) The ANU MSA outgoing committee must approach the ANUSA and have their financial audit from the ANUSA before ending their term.
- g) Each year the Executive must engage a professional, qualified accountant, not being a member of the Association, to carry out an audit of the books and accounts of the Association for the previous Financial Year before ending their term.
- h) The Executive Committee will be elected by secret ballot vote at the AGM.
- i) The AGM will take place before the election where the outgoing Executive Committee will deliver an annual report regarding the activities and finances of the ANU MSA over the past year. The election will take place directly after this and the Outgoing Executive Committee will officially hand over the ANU MSA to the Incoming Executive Committee.
- j) An outgoing Executive Member of the ANUSA may be contacted to attend the AGM of the ANU MSA to make sure that all the conditions of this Constitution and handover policy are met during the election and handover.
- k) All the handover processes (bank account transfer, social media account details, website login details, keys, assets, property, etc.) must be handover to the new Executive Committee within the first week after the AGM.
- l) The new Executive Committee will call a General Meeting of ANU MSA members within the first two months after the AGM, to present their goals for the term, strategic plan for the ANU MSA, finance report, a tentative event calendar, and how the ANU MSA works.

- m) Positions rendered vacant or unfilled positions within the Executive Committee may be replaced by the method outlined in [Section 5.4](#), and in this Section at a General Meeting, at the discretion of the Executive Committee.

7. General Meetings

- a) An AGM is to be held at least once each year, not more than 14 months after the previous AGM, at which the members of the Executive are to be elected, and an Annual Report, statements of income and expenditure, and a current balance sheet are to be presented by the outgoing Executive.
- b) A General Meeting may be convened no more than once during each Teaching Period of the Academic year at the discretion of the Executive.
- c) A General Meeting must be called by the Executive within ten (10) academic days of being presented with a petition signed by ten (10) members setting out the purpose for which such a meeting is requested.
- d) The quorum for a General Meeting is seven (7) members.
- e) Except as otherwise provided in this Constitution, decisions of a General Meeting are by a simple majority of full members present in person who cast a vote.
- f) The President must, where possible, Chair, or appoint another ANU MSA member to Chair, a General Meeting.
- g) Where this is not done, those full members present must elect a full member to Chair.
- h) The Chair has a deliberative and casting vote.
- i) Any resolution of a quorate General Meeting binds all members of the Executive to the extent that the resolution directly relates to their activities as a member of the Executive.
- j) The Executive Committee members are responsible for acting upon steps raised by the members of the ANU MSA through General Meetings or AGMs.
- k) The ANU MSA student members have the right to request a General Meeting of the ANU MSA after confirming the attendance of seven (7) persons from the ANU MSA student members to raise such actions that needed to be taken by the Executive Committee members. These requests for General Meetings must be directed to the official ANU MSA email address.

8. ANU MSA Events

- a) All ANU MSA events must be alcohol-free and under Islamic principles.

- b) The ANU MSA may seek religious guidance regarding its events from the appointed Imam/khatib(s), Muslim Chaplain(s) at the ANU, or known scholars but the advice is not binding on the ANU MSA.
- c) The ANU MSA must follow the event policy guidelines which will be designed by the ANU MSA Executive Committee in consultation with ANU MSA student members.

9. Finances

- a) The ANU MSA Executive Committee is responsible for trusteeship of the ANU MSA bank accounts, there must be a minimum of three trustees.
- b) The ANU MSA must arrange a two-signatory process with the bank.
- c) Under Islamic principles, the ANU MSA will avoid paying or receiving any financial interest in all circumstances, except where beyond the ANU MSA's control and it is unavoidable.
- d) The ANU MSA Executive Committee cannot use any financial or other resources of the ANU MSA for their interests.
- e) The Executive Committee must keep a record of donations, funds from the Muslim community, and reimbursements or grants from the ANUSA and the ANU.
- f) The funds or grants for a specific event/activity received from the ANUSA or the ANU must not be spent other than that event/activity.
- g) Donations, funds, and any fee must not be collected in cash at any ANU MSA forums or by the ANU MSA Executive Committee members. These should be directly deposited to the ANU MSA bank account or through the Donation Tap Point machine which is connected to the ANU MSA bank account.
- h) The ANU MSA may run campaigns or donate to a social cause or natural disasters such as floods, earthquake relief, etc.
- i) The assets and income of the ANU MSA shall be used only for the promotion of the ANU MSA's objectives and no portion may be paid or transferred directly or indirectly to members of the ANU MSA except as bonafide remuneration for services rendered by the members to the ANU MSA, repayment of expenses incurred on behalf of the ANU MSA.

