

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

UTSC MSA CONSTITUTION



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I. DEFINITIONS

1. Name of Organization
 1. The official name of the organization will be the UTSC Muslim Students' Association.
 2. The UTSC Muslim Students' Association may be referred to by the acronym UTSC MSA.
2. MSA UTSC shall be deemed to refer to the Muslim Students' Association of Scarborough Campus at the University of Toronto for purposes of this constitution.
3. The term Ameership (Ameer or Ameerah) shall be deemed to refer to the elected president and chair for the board of directors.
4. The term Vice Ameership shall be deemed to refer to the elected Vice Presidents or VP (Vice Ameer or Vice Ameerah).
5. The term Executive shall be deemed to refer to the elected positions of one (1) President and six (6) vice-presidents.
6. The Board of Directors shall be deemed to refer jointly to the Executive and the twenty-six (26) persons appointed as directors on an interview basis by the new executive members.
7. The MSA Board shall be deemed to refer to the Board of Directors and The Message Team.
8. The terms "general member(s)" and "general membership" shall be deemed to refer to every member of MSA that has bought and holds an active membership (see Article V. "MEMBERSHIP").
9. SCSU shall be deemed to refer to the Scarborough Campus Students' Union for purposes of this constitution.
10. The Quran shall be deemed to refer to the Holy Book of Islam, considered to be the word of God.
11. The Sunnah shall be deemed to refer to the way of life of the Prophet Muhammad (PBUH), considered to be a guide to the personal and communal behaviour of Muslims.
12. The Shari'ah shall be deemed to refer to the religious code of laws and rules governing the life of Muslims.
13. Da'wah shall be deemed to refer to the practice of educating the public about Islam and to exemplify teachings of Islam through actions.

14. The Muslim Chaplain and Muslim Chaplaincy shall be deemed to refer to the Muslim Chaplain at the University of Toronto Scarborough Campus.
15. Equity shall be deemed to refer to fairness or justice in the way everyone is treated based on Allah's kitaab (Quran), prophetic precedence (Sunnah), and the consensus of scholars (ijmaa). Any human constructs of equity are shaped by these primary sources as Islam is the ultimate guide for justice and fairness.
16. OSP shall be deemed to refer to the Orphan Sponsorship Program, the initiative created to support orphans financially.
17. Sadaqah shall be deemed to refer to the act of voluntary charity, this includes, but not limited to, money, goods, and time.
18. NCCM shall refer to the National Council of Canadian Muslims.
19. Prayer spaces shall refer to the Multifaith Prayer Space (SL-281) in the Student Centre for the purpose of this constitution. It should be noted that this space is not exclusive to Muslim students. All students using the space must be respected, regardless of their faith.

II. PURPOSE

1. This constitution is enacted for the purpose of establishing a representative body of elected members to help:
 - a. Bring together the Muslim community on campus.
 - b. Encourage and facilitate the practice of Islam on campus.
2. They will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by:
 - a. Promoting awareness of Islam among the campus community.
 - b. Advocating for the Muslim community's needs and rights.
3. The UTSC MSA fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
4. The UTSC MSA operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.
5. The MSA will organize events in accordance with the Quran and Sunnah. Any interference on the pretext of "modernization" or any such ideas will not be acceptable, as Islam is a way of life for all times and places and hence is not subject to being outdated or needing reform.

III. RELIGIOUS AUTHORITY

1. No member of the MSA shall have authority to make decisions of religious consequence without the approval of the board through a 2/3 majority vote.
2. Disputes that are about anything less than the permissibility (halal-ness or haram-ness), obligation (if something is Fard or not) or validity of an obligatory matter should be settled by consensus. If consensus is not attainable then the decision will be made by 2/3 majority vote by the board.
3. If there is a dispute regarding the permissibility or obligation (whether something is Fard or not) or validity of an obligatory matter, and if the dispute is not settled by consensus it shall be directed to the Muslim Chaplain at UTSC. His/her decision will be the final word on the matter.

1. Segregation

1. All seated events must provide exclusive space for brothers and sisters. All events (including online events), must provide exclusive space for brothers and sisters during segments involving socialization. The decision to have or not have a physical divider belongs to the event coordinator. If there are multiple event coordinators and there is a dispute then the matter will be settled by 2/3 majority vote by the board.

IV. GENERAL REGULATIONS

1. A student shall be deemed to be a full-time or part-time undergraduate student of the university, a graduate student, or anyone affiliated with UTSC provided that they have paid their incidental fees.
2. Members of MSA shall be eligible to hold office on MSA subject to Articles VIII ("MEETINGS") and IX ("BOARD MEMBERS").
3. All elected and general members of MSA shall be full-time, part-time, or graduate students while in office.
4. Any faculty, staff, or student registered with UTSC of any background may join the MSA.
5. Students on Co-op work terms should typically not run for an executive position on the MSA Board, unless reasons permit.
6. The primary mode of communication agreed upon by Executives must be established and used by all teams and board members.

