

The Ismaili Students' Association

The Ismaili Students' Association (ISA) is an organization dedicated to developing the physical, academic, social, and cultural well-being of post-secondary institution members at the University of Toronto St. George Campus (UTSG). ISA executives are elected leaders, representatives of their constituency, and representatives of the association to the wider campus community.

Binding Organizational Relationships

- I) The ISA is bound by the constitution and by-laws of the Students' Union or the Student Unions of the University of Toronto.
- II) The ISA is a member of and reports to the Aga Khan Youth and Sports Board through its appointed Education Representative.
- III) The activities of the ISA are organized with the ethical concepts of Islam in mind. This ethical framework is described in Section 7.3, "Aga Khan Development Network: An Ethical Framework" (see handbook for details).

Membership Categories

All of those wanting to be members of the ISA must first register with the ISA executive and pay a nominal membership fee that is set at the discretion of the ISA executive team. For the 2016-2017 year Members are classified based on two categories- full members and associate members respectively. Conditions for eligibility and privileges for each category are described below:

- I) Full Members:
All full-time and part-time students are eligible for full membership. Full members may vote at any general meeting or election. Full members are also eligible to run for executive positions.
- II) Associate Members:
All others who are not registered at the University of Toronto, are eligible to be associate members (e.g. students from nearby universities or colleges without their own ISA or young professionals living downtown). Associate members may not vote at any general meeting or election, and are not eligible to run for executive positions as they must, by University regulations, be a part of the university constituent body. However, they may enjoy other privileges of membership such as preferential event costs given to members and other privileges as determined by the executive committee.

Executive Positions

All executive positions are elected, unless otherwise indicated. Executive positions are briefly described below.

II) CHAIRPERSON (1):

The Chairperson is ultimately responsible for all ISA activities and therefore is obliged to lead decision-making in what he/she feels is in the best interest of members. Although meetings are run by consensus, the Chairperson has the right to call for a vote on any issue. The Chairperson is a member and the leader of the Core Administrative Committee. The Chairperson has the following roles and responsibilities: a) Act as the primary liaison between the AKYSB Rep and the ISA and ensure that all required documents are submitted and discussed with the AKYSB Rep within the specified time frame; b) Act as the primary liaison between ISA Executive and M/Ks; c) Plan and facilitate ISA Meetings; d) Register an ISA bank account in collaboration with the Finance Representative; e) Sign for, or be aware of, all transactions made through the ISA account; f) Keep in frequent contact with all Executive members to ensure that the Executive understands the needs and desires of the constituency and is evaluated on its performance (portfolio updates, suggestions, comments etc); g) Keep highly visible and accessible to the Jamat; h) Represent the ISA at all on-and off-campus functions; i) Attend students' union meetings as appropriate and act as a liaison between the students' union and ISA Executive/members or find a suitable executive member to attend; j) Attend the ISA Executive meetings including, but not limited to, the beginning year meeting, regional full session meeting, and a mid year meeting; k) Book prayer space with the MFC for the year.

III) VICE CHAIRPERSON (2):

The Vice Chairpersons have three primary responsibilities: (1) Assist the Chairperson with his/her responsibilities; (2) Support other Executive members in their respective roles; (3) Are members of the Core Administrative Committee. The Vice Chairpersons have the following secondary roles and responsibilities: a) Carry out the duties of the Chairperson in the absence of the Chairperson; b) Register the ISA with the Post-Secondary institution students' union; c) With the assistance of ISA Executives and members, identify members that excel in academic, sports, etc. for award nominations and serve as a resource for other students; d) Communicate regularly with and provides support to

Executive Members; e) Work with and support POs; f) Attend the ISA Executive meetings including, but not limited to, the beginning year meeting, Regional full session meeting, and a mid year meeting; g) They must also designate Exec Members to attend MFC related events which includes but is not limited to the Muffin Madness (once per semester), two food bank or clothing drive initiatives per semester, and the inter faith dinners.

IV) FINANCE REPRESENTATIVE (1):

The Finance Representative is responsible for managing funds used and received by the ISA. This includes the task of budgeting and ensuring that events are planned and executed within the financial means of the ISA.

The Finance Representative has the following responsibilities: (1) Maintain a meticulous accounting system of all revenue earned, and all expenses incurred, by the ISA; (2) Create monthly account statements of all ISA financial activities and provide them on request to any ISA member; (3) Lead all ISA funding and fundraising efforts; (4) Complete all required documentation for funding through the Students' Union; (5) Make deposits to the ISA bank account and reimburse members with cheques; (6) Is a member of the Core Administrative Committee.