10. Affiliation and Third-Party Relations

- a) The ANU MSA is affiliated with the ANU Students' Association (ANUSA) and anything in this Constitution which is inconsistent with the ANUSA's Clubs Regulations and Policies is null and void to the extent of that inconsistency.
- b) The ANU MSA must fulfill its obligations under the ANUSA's Clubs Regulations and policies.
- c) The ANU MSA has no affiliation or registration except with ANUSA and cannot be affiliated and registered with any third-party organization (national, cultural, religious, social, etc.).
- d) The ANU MSA may collaborate with third-party organizations to host events that are beneficial to the ANU Muslim Community, with no control of the third party over the ANU MSA.
- e) The ANU MSA may receive sponsorship from third-party individuals or organizations in the form of monetary donations. Sponsorship does not give third-party sponsors rights, power, or ownership over the ANU MSA.
- f) The ANU MSA Executive Committee and the sponsor must sign and date a written contract detailing the terms and conditions of such sponsorship, at no point can the ANU MSA give legal authority or ownership of the ANU MSA to any third party.
- g) Sponsorships or donations by any third party for the ANU MSA assets/property do not give the ownership of the ANU MSA assets/property to the third party.
- h) The nature of the sponsorship cannot involve any financial interest and cannot be associated with any third party which promotes that which is considered impermissible in Islam such as gambling or alcohol.
- i) Fund collection for any third party (individual or organization) through any medium of the ANU MSA is strictly prohibited. The Executive Committee has the right to remove the fund collection source from the ANU MSA forums without informing the third party. Even with confrontations, if the matter is not resolved, the ANU MSA has the authority to proceed with legal actions under the ANU legal boundaries and in consultation with the ANU and the ANUSA legal services.

11. Amendments to the Constitution

- a) Any proposals from ANU MSA student members to amend the Constitution shall be forwarded to the ANU MSA Executive Committee via email.

- b) Any changes to the Constitution will need to be voted on and passed by a majority of ANU MSA student members physically present at a General Meeting with a minimum of seven (7) people attending.
- c) Proposed changes to the Constitution will be emailed to members at least two (2) days before the General Meeting.
- d) No amendments to this Constitution shall be validly enacted except where the ANUSA Clubs Officer or their successor has been given notice by email of the amendment at least five (5) days before the moving of the amendment. The email shall request an interpretation as to whether the proposed amendment will affect the continued eligibility of the club for re-affiliation.

12. Dissolution

- a) Any interpretation of the Constitution or the resolution of any dispute under it may be appealed to the ANUSA's Clubs Officer. The decision of the ANUSA's Officer may be appealed by the means set out in the Constitution and regulations of the ANUSA.
- b) The ANU MSA can be dissolved by: the decision of the current ANU MSA student membership at the AGM when the ANU MSA ceases to operate due to no members being elected to the executive/trustee positions, or the club/society ceasing to function through natural attrition.
- c) On dissolution, disaffiliation, or failure to re-affiliate by the end of the first teaching period, any net assets, property, funds, or money shall not be distributed among the members but shall become the property of the ANUSA and be given or transferred to the ANUSA; except for funds sourced by means other than grants from ANUSA in the current and previous calendar year. Such other funds must be donated to a not-for-profit association with objects similar to those of the ANU MSA, or the ANUSA.
- d) Any complaints regarding the Imam/khatib, prayers, events, or ANU MSA must be emailed to the official ANU MSA email (anumsa@anu.edu.au or theanumsa@gmail.com).
- e) The majority of student members of the ANU MSA may sign a petition and call on ANUSA to dissolve the ANU MSA Executive Committee and arrange a new election if there is substantial evidence that the Executive Committee is not acting under the guidelines and regulations set out in this Constitution.

Appendix 1: Individual Roles and Responsibilities of the Executive Committee

- All Executive members must be available to attend regular Executive Committee meetings.
- All Executive members must be easily reachable and contactable, to receive and participate in regular communications within the Executive Committee.

President

- 1) To oversee the strategic management of the ANU MSA.
- 2) Organize regular meetings with the Executive and set the agenda for meetings.
- 3) Oversee the setting and review of goals and action items both long-term and short-term.
- 4) To review the mission and vision statements of the ANU MSA and oversee that the Executive Committee is planning events and campaigns which are under the vision/mission statement.
- 5) To monitor the overall event planning, schedule, and timeline for the MSA as designed by the Executive Committee.
- 6) To delegate and monitor the progress of tasks to the Executive Committee members.
- 7) To set the agenda of and facilitate General Meetings (GMs) and the Annual General Meeting (AGM)
- 8) To maintain communications with and arrange meetings with ANUSA, Clubs Council, and other important stakeholders which impact upon the overall management, strategy, or progress of the ANU MSA.
- 9) To handle advocacy issues and matters with external stakeholders.