V. MEMBERSHIP

1. Fee

1. Membership is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.
2. The annual membership fee to the MSA shall be \$10.00 per person and the membership is valid for 5 years from the year of purchase (Example: September 2020 - September 2025).
3. Each member shall be afforded the following rights through membership as seen in Article V ("MEMBERSHIP"), Section 2 ("Rights & Benefits").

2. Rights & Benefits

Membership includes:

1. Guaranteed discounts at paid entry events.
2. Right to vote in MSA elections.
3. Right to vote on proposed changes at the General Meetings (AGM) subject to Article VII ("MEETINGS"), Section 5.
4. Right to vote on proposed changes at Board Meetings subject to Article VII ("MEETINGS"), Section 4.1.
5. Right to freedom from discrimination on the basis of sex, race, religion, or identity.
6. Right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above.
7. Right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
8. Each member shall possess the following responsibilities relative to participation in :
 - a. Support the purpose of the organization;
 - b. Uphold the values of the organization;
 - c. Contribute constructively to the programs and activities offered by the organization;
 - d. Abide by the constitution and subsequent official organizational documents;
 - e. Respect the rights of peers and fellow members;
 - f. Abide by University of Toronto policies, procedures, and guidelines;

- g. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 9. The organization will collect the mandatory membership fee from each member that will last for 5 years.
- 10. If this fee is changed, it will be proposed as part of the operating budget presented to general members for approval at a valid general meeting.
- 11. The organization values and respects the personal information of its members. It secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 12. The organization will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

VI. AREAS OF LEGISLATIVE RESPONSIBILITY

- 1. MSA shall legislate on all matters within its jurisdiction as set out by this constitution.
- 2. MSA shall amend or append this constitution only in accordance with Article XVII ("AMENDMENT PROCEDURE").

VII. MEETINGS

1. Chairing

- 1. Meetings shall be chaired by the Ameership.
 - a. In the absence of the Ameership, the Vice President Internal shall chair all meetings. Other MSA Board members shall also be allowed to hold chair as requested by Ameership and/or Vice President Internal.
- 2. The Chair shall be responsible for maintaining order and ensuring that the agenda is discussed in a complete and efficient manner.
- 3. The Chair reserves the right to open issues for discussion and/or an Executive vote, subject to Article VII ("MEETINGS"), Section 4.1, Clause 7.4.
 - a. The Chair shall reserve the right to veto any vote, except when the rest of the Executive unanimously agree that the veto is unwarranted. In such circumstances, decisions shall be subject to Article VIII ("EXECUTIVES") Section 1 and/or Article XI ("SENIOR ADVISORS").

2. Executive Meetings

- 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.

2. The President shall be responsible for:
 - a. Formulating and distributing an agenda for each meeting;
 - b. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - c. Moderating the discussion at meetings ac
3. As a minimum, the Executive shall meet on a weekly basis for the duration of the academic year, unless they decide otherwise through a 2/3 majority vote of the Executive.
4. All Executives must meet a minimum threshold of attending 3 out of 4 meetings per month, unless permitted by the Ameeriship or the Vice President Internal.
5. Failure to meet the threshold should be considered willful negligence of duty.
6. All executive members must attend executive meetings on time. An executive member shall be considered absent if they join 15 minutes after the beginning of a meeting unless a valid reason is provided to the Executive before the meeting.
7. Minutes of all executive meetings must be recorded and maintained for reference purposes by the Vice-President Internal or a designated Executive upon their absence.
8. Executives must notify the President 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.
9. Any question or argument at an Executive Meeting shall be decided by a show of hands.
 - a. Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
 - b. In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
10. The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

3. Team Meeting Procedure

1. As a minimum, each team shall meet weekly, at a fixed time, for the duration of the academic year, unless given notice by the Chair in advance.
2. Shall include Executive updates by the Chair, reports provided by the directors and planning for incoming weeks.
3. A meeting minutes record shall be kept.
4. If a member is unable to attend, updates must be provided through the team's communication channels and the meeting minutes must be read.

5. Complete planning for a timeline of all events/initiatives for the Fall Semester must happen by the end of the month of July; and must happen by the end of the month of November for the Winter semester.
6. The details of each event/initiative may not necessarily be documented; rather the general timeline for each event/initiative is planned, forming the skeleton structure for the semester.

4. Board Meetings

1. Meetings shall be held no less than once a month (every four weeks).
2. Meetings shall be open to the public except when the MSA Executive shall decide by majority vote that a particular meeting shall be conducted in confidence.
3. Additional Meetings shall be called by the Ameeriship or by a consensus of 2/3 of the Board of Directors.
4. The agenda of each meeting shall be made available a minimum of two (2) days prior to each meeting subject to Article VIII ("EXECUTIVES"), Section 6.
5. Emergency meetings shall be permissible in extenuating circumstances provided notice is given in writing or by phone and every attempt is made to ensure that members receive 24 hours' notice.
6. Any member of the Executive shall reserve the right to call an emergency meeting, subject to written approval by three additional executives.

