

Article I: Name of the Organization

- 1.1 The official name of the organization will be Muslim Advocacy Group at the University of Toronto Scarborough.
- 1.2 The Muslim Advocacy Group may be referred to by the acronym MAG.

Article II: Purpose

- 2.1 The purpose of Muslim Advocacy Group will be to
 - 2.1.1 Lobby the university and/or necessary groups to put forth motions regarding matters of muslim needs and well being on campus.
 - 2.1.2 Amplify and raise the voices of Muslim students on campus
 - 2.1.3 Be a haven for Muslim students to raise concerns regarding their experience, wellbeing, and life on campus
- 2.2 The Muslim Advocacy Group will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by ensuring that Muslim students do not have to decide between being a Muslim or a student.
- 2.3 The Muslim Advocacy Group fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
- 2.4 The Muslim Advocacy Group operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.
- 2.5 The MAG as an organization does not follow nor endorse the beliefs of any particular Islamic sect. The organization exists solely to ensure that any Muslim has the resources and facilities needed to practice their own faith as an individual.

Article III: Membership

- 3.1 Membership in the Muslim Advocacy Group is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.
- 3.2 All students, staff, faculty and alumni registered in the membership database are deemed as general members. Registration can be found in a google form link available to all students, staff, faculty, and alumni of the University of Toronto Scarborough.
- 3.2 The term of membership for the Muslim Advocacy Group will be from May 1st – April 31st each year.
- 3.3 Each member shall be afforded the following rights through membership in the Muslim Advocacy Group:
 - 3.3.1 The right to participate and vote in meetings;
 - 3.3.2 The right to communicate and to raise concerns regarding muslim life and well-being campus;
 - 3.3.3 The right to engage in activities/events that are reasonable and lawful;

3.4 Each member shall possess the following responsibilities relative to participation in Muslim Advocacy Group:

- 3.4.1 Support the purpose of the organization;
- 3.4.2 Uphold the values of the organization;
- 3.4.3 Contribute constructively to the programs and activities offered by the organization;
- 3.4.4 Attend general meetings;
- 3.4.5 Abide by the constitution and subsequent official organizational documents;
- 3.4.6 Respect the rights of peers and fellow members;
- 3.4.7 Abide by University of Toronto policies, procedures, and guidelines;
- 3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

3.5 The Muslim Advocacy Group values and respects the personal information of its members. The Muslim Advocacy Group secures its member's information at all times and will not supply names or other confidential information to third-parties.

3.6 The Muslim Advocacy Group will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executive

4.1 The executives of the organization shall include:

1. Co-Presidents (2)
2. Vice-President Operations (1)
3. Vice-President Campaigns (1)
4. Vice-President Media (1)

4.2 The **co-presidents** shall be responsible for:

- 4.2.1 Being the primary spokespeople of the organization.
- 4.2.2 Making final decisions in the interest of the organization.
- 4.2.3 Maintaining the direction of the organization in accordance with this constitution along with the vision and purpose of the organization.
- 4.2.4 Being signing officers of the organization in the event a bank account is opened

4.3 The **Vice-President Operations** shall be responsible for:

- 4.3.1 Overseeing the organization's budgets and internal planning and regulation.
- 4.3.2 Taking meeting minutes at meetings and ensuring that whatever planning mechanisms set in place are followed to ensure everyone maintains proper organization.
- 4.3.3 Keeping an internal record of **all** campaigns (past, present, and future).
- 4.3.4 Being a signing officer of the organization in the event a bank account is opened.
- 4.3.5 Keeping and updating a list of all general members.

4.4 The **Vice-President Campaigns** shall be responsible for:

- 4.4.1 Being the primary contact regarding the status of all campaigns.
- 4.4.2 Using their own discretion to determine what possible campaigns should be brought to the attention of the executive.
- 4.4.3 Sourcing a campaign head/lead for every ongoing campaign and maintaining regular communication with this person to ensure a steady flow of information.

- 4.4.4 This VP should ideally be very involved on campus and familiar with the Muslim community on campus.
- 4.5 The **Vice-President Media** shall be responsible for:
- 4.5.1 Maintaining all of the organization's social media and online presence
- 4.5.2 Maintaining regular communication with members of the organization on a large scale.
- 4.5.2.1 This includes but is not limited to providing updates through different social media, mailing lists, physical communication mediums, etc.
- 4.6 Only student members of the organization may hold executive positions.
- 4.7 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.8 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.10 The term of each executive will last from May 1 following their hiring to April 30 of the following year.
- 4.11 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the co-presidents. Resignation shall be effective 2 weeks after delivery to the President, and no ratification by the organization shall be required to make the resignation official.
- 4.12 Any vacancy of executives shall be filled by the co-presidents or designate of the organization until such a time where a permanent appointment occurs, or a hiring process is conducted.
- 4.13 If a co-president resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Resignation shall be effective 3 weeks after delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.14 Any vacancy of a co-president shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Board

- 5.1 The board members of the organization shall include:
1. Administration Director (1)
 2. Media Director (1)
- 5.2 The **Administration Director** shall be responsible for:
- 5.2.1 Assisting the vice-president operations in any administrative tasks that they require support in.
- 5.2.2 This director reports directly to the vice-president operations.
- 5.3 The **Media Director** shall be responsible for:
- 5.3.1 Assisting the vice-president media in any media tasks that they require support in
- 5.3.2 This director reports directly to the vice-president media.
- 5.4 Only student members of the organization may hold board positions.
- 5.5 The term of each board member will last from their hiring to April 30 of the following year.