Vice president

- 1) To assist the president in their duties.
- 2) To report to the president and the Executive Committee about the progress and status of delegated tasks and volunteer management regarding events and timelines established by the Executive Committee.
- 3) To oversee and monitor the progress of any volunteer roles or volunteer subcommittees created by the ANU MSA Executive.
- 4) To make sure the conditions of this Constitution are met at the Annual General Meeting and during the election.
- 5) To make sure the handover process completes in time as set out in this Constitution.

Secretary

- 1) Record all meeting minutes and upload them to google drive within 3 days of the meeting, per any established meeting policies or minutes templates.
- 2) To oversee and manage emails and the external communications of the ANU MSA as per the external communications policy. This includes any messages received via the ANU MSA social media accounts.
- 3) Management of memberships - as per any established membership policy documents or rules regarding membership in the ANU MSA Constitution
- 4) Monitoring the membership list, and keeping the membership list up to date.
- 5) Adding new members to the ANU MSA Google Contacts list and to any social media groups the member has requested to join after their membership has been verified.
- 6) Sending out regular updates, information, or newsletters to members via email and social media

Treasurer

- 1) To provide regular reports on the bank account and budgetary reviews to the Executive Committee.
- 2) To facilitate sponsorship and fundraising which has been approved by the Executive Committee.
- 3) To manage and report on funds received via sponsorship and fundraising.
- 4) To write up and manage the ANU MSA budget as designed by the Executive Committee according to the budgetary/financial policies.
- 5) To bring these budgets and financial reports to General Meetings for student member approval.
- 6) To develop policies to ensure financial probity within the ANU MSA Executive Committee with the help of the ANU MSA president.
- 7) To keep track of the expenses and upload the receipts on the ANU MSA google drive.
- 8) To resolve any issues related to the ANU MSA bank account.
- 9) To apply for and manage grant applications and payments.
- 10) Present the yearly finance (income and expense) report at the AGM.

Social Media officer

- 1) Manage the ANU MSA social media websites, websites, platforms, and forums according to relevant social media policies.

- 2) To oversee and manage the ANU MSA website with regular updates under any social media policies.
- 3) Manage and distribute ANU MSA event advertising and marketing.
- 4) Organize and manage the marketing and public relations of the ANU MSA.
- 5) Regularly collect feedback from members and the wider community/public in regards to what events or support they would like ANU MSA to provide and report this feedback to the Executive Committee.
- 6) Make sure the communication channels, website, social media platforms, and other ANU MSA forums are not used to spread information not related to the ANU MSA activities at the ANU.

Friday Prayer Coordinator

- 1) Make sure a khatib is present for the upcoming Friday prayer.
- 2) Facilitate and be responsible for the set-up of Friday prayer equipment and facilities.
- 3) Provide any logistical support that the Imam/khatib(s) may require concerning the Friday prayer.
- 4) Inform members of any important information relevant to Friday prayer (such as change of time/location) via email and social media.
- 5) Provide regular reports on the Friday prayer to the Executive Committee.
- 6) Record the name of the Imam/khatib(s) and the topic of the Friday sermon with the date and present the yearly summary in the AGM.
- 7) Make sure the khatib is following the ANU MSA Constitution and his code of conduct agreement.
- 8) Make sure no donation collection or fundraising is occurring at the Friday prayer event.

Musallah Coordinator

- 1) Make sure the daily five prayers have been conducted at the ANU Musallah at regular times.
- 2) Manage the cleaning and maintenance of the Musallah.
- 3) Manage the cleaning and/or maintenance of any items and resources in the Musallah such as but not limited to furniture, prayer clothing, and books.
- 4) Manage and procure the Quran copies, books, or other necessary educational materials for the ANU Musallah.
- 5) Manage the use of the Musallah (including bookings of the space) according to policies established by the Executive Committee.

- 6) Provide regular feedback and report to the Executive Committee about the condition and upkeep of the Musallah
- 7) Regularly collect student feedback regarding the Musallah and prayer spaces at the ANU and report this feedback to the Executive Committee.
- 8) Advise Muslim students of available prayer spaces at ANU.