4.1. Board Meeting Procedure

1. Proxies of any kind shall not be accepted.
2. Non-Executive/Board members may be permitted to speak by any Executive member at the beginning of each meeting, otherwise refer to Article VII. ("MEETINGS"), Section 4.1, Clause 5.
3. Time limit to speak for non-Board members shall be five (5) minutes per meeting.
4. Only the Executive and Board of Directors shall reserve the right to vote.
5. The Executive and Directors, by a majority vote, may open issues for discussion and/or an Executive vote.
6. Any inter-executive conflict, complaint, or disagreement shall be brought up and discussed only in confidence in an Executive meeting, and shall be kept in strict confidence by the Executive.
7. Any MSA Board member who is absent from three (3) meetings shall be deemed to have resigned, unless a satisfactory reason for such an absence is given to the Ameeriship, prior to the meeting with reasonable notice.

8. If an MSA board member's performance and responsibilities are not fulfilled while out of the country (for a minimum of 31 days) they shall be deemed to have resigned due to negligence of duty.
 - a. Being out of the country in and of itself is not a sufficient excuse for missing a meeting.

5. General and Annual General Meetings

1. The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
2. General meetings will be facilitated by a selected Chairperson from the executive committee. The Chairperson shall be responsible for:
 - a. Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
 - b. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - c. Moderating the discussion at meetings according to the agenda;
 - d. Suspending members from participating in meetings for constitutional or procedural violations.
3. The procedure at meetings of members shall be governed in accordance with the process outlined in Article VII ("MEETNGs"), Section 5.1.
4. General Meetings shall be held anytime at least once per academic calendar year. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.
5. General 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.
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. All executives are expected to make brief progress reports on their activities at every general meeting.
8. Minutes of all general meetings must be recorded and maintained for reference purposes.

5.1. General Meeting Procedure

1. An application for constitutional proposals and amendments must be put out and be accessible to all UTSC students for two (2) weeks.
2. Proposals for all constitutional amendments shall be subject to the approval of 2/3 of the Executive.
3. Following executive approval, approved and rejected proposals shall be advertised for at least one (1) week.
4. A meeting shall be held within the next four (4) weeks, that consists of reports presented by the Ameeriship and VP Finance on the accomplishments of the MSA and the approved proposals must be voted on by the general members in attendance.
5. Rules of conduct shall be outlined by the Ameeriship at the beginning of the meeting, such as:
 - a. respecting seating arrangements
 - b. speaking only when called upon by the Chair
6. Any member may vote on any issue except when such vote is regarding financial decisions.

5.2. Annual General Meeting Procedure

1. The last general meeting shall be the Annual General Meeting (AGM), in which the Ameeriship and the VP Finance shall present their Annual Reports and proposals must be voted on by general members in attendance.
2. Annual General Meeting shall be held towards the end of the academic year, prior to the beginning of the elections (the last general meeting).
3. Proposed amendments must be passed by a 2/3 majority vote by the general membership in attendance.
4. The procedure shall remain the same as a General Meeting.

VIII. EXECUTIVE

1. Structure and Duties of the Executive as a Body

1. The Executive members shall consist of five (5) elected members and two (2) members appointed by the five (5) executives through an interview process. The Chair shall be responsible for maintaining order and ensuring that the agenda is discussed in a complete and efficient manner.
2. The elected body shall consist of:
 - The Ameeriship
 - The Vice President Internal

- The Vice President Marketing & Communications
 - The Vice President External
 - The Vice President Finance
3. The appointed members will be
 - The Vice President Religious Affairs (VPRA)
 - The Vice President Community Services (VPCS).VPRA and VPCS must have the qualifications required for an executive member as outlined in Article VIII (“EXECUTIVES”), Sections 1, 3, and 8.
 4. The Amership and all Executive roles can be occupied by both brothers and sisters student members.
 5. The Executive positions collectively will form a committee that acts as the primary steward of the organization.
 6. 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.
 7. The Executives cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
 8. The term of each Executive will last from May 1 following their election to April 30 of the following year.
 9. The Executive shall be responsible for the direction and management of the affairs of MSA in accordance with the provisions of this constitution.
 10. The Executive body shall have the power to vote and make the final decisions on any issues pertaining to the MSA while ensuring the smooth running and harmony of the MSA team.
 11. The Executive shall strive to adhere to an Islamic code of conduct at all times that will positively influence the rest of the membership. Interference in the private affairs of any Executive member, where MSA is not being represented, will not be tolerated.
 12. Every Executive member shall be responsible for security at all MSA events to the extent required by the Department of Student Life and SCSU.
 13. Formulating and supervising projects and programs to promote the aims and purposes of MSA along with the Board of Directors.
 14. Terms of office of each Executive shall be subject to Article XV. (“ELECTIONS”) Section 2.2C, Clause 6.
 15. Presidential Candidates must have served two (2) years on the Board of Directors or one (1) year on the Executive Committee prior to being eligible. If a candidate with required experience is not willing to apply, the President shall be

chosen by a combined vote from the Executives from the previous year, and the newly elected Executives before the new term commences.

