



## The Markaz Advisory Board Charter

1. The Markaz supports a vibrant community of students who identify with or are interested in Muslim experiences both here and around the world. We provide a welcoming space, resources, and programming to engage, educate and empower the entire Stanford community. Whether addressing the issues of today or celebrating our rich heritage, the Markaz fosters a sense of belonging and builds connections across Stanford's diverse community.
  2. The Markaz Advisory Board promotes and supports the work of the center. This includes advising on the overall direction of the Markaz, advocating for needed student services, and helping to sustain the future of the Markaz. The Board is composed of students, staff, alumni and faculty. It interacts with, and serves as an ambassador to, stakeholders across and outside the University as necessary. The Board is advisory in nature and does not have decision-making authority.
  3. Board Membership consists of a maximum of 11 members with each of the following roles represented:
    - Alumni
    - Faculty
    - Staff
    - Students (1 graduate and 1 undergraduate)
    - Director of the Markaz
    - Associate Director of the Markaz
- 3.1. Within each category, the Board will strive to achieve broad generational representation.

4. Board members are expected to be available for, and may be called on to, support the Markaz Director, support Markaz leadership transitions, be available for ad hoc consultation, identify potential donor support, and participate in Markaz events.
5. Board members are reminded that confidential financial, personnel and other matters concerning the Markaz may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.
6. Board members are expected to adhere to professional and collegiate standards and to represent the values and commitments of the Markaz expressed in the Markaz Mission Statement.
7. New members may be nominated by Board Members. Nomination requires a brief presentation and biographical details, followed by Board discussion and vote.
8. The Board will have a Chair and Vice-Chair, and a Scribe who are all elected or agreed upon for one-year terms by the Board members (they may dispense with the scribe and rotate this function among other members).
  - 8.1. Duties of the Chair: The Chair will convene the regular meetings of the Board and preside over meetings of the Board. The Chair shall have authority to call special meetings; to appoint working committees; to decide points of order. The Chair is the liaison with the Markaz Director. The Markaz Director and Associate Director may not serve as Chair or Vice Chair.
  - 8.2. Vice-Chair: The Vice-Chair shall assist the Chair in the performance of assigned duties and, after the completion of the Chair's term, become chair. Also, in the absence or disability of the Chair, the Vice-Chair shall succeed to the authority and duties of the Chair. The Vice-Chair will be elected during the fall quarter meeting for the upcoming calendar year term.
  - 8.3. Scribe: The Scribe (or member acting as Scribe) shall maintain accurate, actionable minutes of all meetings and distribute minutes to each member on a timely basis.

9. The Board will meet a minimum of three times each calendar year. A minimum of one of these meetings will be in person. The calendar shall be determined by the Chair in consultation with the Director of the Markaz.
10. The Board votes by majority on its membership and any revisions of its Charter. The Chair calls and oversees votes. In the event of a tie vote, the Director of the Markaz breaks the tie.
11. Non-student Members of the Board shall hold office for a term of three years and shall be eligible for re-nomination upon the expiry of their term. Student members hold one-year terms and shall be eligible for re-nomination upon the expiry of their term. Alumni members who previously served as student members begin a new set of term limits. Terms are aligned with the calendar year. During the fall quarter, potential members of the board will be recruited and elected.
12. Members of the Board shall be eligible for election to a maximum of three full consecutive terms. Members elected to fill a vacancy created by a departure in the middle of a term shall be eligible for a full set of 3 terms of service after completing the partial term. At the inception of the Charter and thereafter if the board size expands, multiple non-student board members who join at the same time will have terms staggered by one year to ensure that no more than one third of the board changes at any one time.
13. It is expected that each Board member will attend or participate in every meeting of the Board. If a Board member has failed to participate in three consecutive meetings of the Board without sufficient cause or leave of absence, their position shall become vacant.