5.6 Any board member of the organization may resign, provided that such resignation is made in writing and delivered to their vice-president and co-presidents. Resignation shall be effective 2 weeks after delivery, and no ratification by the organization shall be required to make the resignation official.

5.7 Any vacancy of board members shall be filled by the respective vice-president until such a time where a permanent appointment occurs, or a hiring process is conducted.

Article VI: Removal of Members

6.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:

6.1.1 A member or executive has engaged in unlawful actions or activities;

6.1.2 A member or executive has violated the constitution;

6.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

6.1.4 A member or executive has violated the rights of a fellow member;

6.1.5 A member or executive has not fulfilled their organizational responsibilities;

6.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

6.2 The process for removing a member or executive may also be initiated when:

6.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

6.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

6.3 The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:

6.3.1 First Tier:

- The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

6.3.2 Second Tier:

- Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
- The Co-President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- The Co-President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Co-President's written response to demonstrate progress or correction of behavior.

6.3.3 Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
- The removal vote must take place at a valid board meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid board meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

Article VII: Board Meetings

7.1 The purpose of Board Meetings is to provide a forum for executives to overview the activities of the organization and receive feedback from members, to engage in policy-making, to propose amendments to the constitution, to report on the financial status of the organization, and to provide updates on the status of active campaigns.

7.2 Board meetings will be facilitated by the co-presidents or the vice-president operations at the discretion of the co-presidents. The Chairperson shall be responsible for:

- 7.2.1 Formulating and distributing an agenda for each meeting no later than one (1) day before the meeting;
- 7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- 7.2.3 Moderating the discussion at meetings according to the agenda;
- 7.2.4 Suspending members from participating in meetings for constitutional, procedural, or conduct violations.

7.3 There shall be a minimum of one (1) board meeting held each month. The date of each subsequent general meeting will be confirmed at the preceding meeting and will be reiterated to executives via email or another agreed upon communication medium a minimum of two (2) calendar days prior to the meeting.

7.4 Board meetings may be called to order by the President, through a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.

7.5 Board meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.

7.6 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.

7.7 All executives are expected to make brief progress reports on their activities at every general meeting.

7.8 Minutes of all general meetings must be recorded and maintained for reference purposes.

7.9 Members must contact the Chairperson a minimum of 48 hours before a board meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.

7.10 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.

7.11 Any question at a valid general meeting shall be decided by a show of hands.

7.12 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

7.13 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

7.14 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

8.2 Executive meetings will be facilitated by the co-Presidents of the organization. The co-Presidents shall be responsible for:

8.2.1 Formulating and distributing an agenda for each meeting;

8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

8.2.3 Moderating the discussion at meetings according to the agenda;

8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email or another agreed upon communication medium

8.4 Executive meetings are to occur weekly to keep in constant communication regarding open campaigns.

8.5 Executive meetings may be called to order by the co-President or through a petition signed by two (2) executive members.

8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of at least 1 co-president and 2 vice-presidents

8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.

8.8 Executives must notify the President a minimum of one (1) day before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

8.9 The co-president may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article IX: Annual General Meeting

9.1 The Annual General Meeting (AGM), in which the President and the Vice-President Operations shall present their Annual Reports. The Annual Reports shall consist of the completed campaigns since the last AGM, as well as the financial report of the year.

9.2 The Annual General Meeting (AGM) shall be held sometime in March of the current term

Article X: Emergency Meetings

10.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

10.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

10.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

10.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

10.5 Emergency meetings may be requested by any member of the executive and will be called by the co-presidents

Article XI: Campaign Process

11.1 Every campaign shall have 3 major stages:

- a. Create
- b. Run
- c. Close

11.2 These stages are broken down further as follows:

11.3 **Create**

11.3.1 A student comes with a problem/need to the organization

11.3.2 This need is reviewed by the Vice-President Campaigns who then determines if it should be brought forth to the executive

11.3.3 If it is brought forth to the executive. The executive shall review it whenever the next executive meeting is to take place.

11.3.4 If the executive agrees that this is within the capacity of the organization and that they possess the necessary capabilities to see this motion through, it is then registered within the club as an active campaign.

11.4 **Run**

11.4.1 The vice-president campaigns sources a campaign lead.

11.4.2 The campaign head, vice-president campaigns, and possibly co-presidents then determine the appropriate group(s) to raise the concerns of this specific campaign with.