16. Candidates for all other executive positions must have served as a director for a period of one (1) full year, unless otherwise granted permission by a 2/3 majority vote of the outgoing executive team.

2. President

1. Act as the official representative and spokesperson of MSA at all occasions and provide leadership and guidance to the Board of Directors.
2. Ensure that the Executives and Board of Directors carry out their respective duties as outlined in Article VIII ("EXECUTIVES"), Sections 3-8.
3. Supervise and ensure the smooth operation of MSA, which includes peacefully resolving any conflict within the MSA Board and reviewing all MSA documentation.
4. Chair each Executive and General meeting, subject to Article VII ("MEETINGS"), Sections 1 and/or 4.1.
5. Have certain veto-powers subject to Article VII ("MEETINGS"), Sections 1 and/or 4.1.
6. Act on his/her own authority only if an Executive or General meeting cannot be called subject to Article VII ("MEETINGS"), Section 4.1. This may include making emergency decisions such as delegating duties and/or special powers to an Executive member.
7. Be responsible to the Executive and MSA for all of his/her actions as their representatives.
8. Prepare and present an annual report to MSA at the Annual General Meeting.
9. Be a signing officer of MSA.
10. Must cooperate with the Senior Advisors under Article XI ("SENIOR ADVISORS").
11. Have the power to appoint any general member to an executive position that has not been filled in by a by-election, subject to the approval of the Executive by a 2/3 majority vote.
12. The President will be responsible for maintaining an equitable environment within the MSA and is responsible for working with and building relations with various communities on campus.
13. Is responsible for ensuring that MSA meets the needs of Muslims on campus.
14. Works with Scholars and community leaders to ensure that the team receives equity training that is guided by normative Islam as defined by the Quran, prophetic Sunnah and consensus of the scholars (ijma).

15. Responsible for ensuring that the Board of Directors receives training at the beginning of and throughout the year as needed (e.g., prophetic leadership styles, opposite gender interactions training, building an inclusive Muslim community).

3. Vice President, Community Services

1. Vice President of Community Services (VPCS) will be an interviewed position, responsible for developing and executing Community Services that will benefit both the Muslim community on campus and the Muslim Ummah.
2. The Vice President Community Services (VPCS) is responsible for the two (2) Community Services Directors, one (1) Orphan Sponsorship Program (OSP) Director, and one (1) Community Services Programming Director.
3. Will take lead of the Orphan Sponsorship Program:
 - a. The Orphan Sponsorship Program will aim to bring relief to orphans around the world. The MSA, through the VPCS, will collaborate with other clubs when necessary to achieve the goals of the OSP.
4. Responsible for Sadaqah initiatives done through the MSA for either students on campus or humanity at large.
5. Responsible for working with University faculties and making use of their resources to further the growth of students on campus in their personal lives, such as, but not restricted to:
 - a. The Health and Wellness Centre (for mental health)
 - b. The PanAm Sports Centre (for physical health)
 - c. Student Housing & Residence Life (for the needs of Muslim students living in Residence)
6. Strive to implement necessary womens-only services
7. Responsible for continuing and furthering initiatives already present in the MSA, such as:
 - a. The Textbooks for Change program.
 - b. The MSA Clothing Drive (to be done all year-round).
8. Shall be responsible for promoting their respective programming, working alongside the Social Media Manager.

4. Vice President, External

1. Assist the Ameership in accomplishing the purpose of the MSA and implementing relevant MSA policies.
2. Liaising and strengthening relationships with other student clubs, the University Administration, and the wider Muslim community.

3. Shall be responsible for building/maintaining relationships and meeting with external organizations, such as MSA's at different universities, local mosques, interfaith groups, and community service organizations along with the Ameership.
4. Represent the MSA at spaces held by external parties, including relevant meetings called by the University Administration (as per discretion of the Ameership), and OMSAC.
5. Work closely with the Ameership on all Advocacy related matters.
6. Be responsible for addressing instances of discrimination or Islamophobia and advocate for the interests and needs of Muslim students on- and off-campus.
7. Work closely with SCSU to lobby for resources or support from the University administration, and other relevant organizations.
8. Oversee the planning and organization of events and programs that pertain to advocacy matters
9. Proactively implement strategies to respond to crises or emergencies affecting Muslim students.
10. Shall be an NCCM Liaison.
11. Shall be in charge of the Advocacy Directors.
12. Must abide by and follow all the requirements of an Executive member.