V) EDUCATION REPRESENTATIVE (1):

As of September 2007, this position is no longer an elected position and now is appointed by the Local Aga Khan Education Board. The Education Representative's focus is facilitating the development of the knowledge and skills of all ISA members. With the Communications/IT Rep, he/she is responsible for Post- Secondary and ISA registration for ISA members at UTSG. Other responsibilities include planning at least one educational/skill developing event per semester. They also represent graduate students and students in professional programs. This individual is the first point of contact for ISA members interested in graduate/professional studies. This individual is also responsible for planning one graduate studies event per semester.

VI) RELIGIOUS EDUCATION COORDINATOR (1):

The Religious Education Coordinator focuses to work with the MK's to plan monthly religious education events for the ISA. The MK's appoint an individual for this position at the beginning of each academic year. VII)

COMMUNICATIONS/IT REPRESENTATIVE (1):

The Communications/IT Representative is responsible for creating and maintaining various multi-media tools; and for using them to disseminate relevant news, notices, and information to the UTSG and other regional ISA's in a timely manner. In collaboration with the Education Rep, they are

responsible for creating and/or maintaining a comprehensive database for UTSG ISA members. This individual is responsible for regularly posting to the ISA Facebook Group and any other relevant social media to market ISA events. They must relay important information from the ULIFE committee to the exec.

VIII) SPORTS REPRESENTATIVE (1):

The role of the Sports Representative includes promoting physical well being through physical fitness events and by educating ISA members on healthy lifestyle choices. The Sports representative is responsible for forming teams for the annual Post-Secondary Games. The Sports Representative is also responsible for planning at least one sports event during each semester.

IX) ARTS & CULTURE REPRESENTATIVE (1):

The role of the Arts & Culture Representative includes promoting arts & culture of its members by providing opportunity for the recognition & appreciation of art. The Representative is also responsible for planning at least one arts & culture event per semester. In case the ISA hosts the annual Arts and Culture Show, the Representative will act as the Project Lead for the organizing committee.

X) GTA & BLISS REPRESENTATIVE (1):

The GTA & Bliss Representative should fulfill responsibilities set out by the GTA Rep Council and participates in their initiatives. They are required to represent University of Toronto St. George ISA and the interests of the aforementioned group to the GTA Rep Council, and act as a liaison between the two bodies. They are responsible for organizing events with other University ISA's. This individual is also responsible for ensuring the appropriate room is booked for ISA events. They are also responsible for being the Lead Organizer for Bliss, the annual end of year formal. They must designate executive members to plan Food, Equipment/Table Rentals, Decorations, and Advertisement/Promotions.

XI) SOCIAL REPRESENTATIVE (1):

The Social Representative is responsible for organizing events including but not limited to chai nights, mafia nights, and movie nights for general social gatherings. They are responsible for helping other portfolios with their events. They are also responsible for reaching out to all ISA members and creating events that will target each age and social group.

XII) FIRST YEAR REPRESENTATIVE (1):

The First Year Representative represents the first year students of the ISA on the executive team. With assistance from the Vice Chairpersons, this individual is responsible for planning one frosh specific event per semester. They are responsible for reaching out to frosh, encouraging their involvement within the ISA and determine what support systems they require.

Executive Organizations

The MK's, Chairperson, Vice Chairpersons and Finance Representatives form the Core Administrative Committee (CAC). Under the direction of the MK's and Chairperson, the CAC is responsible for ensuring the MFC and ULIFE liason's correspond with all outside governing bodies including, but not limited to, UTSU and ULIFE team. The CAC is also responsible for corresponding with the Aga Khan Youth and Sports Board. The CAC is responsible for maintenance of the ISA's finances and all ISA communication.

Executive Responsibilities

In accordance with the direction laid out by the Core Administrative Committee, all Executive Members are responsible for planning and executing ISA events. This includes, but is not limited to, ISA sponsored dinners, chai nights, sports events, arts & culture events and education events. The Executive is also responsible for: maintaining the supplies locker at the Multi- Faith Centre, and procuring supplies. The Executive is also responsible for keeping the ISA membership engaged. This includes, but is not limited to, determining the needs of various groups within the ISA (such as frosh, grad students, prospective Medical School students), determining which events members would like to attend (by the use of a survey or some other means), reaching out to greater university community, ensuring ISA participation in University events (such as those held by the Multi-Faith Centre), and engaging the broader community such as young professionals & health professionals in the area. The Executive is also responsible for: ensuring we retain official UTSU club status, collecting ULife points through mandatory workshop participation to maintain the ISA office, creating and maintaining a comprehensive ISA database, maintaining torontoisa.org or relevant social media, and updating the constitution.

Executive Meetings

- I) The full ISA executive will meet at least once a month during their term of office; each meeting date will be communicated to all executive members at least a week prior.

II) The CAC will meet at least once a month during their term of office. III) Full members who would like to present an idea or who would like to address the ISA executive during the meeting must request a time on the agenda from the Chairperson, at least 3 days prior.

