



## **Article I - Name**

### Section 1: Official Name

The organization will officially be known as The Muslim Mental Health Initiative.

### Section 2: Other Names

The organization will also be known by the abbreviation NUMMHI as well as the acronym MMHI. The organization will be referred to as MMHI in this document.

## **Article II - Purpose**

### Section 1: MMHI Purpose

The purpose of MMHI is to provide mental wellness programming and services to the Muslim community at Northwestern University. MMHI creates a partnership between Northwestern Counseling & Psychological Services (CAPS), and the Chicago branch of the Khalil Center, the oldest mental health facility in the nation that specializes in serving the Muslim population. [Khalil Center is a spiritual wellness center pioneering the application of traditional Islamic spiritual healing methods to modern clinical psychology.](#) As a part of MMHI, Khalil Center counselors will provide on-campus services

focusing on the promotion and destigmatization of Muslim mental health and prevention, such as, but not limited to: drop-in consultation hours, biquarterly Ummah talks , cultural-sensitivity trainings for CAPS staff led by the Khalil Center, and workshops throughout the semester. These efforts are all tied to spirituality including dealing with Islamophobia, stress management, time management, mitigation of depression/anxiety, relationships, suicide/violence prevention, community development, and more.

## **Article III - Affiliation**

### Section 1: Affiliation with Northwestern Entities

MMHI is a program funded by Northwestern University Counseling and Psychological Services.

### Section 2: Affiliation with Other Organizations

MMHI is not affiliated with the Muslim-cultural Student Association. Furthermore, MMHI will specifically maintain its independence from all political and ideological groups, including the Associated Student Government of Northwestern University.

## **Article IV - Board Members**

### Section 1: Board Applications

Applications for the following year's board positions will be released in the Spring semester either in March or April. Applicants will be given at least 2 weeks to apply; after which the board will review applications, interview candidates, and make a decision.

### Section 2: Eligibility

In order to be eligible to hold office for the academic year following board applications, candidates must be registered as a Northwestern student for the entire academic year after the elections. Candidates who have held the same board position for 2 years are ineligible to apply for the same position again. The maximum number of years a student can serve as a board member is 3 years total, regardless of which title/s they held.

### Section 3: Positions and Duties

There will be 5 board members, referred to as the MMHI board or simply "the board." It is mandatory for each board member to carry out the following common duties:

- Attend at least 1 Ummah Talk per month (if applicable).

- Attend at least 75% of MMHI sponsored events, other than Ummah Talks (if applicable)
- Be responsive and engaging in the group chat (responding, liking, etc.)
  - Respond within 24 hours if directly addressed / reached out to
- Attend weekly MMHI Board meetings on time with an update on task progress
  - Inform in the group chat 24 hours in advance of expected absence.

The specific duties for each position are the following:

(a) Executive Director

- Attend and run all board meetings as well as regularly monitor the NU-MMHI email account. Report on all and any assignments and responsibilities to the other board members in weekly meetings. Must respond to MMHI-related emails, text messages, phone calls, and all other internal inquiries within 24 hours. Failure to do so on a consistent basis will warrant a discussion on the Executive Director's future within MMHI.
- Manage communication between all external parties including but not limited to:
  - The Khalil Center
  - Counseling and Psychological Services
  - Muslim-cultural Student Association
  - Other groups/organizations that MMHI may collaborate with.
- Must have been a previous board member of MMHI for at least one year.
- Attend all interviews for the next year's board candidates.

(b) Internal Director:

- Create agenda for, take notes at, and attend all weekly board meetings. Run meetings in the absence of the Executive Director. Organize all relevant documents in the MMHI Google Drive. Responsible for establishing a common board/committee meeting time and location every semester.
- Monitor and check-in consistently with other board members' projects and assignments. Manage timeline for grant applications, mid and end of the year report deadlines. Facilitate any student projects led by MMHI affiliates or board members, should the occasion arise.
- Report on all and any assignments and responsibilities to the other board members in weekly meetings.

(c) Finance Director

- Develop and manage the annual MMHI budget, balance expenses to avoid an unnecessary surplus / significant deficit, and help facilitate / process reimbursements.
- Maintaining communication with CAPS on funding and budget for each quarter
- Researching and applying to grants focused on wellness and mental health
- Communicating and networking with NUMA, McSA, and non-profit organizations to see how they can financially support MMHI
- Spearhead budget information and development on all grant applications and reports.

(d) Outreach Director

- Coordinate and organize drop-in consultations / workshops with therapists.
  - Details for drop-in consultations / workshops should be confirmed at least 2 weeks before their scheduled date.
- Work with Communications Director to advertise MMHI programming via social media with a particular emphasis on the brothers within the NU Muslim community, as well as monitor NU MMHI social media messages.
- Collect and integrate feedback into MMHI programming.
- Serve as liaison between Khalil Center and NU MMHI

(e) Communications Director

- Communicate with all other MMHI board members to produce content for various social media platforms (Instagram, Facebook, etc.)
  - Requests for content production should be met within 72 hours.
- Regularly update MMHI website with information on MMHI board members, event information (date, location, etc.). \*\* maybe keep
- Actively engaged in campaigns intended to increase MMHI's digital presence.

## **Article V - Events**

### Section 1: Mandatory Events:

MMHI must provide a set number of weekly consultation sessions with the affiliated Khalil Center as outlined in their contract, which is renewed/revised every summer.

### Section 2: Other Events:

MMHI can offer workshops led by the Khalil Center and Ummah talks, as they pertain to mental health and wellness, throughout the semester. These, along with other social events, may occur at the current board's discretion and approval.

## **Article VI - Judiciary Procedures**

### Section 1: Major Offenses:

Members of the MMHI can be removed from the organization and barred from receiving any and all services provided by MMHI. These offenses include but are not limited to willfully creating dissent, abuse of MMHI funds, abuse of MMHI property, and willfully causing harm to the MMHI or its members.

### Section 2: Procedure for Members:

A member can be removed from the MMHI by a unanimous vote of the officers. A meeting or conference call will be held with all the other board members and available advisors, as well as the member in question.

### Section 3: Procedure for Board Members:

If a board member commits a major offense, or repeatedly fails to satisfy his or her duties as a board member, the board member may be removed from office. The other members on board can request an individual board member to resign with a unanimous vote.

## **Article VII -Amendments**

### Section 1: Board Approval:

Any proposed amendment must receive the unanimous approval of the board.

## **Article VIII - Dissolution**

### Section 1: Procedure:

In the case of dissolving before MMHI completes usage of their funds, the board must unanimously agree to dissolve the organization. A special meeting must be called, announced to all relevant members at least one month ahead of time. The quorum for this meeting is four-fifths of the active members, and the motion to dissolve can only be passed with a four-fifths vote, including abstentions.

## **Article IX - Constitution Adoption, Interpretation, and Enforcement**

### Section 1: Adoption:

For this constitution to be adopted, the current MMHI board must unanimously approve it. The active board members must approve the constitution with a majority vote including abstentions.

### Section 2: Interpretation:

Any ambiguities in this constitution, or any items that are open to interpretation, will be resolved by a unanimous vote of the board.

### Section 3: Enforcement:

It is the responsibility of the board to enforce the constitution. If the board does not adequately accomplish this, the advisory council will take on this responsibility.