5. Vice President, Finance

1. The Vice President Finance (VP Finance) shall maintain all documentation and receipts of incoming and outgoing funds from the MSA account, maintain a ledger of transactions, auditing and balancing said ledger in reference to account statements issued by the university and shall reconcile all reimbursements that may occur in the conduction of MSA business.
2. Shall minimize event expenditures and shall also advocate alternative funding possibilities as well as cost-minimizing strategies.
3. Shall maintain a working relationship with potential sponsors and donors by utilizing such sponsorships and donations when possible, maintaining an up-to-date portfolio, providing sponsors and donors with timely invoices specifying the exact amount and nature of their sponsorship or donation, recording and documenting all sponsorships and donations made to the MSA.
4. Shall approve budget forms for all proposed events and shall work with the President to resolve any emergency funding issues with a detailed update to the executive board members at the following executive board meeting.
5. Shall be a signing officer of MSA.
6. Maintain a maximum of \$150.00 in petty cash, reimbursing only when proof of purchase is provided, subject to Article XII ("FINANCES"), Clause 5.

7. Shall prepare an annual report of the financial position of MSA for the General Members meeting, including original net worth, revenue generated, expenditures incurred, amount owing, accounts receivable and funds remaining, in conjunction with the Executive and Board of Directors.
8. Shall disperse no funds of MSA except as authorized by the Executive or the Ameeriship.
9. Shall transfer all assets, books and other financial records to the incoming VP Finance.
10. Must submit a monthly report outlining the expenses and profits for each event and tabling including all online transactions, along with the final status of the financial affairs of the MSA to the Executives.
11. Must abide by and follow all the requirements of an Executive member.
12. Shall be responsible for overseeing and managing the Fundraising Director, Sponsorship Director and Finance Director.
13. Shall maintain a working relationship alongside the VP Internal to maintain a detailed list of members eligible to vote in elections by keeping a record of each MSA card transaction.
14. Shall promote the MSA membership card and benefits through effective measures during his/her entire term.
15. Must submit a financial report at the end of every Term (Summer, Fall, and Winter) outlining the expenses and profits for each event and tabling along with a status of the financial affairs of the MSA.
16. Must deposit all MSA cash and cheques to the bank at the end of each month to maintain all outgoing and incoming transactions and to present the totals for the monthly financial report.
 - a. This includes profit for the MSA, OSP, or otherwise.
17. Shall overlook the locker log book that records all the incoming and outgoing items, receipts, and money in the locker.
18. Shall be responsible for acquiring sponsors for the MSA on a regular basis, in close collaboration with the rest of the Executive Team.
19. Must ensure that any outstanding club bills or invoices are paid off and that donations from any fundraising initiatives are donated to the appropriate appeals/causes in a timely manner while updating the board and the community on donation numbers.
20. Shall ensure that funding/reimbursement requests to DSL, SCSU or any other external sources are submitted by the appropriate deadlines. When requesting funding from external sources for any event/initiative, the VP Finance shall work with the Executive responsible for overseeing the event/initiative to send in budget proposals and/or for grant writing.

6. Vice President, Internal

1. Assist the Ameeriship in accomplishing the purpose of the MSA and implementing relevant MSA policies.
2. Prepare and circulate the meeting minutes for each Executive and Board meeting within 24 hours of the conclusion of the last meeting.
3. Maintain an up-to-date list of board members with their names, email addresses and a contact number.
4. Maintain an accurate and detailed attendance report of all members on a bi-weekly basis.
5. Check in with Board members based on their attendance record regularly.
6. Generate feedback from the MSA Board of Directors regularly and work with the Ameeriship to implement any necessary measures to ensure smooth operations.
7. Oversee the MSA Volunteer Database and activities related to volunteering, such as volunteer recognition.
8. Maintain a documented list of names, dates, and relevance of each event executed.
9. Implement an internal room booking procedure and carry out room bookings for all events, tablings and meetings for the MSA.
10. Be responsible for working and observing closely with the Academic Affairs Director to plan and execute at least two (2) academic events per semester.
11. Must create a monthly calendar, one month in advance of all tentative meetings and events.
12. Develop and implement new strategies to improve organizational efficiency.
13. Maintaining a relationship with the University administration, SCSU and other bodies on any secretarial matters, with the cooperation of the Vice President External.
14. Shall be in charge of the Internal Relations Director and the Academic Affairs Director.
15. Must abide by and follow all the requirements of an Executive member.

7. Vice President, Marketing & Communications

1. Shall be in charge of the following board members/positions: The Message Editor-In-Chief, Social Media Manager, Media Coordinator, Webmaster, and Graphic Designers and shall:
2. Be in charge of formulating a marketing strategy for the MSA at large aimed at increasing membership, promoting events, and enhancing the MSA's visibility on and off campus.