11.4.3 Preparation stage: prepare any necessary presentations, slides, emails, etc. that are needed when pushing this motion.

11.4.4 Communicate with the appropriate groups until a mutual agreement is reached

11.5 **Close**

11.5.1 When an agreement is reached, a meeting is held by the vice-president campaigns and possibly co-presidents with the student that initially raised this concern.

11.5.2 This meeting will be held to determine if the students concerns were properly and adequately addressed

11.5.3 An official sign-off after which the organization is no longer responsible for any need falling under this campaign. If a need arises the campaign will have to be reopened by starting at the beginning with the create step.

Article XII: Amendments

- 12.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 12.2 Notice of a meeting called to consider such a resolution shall be given as follows:
- 12.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
 - 12.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.
 - 12.2.3 Resolutions to present changes will be presented at a regularly scheduled board meeting unless unanimously decided and agreed upon by the executive.
- 12.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid board meeting.
- 12.4 Any amendments that are grammatical in nature do not need to undergo the amendment process and can be made with the permission of the co-presidents.
- 12.5 Any amendments to the formatting of the constitution to keep it accessible and easy to navigate do not need to undergo the amendment process and can be made with the permission of the co-presidents.

Article XIII: Finances

- 13.1 An operating budget will only be established on an as-needed basis by a unanimous agreement of the executive.
- 13.2 All Budgets shall be prepared by the Vice-President Operations in accordance with the organization's priorities as determined by the executive committee
- 13.3 The outgoing executive shall present a proposed operating budget for the next fiscal year to the incoming executive for its consideration during transition (outlined in article XV)
- 13.4 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 13.5 In the event a banking account is needed to be opened, the co-Presidents, the Vice-President Operations, and only in special circumstances the Vice-President Campaigns shall be the sole signing authorities of banking instruments for the organization.
- 13.6 The Muslim Advocacy Group will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 13.7 The Muslim Advocacy Group will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article XIV: Hiring

- 14.1 Executive hiring will be held prior to March 31 each year. Interviews should be concluded on or before March 31st to give adequate time for turnover
- 14.1.1 The executive shall act as the hiring committee unless a special case outlined in 14.5 is met.
- 14.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be

established by the outgoing executive team each year prior to the commencement of the application submission period.

14.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in the hiring process and hold executive positions.

14.4 The hiring process is outlined as follows:

14.4.1 Step 1: Online Application

- This application will collect some preliminary information including questions regarding
 - A prospective member's passion for advocacy
 - Their understanding of the importance of this group.
 - Why they want to be involved with this group in specific

14.4.2 Step 2: Screening by the Executive

- The executive shall then screen all applications and select exemplary applications that fall in line with the organization's purpose to move on to the next stage

14.4.3 Step 3: Interview and Mock Case Presentation

- This stage will consist of a formal interview as well as a mock case presentation.
- The interviewees will be given some time to work on a mock case which will give the interviewers insight as to how this person would approach advocating for a certain case.

14.5 In the event that any executive would like to rerun in a subsequent year an unbiased Chief Returning Officer (CRO) will be appointed by unanimous agreement of the executive.

14.5.1 Any rerunning executive will be interviewed by the CRO.

14.5.2 A CRO shall be

1. A non returning executive of the organization. If this is not possible;
2. A UTSC student or alumni with experience and exposure to the Muslim community at UTSC through involvement with other Muslim groups. If this is not possible;
3. Any unbiased third party.

14.6 Preference for executive members shall be given to those with previous experience with the organization in any capacity.

14.7 Hiring for board members shall be conducted by the newly appointed executive following their hiring.

14.8 Board members shall **not** undergo a mock case presentation. The rest of the process shall follow the structure of executive hiring (online application, screening, interview).

Article XV: Transition

15.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

15.2 All outgoing executives are responsible for providing a detailed outline to incoming executives that stipulates the status of ongoing campaigns in their portfolio and evaluations of previous campaigns that they lead.

15.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

15.4 It is highly recommended that all outgoing executives prepare a turnover package with all information they deem relevant to successfully undertaking the role they had occupied in the preceding year.

Article XVI: Emergency Powers

16.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

16.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

16.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

16.4 General members have the ability to remove emergency powers where appropriate. This ability is allowed if it is deemed that the emergency powers are being used against the purpose of the organization. Emergency powers are removed through submission of a signed petition from at least 50% of the entire general membership.

Article XVII: Food Handling on Campus

17.1 Muslim Advocacy Group will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

17.2 In the event such events are held, Muslim Advocacy Group will conform to the aforementioned regulations and those set forth by the University and the Scarborough Campus Students' Union.

Article XVIII: Precedence of University Policies

18.1 Muslim Advocacy Group will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of Muslim Advocacy Group, the University's policies, procedures, and guidelines will take precedent.

Article XIX: Legal Liability

19.1 The University of Toronto Scarborough does not endorse the Muslim Advocacy Group's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.