IV) All meetings should begin with portfolio updates, proceed to other agenda items and conclude with a summary of what was accomplished as well as which tasks were assigned and to whom.

V) Decisions should be made through consensus, however the Chairperson may decide that a particular issue requires a secret ballot vote.

VI) Should the ISA executive cast a vote on an issue, all executive members are eligible to vote-excluding the MK's.

In the event the vote is a tie, the Chairperson must make the final decision within 24 hours and if of significant nature in they may consult with the MK's. In this case, the final decision must be communicated to the entire executive team and MK's before it is communicated to the constituency.

Financial Management

Management of ISA funds and monetary activities must be effective, efficient and transparent. It is the responsibility of the ISA executive to ensure that funds raised and used during the term are done so in the best interests of the ISA members. The ISA executive must manage the association's finances in accordance with the following regulations:

I) Fundraising:

a. Membership fees: The nominal fee set for the 2016-2017 academic year by the ISA executive is \$5 CAD per individual.

b. Events: Events that will contribute towards raising funds for the ISA must be planned and executed in accordance with the principles and ethics of the Ismaili Constitution. All fundraising activities must occur only on campus or a location approved by the MK's.

II) Cash Management:

a. Funds received must be deposited to the ISA banking institution within 48 hours of receipt.

b. No funds may be released without submission of credible receipt. c. All funds received and paid out must be validated with corresponding receipts. These receipts must be kept organized should there be a need to re-visit certain transactions for auditing purposes.

III) Participant Fees:

a. The fees charged at ISA events to participants in addition to other funds raised on campus must be sufficient enough to cover all expenses.

b. The ISA executive must strive to manage all costs to a minimum to ensure the member's personal finances are drawn upon efficiently and obtain maximum value.

IV) Profit:

- a. No part or net earnings of the ISA, regardless of the source, will be used to the benefit of any office holder or member, or any other private individual.
- b. All profit must be resubmitted to the ISA bank account.
- c. A reasonable amount of funds should be budgeted for the use of the succeeding ISA.

V) The ISA executive will act in such a way that the Association remains financially stable. This includes cancelling any activity that will endanger the ISA's finances.

Procedure for General Elections

The following elements will be present in every ISA general election and by elections.

- I) As non-voting members, the MK's will act as described below. In all other circumstances and situations pertaining to elections, they may advise the ISA executive, but may not make amendments to election or voting procedures. All amendments are made at the discretion of the ISA executive.
- II) The MK's will check membership at the door to ensure that only registered full members are voting. Associate members and non members can be present but are ineligible to vote.
- III) The Program Organizers (POs) will act as "emcees" for the event and will close nominations before elections begin.
 - IV) Close of nominations will occur two days prior to election: To close nominations, the PO's will read out the name of the position and ask for more nominations. Nominations will be accepted in accordance with university regulations. The nominations will be declared closed after ISA members have been asked for the final nominees for each position.
- V) The first four positions to be elected will be in the following order: Chairperson, then Vice Chairpersons (2), and then the Finance Representative. The order of the remaining candidates is flexible.
- VI) For each position:
 - a. Nominees will assemble in front of the ISA members.
 - b. Each candidate will be given three minutes maximum (or time specified by the MK's) to deliver his or her election speech.
 - c. The present office holder of the position up for election will ask the first question.
 - d. Each ISA member will be given an opportunity to ask questions of the candidates. The total duration of the question period per candidate is at the discretion of the MK's. Each candidate will be given the opportunity to answer each question.

- e. After the question period, candidates will be asked to repeat their names and then each full member will be given a ballot to cast their vote.
- f. Candidates will be allowed to vote but not for themselves.

Voting Process

- I) The MK's will distribute ballots to full members **ONLY**;
- II) Full members will vote for one candidate per position, and are allowed to abstain from voting for any position they do not want to;
- III) The MK's will collect the ballots, leave the room and count the ballots; IV) Votes will be tabulated immediately after voting closes, and candidates and voters will be informed of the winners when final votes are counted and confirmed.

In the event of a tie, the tie breaker process is as follows:

- I) The PO's will ask the tied candidates to re-assemble in front of the ISA members.
- II) Each candidate will be given two minutes to address the ISA members; III) After each candidate has made their address, all but one candidate will be asked to leave the room;
- IV) The incumbent office-bearer will ask the candidate a previously prepared but undisclosed "tie-breaker" question;
- V) The candidate will be given two minutes to respond (maximum amount of time is at the discretion of the MK's). After the response, the candidate will be led out of the room and next candidate brought in, the same process repeated;
- VI) After hearing each candidates' response to the tie-breaker question, the full members will vote again, according to the procedure described above.

Amendments

- I) In accordance with University Rules, general members have a right to propose amendments to the constitution and the executive may not withhold any proposal from the rest of the general body.
- II) A two-thirds majority of the ISA executive is required to pass any constitutional change.