3. Shall oversee the club's social media accounts and any platform where MSA has a presence.
4. Must abide by and follow all the requirements of an Executive member.

8. Vice President, Religious Affairs

The duty of the Vice President of Religious Affairs (VPRA) is to advance the goals of the MSA, namely building community and fostering spirituality, by delivering and executing programming that provides Islamic education. The VPRA shall:

1. Develop this programming with the assistance of the Brothers' RA and Sisters' RA directors.
2. Be responsible for planning and executing Islamic Awareness Week (IAW).
3. Abide by and follow all the requirements of an Executive member.
4. The VPRA directs a team consisting of the Brothers' and Sisters' RA Directors, Brothers' and Sisters' Programming Directors, and Da'wah Director. The VPRA is responsible for motivating and supporting these individuals in addition to holding them responsible for their duties and commitments.
5. Coordinate with Brothers RA and Sisters RA to ensure the availability and maintenance of daily prayer space.
6. Ensure space availability and smooth operation of Jumuah Prayers (Friday Service) with the assistance of the team.
7. Is responsible for ensuring that daily Iftaar is available for students during the month of Ramadan.
 1. Must assist the Vice President Finance for finding sponsors to cover the cost of Iftar entirely or partially.
8. If there is sufficient demand, they will also arrange Taraweeh prayers. This includes booking prayer space, and finding reciters.
9. Responsible for recruiting volunteers to assist in the setup and cleanup of Iftars.
10. Is responsible for finding volunteers to help out with IAW.
11. Must develop and oversee consistent Islamic educational programming that serves the religious goals of MSA
12. Shall be responsible for promoting their respective programming, working alongside the Social Media Manager.

IX. BOARD MEMBERS

1. Community Services Directors

1.1. Community Services Directors

1. There will be a total of two (2) directors for this position, which can each be filled in by either a brother or a sister.
2. Responsible for working with the Vice President of Community Services to further programs geared towards both the personal growth of Muslim students on campus as well as Sadaqah initiatives.
3. Responsible for coordinating events, programs, or pathways that will directly benefit the mental and physical well-being of Muslims on campus.
4. Responsible for assisting the VPCS in furthering initiatives already present in the MSA, such as:
 - a. The Textbooks for Change program
 - b. The MSA Clothing Drive (to be done all year-round)
5. Responsible for Sadaqah initiatives, other than OSP, that will benefit the community.
6. Responsible for planning excursions to external organizations/programs that will help benefit the community.
 - a. Shall work alongside the Internal Relations Director to fulfill this goal.
 - b. Excursions must be at minimum once a month.
7. Must report to the Vice President of Community Services.

1.2. Orphan Sponsorship Program Director

1. Responsible for working with the Vice President of Community Services to further the Orphan Sponsorship Program initiative.
2. Responsible for setting up tabling, at least twice a month, to promote OSP.
3. Sales of goods is voluntary though recommended.
4. Responsible for planning and executing events with the intention of raising awareness and funds towards the Orphan Sponsorship Program, under the supervision of the VPCS.
5. Must work closely with the Finance Team to discuss expenses and revenue regarding OSP.
6. Responsible for seeking out sponsors to help with the costs of OSP related events, either partially or entirely.
7. Must report to the Vice President of Community Services.

1.3. Community Services Programming Director

1. Shall be responsible for planning and executing ongoing consistent weekly programming for brothers and sisters.
2. Responsible for working with the Vice President of Community Services to further programs geared towards both the personal growth of Muslim students on campus as well as Sadaqah initiatives.
3. Responsible for coordinating events, programs, or pathways that will directly benefit the mental and physical well-being of Muslims on campus.
4. Responsible for assisting the VPCS in furthering initiatives already present in the MSA, such as:
5. The Textbooks for Change program
6. The MSA Clothing Drive (to be done all year-round)
7. Responsible for Sadaqah initiatives, other than OSP, that will benefit the community.
8. Responsible for planning excursions to external organizations/programs that will help benefit the community.
9. Shall work alongside the Internal Relations Director to fulfill this goal.
10. Excursions must be at minimum once a month.
11. Must report to the Vice President of Community Services.

2. External Directors

2.1. Advocacy Director

1. Lobby the university and/or necessary groups to put forth motions regarding matters of Muslim needs and well being on campus.
2. Amplify and raise the voices of Muslim students on campus.
3. Be a haven for Muslim students to raise concerns regarding their experience, wellbeing, and life on campus.
4. Will be the bridge between the students and the MSA to echo their needs and pressing issues/concerns to the MSA.
5. Will be required to consistently communicate with the Executives and the President regarding current issues that Muslims on campus face; and present updates at Board Meetings.
6. This director should ideally be very involved on campus and familiar with the Muslim community on campus.
7. Must become one of the liaisons for NCCM (National Council of Canadian Muslims).

8. Must undergo training by and work with NCCM to learn proper tools to lead campaigns.
9. During the Hiring process for the Advocacy Director, candidates are given (a) scenario(s) in advance to prepare a presentation. The presentation shall be presented to the President and other executives during the interview.
10. Must report directly to the President.
11. Must abide by and follow all the requirements of a director.
12. Two (2) Advocacy Directors shall be hired.

3. Finance Directors

3.1. Finance Director

1. Shall be responsible for managing budget forms for all MSA events and tablings, and work with the VP Finance to approve all proposed budgets.
2. Work in coordination with any Directors who are planning events in order to meet budget requirements.
3. Shall be responsible for planning and leading tablings in which all profits will go towards the MSA.
 - a. These tablings must happen at least once a month.
4. Shall be responsible for maintaining a list of members eligible to vote in elections by keeping a record of each MSA card transaction, alongside the VP Finance.
5. Must report to Vice President Finance.

3.2. Sponsorship Director

1. Must select and lead a team, forming a sponsorship fundraising committee comprising MSA Volunteers and available MSA Board members.
2. Shall be responsible for identifying, reaching out and communicating with existing sponsors and potential sponsors for MSA and for any charitable initiatives MSA partakes.
3. Shall be responsible for ensuring that sponsorship packages are updated, sponsorship agreements are properly documented, signed by the signing officers and fulfilled by all signing parties as outlined in the agreement.
4. Must properly track sponsorship outreach and maintain a record of secured sponsors for each initiative.
5. Must report to the Vice President Finance.
6. Must abide by and follow all requirements of a director.

3.3. Fundraising Director

1. Upon executive agreement, the Fundraising director is responsible for responding to any crisis appeals by planning, organizing and overseeing a fundraising initiative.
2. Shall work with the Internal Relations Director to recruit fundraising volunteers when needed in addition to recruiting board members for all tablings hosted by MSA that involve a fundraising component.
3. Must properly track fundraising expenses, revenue, proceeds from the fundraising initiative and work with VP Finance to ensure that donations are donated in a timely manner in compliance with any regulatory requirements.
4. Must provide regular reports to the MSA Board, community and stakeholders on progress towards fundraising goals and the total raised.
5. Shall support the Finance Director in the monthly finance tablings in which all profits go towards MSA.
6. Shall work with Sponsorship Director to secure sponsorships for fundraising tablings and initiatives.
7. Must report to the Vice President Finance.
8. Must abide and follow all requirements of a director.

4. Internal Directors

4.1. Internal Relations Director

Be an active representative of the MSA to the campus and greater community, which includes but is not limited to: other campus clubs, organizations, and publications.

1. Book rooms consistently for all events one month in advance for events and ten days in advance for board and other miscellaneous meetings and room bookings.
2. Work closely with VP Internal to ensure high efficacy of administrative correspondences.
3. Assume all duties and responsibilities of VP Internal in his/her absence.
4. Recruit members of the UTSC community to volunteer for MSA as needed.
5. Work actively with volunteers to ensure they participate in assisting before, during and after events.
6. Create a detailed Google document of volunteers, and their participation.
7. Manage and distribute awards to volunteers if possible.
8. Preside over the newsletter and make sure that all printed/published work is in accordance with normative Islamic Principles.

- a. Shall oversee and ensure that the Newsletter is complete and sent out in a timely manner throughout the Term.
 - b. Shall be in charge of writing/editing the Newsletter along with the Marketing & Communications Team.
9. Shall work alongside the Community Services Director(s) to plan excursions that will help the community as a means of Sadaqa.
 - a. Such excursions could be, but are not limited to, Muslim Welfare Center or food banks, etc.
10. Must abide by and follow all the requirements of a Director.
11. Must report to the Vice President Internal.

4.2. Academic Affairs Director

1. Be responsible for designing events that reflect the educational needs of the students on campus.
2. Be able to enhance the academic standing of Muslims on campus by addressing issues pertinent to scholastic success through the organization of seminars, workshops, and other informational panel discussions.
3. Organize a minimum of two (2) academic seminar, workshop, networking session, panel discussion, etc. per semester.
4. Initiate and execute a Mentorship Program for all Muslims on campus.
5. Maintain a detailed list of all the mentors and mentees interested in participating.
6. Hire volunteers to help with the responsibility of executing small-scale events for the mentees on campus.
7. Responsible for being in contact with mentees and mentors and having small scale meetings/events to any degree (not necessarily weekly).
8. Must report to the Vice President Internal.

5. Marketing & Communications Directors

5.1. Graphic Designer

1. Must be proficient in graphics editing software such as Canva, Photoshop, etc.
2. Shall be in charge of all the graphics editing requirements such as making posters and other marketing materials (not including video).
3. Must work closely with other positions in the MSA whenever required (The Message Editor-in-Chief, Media Coordinator, etc.).
4. Must be a minimum of two (2) and a maximum of three (3) graphic designers on the Board.
5. Must report to the Vice President Marketing & Communications.

5.2. Media Coordinator

1. Must be proficient in at least one professional video editing software (such as Sony Vegas, Final Cut Pro, Adobe After Effects, etc.) – Windows Movie Maker does NOT count.
2. Must own and be proficient at operating a DSLR camera and have a strong photography portfolio.
3. Shall be in charge of all the photography at MSA related events/initiatives wherever required.
4. Shall be in charge of all the video production requirements.
5. Must find alternative photographers to cover events/initiatives whenever the Media Coordinator is not present.
6. Must work closely with other positions in the MSA whenever required (The Message Editor-in-Chief, Graphic Designer, etc.).
7. Must be proficient in graphics editing software such as Photoshop.
8. In the case that no Graphics Designer is hired: shall be in charge of all the graphics editing requirements such as making posters and other marketing materials.
9. Shall be in charge of distributing physical material for outreach such as, but not restricted to, physical posters to be posted around campus.
10. Shall work alongside the Social Media Manager and assist him/her for marketing duties.
 - a. Such as, but not restricted to, managing the website and social media.
11. Shall work alongside the Internal Relations Director to complete and send out the Newsletter.
12. Must be a minimum of one (1) and maximum of two (2) Media Coordinators on the Board.
13. Must report to the Vice President Marketing & Communications.

5.3. Social Media Manager

1. Must have knowledge and experience managing a variety of social media platforms such as Instagram, Facebook, Twitter, and Tiktok.
2. Shall be responsible for posting updates, events, and announcements on social media to promote MSA's initiatives in a timely and proactive manner.
3. Shall oversee all MSA's social media accounts, ensuring that each is updated to reflect MSA's current activities and status.
4. Shall work alongside the Graphic Designer and Media Coordinator to upload all completed graphics and posts on social platforms.

5. Shall work alongside Vice Presidents to schedule posts to meet projected event deadlines.
6. Shall aim to increase MSA's social media presence, student engagement, and enthusiasm in the digital space.
7. Must abide by and follow all the requirements of a Director.
8. Must report to the Vice President of Marketing & Communications.

5.4. Webmaster

1. Must have a working knowledge of website domain and hosting services.
2. Must work to develop a sustainable website for the MSA in line with MSA's brand.
3. Must work to maintain and upkeep the website with up-to-date information and content with regards to events, announcements, fundraisers, links, and anything specific to the MSA website.
4. Must work alongside the Marketing & Communications team to promote and market MSA's events and initiatives through the website.
5. Must report to the Vice President of Marketing & Communications.

5.5. The Message Editor-in-Chief

1. Shall be in charge of producing and publishing the MSA's magazine "The Message" throughout the year.
2. Shall be in charge of distributing the magazine on campus.
3. Must discuss their plan for the magazine for the year (including the number of issues being published) with the executive team.
4. Must form and lead a team consisting of content editors (at least one), photographers and graphic designers (these can also be MSA's Media Coordinator and Graphic Designer).
5. Must look for sponsors that can help lower the costs of the magazine.
6. Must make the magazine accessible to anyone that wants to contribute to it.
7. Must report to the Vice President of Marketing & Communications and President if needed.

6. Religious Affairs Directors

6.1. Da'wah Director

1. The Da'wah Director is responsible for assisting the VPRA with developing and executing Islamic Programming.
2. Responsible for setting up forms of Da'wah throughout the school year such as, but not restricted to:
 - a. Tabling on campus; Tabling MUST be done at least once a month.

- b. Recurring events such as classes.
 - c. Events that will shed light to the community, both Muslim and Non Muslim, on the principles of Islam (i.e. the five pillars and six articles of faith)
- 3. Responsible for Islamic programming that targets both Muslims and Non-Muslims on campus.
- 4. Responsible for setting up Da'wah training workshops subject to Article XIII ("Training and Qualifications").
- 5. Responsible for taking care of the Multi-Faith Library in terms of organizing the books, the checkout list and also making sure there are adequate Islamic materials for both Muslims and Non Muslims, currently placed outside SL-281 (location subject to change).
- 6. Responsible for recruiting a committee that will be trained (subject to Da'wah Training in Article XIII) and will be used to assist in both tabling and events.
- 7. Must assist the VP Religious Affairs in planning and executing Islamic Awareness Week.
- 8. Must assist the VP Religious Affairs in planning and executing Ramadan-related programming and responsibilities.
- 9. Must report to the VP Religious Affairs.

6.2. Brothers Religious Affairs Director

- 1. The Brothers' RA is responsible for assisting the VPRA in developing and executing Islamic programming.
- 2. The Brothers' RA is responsible for ensuring booking prayer space and setup for Jumua prayers. He is also responsible for scheduling khateeb.
- 3. The Sisters' RA will also be responsible for booking the Multi-Faith rooms, to make sure they are available for daily prayers.
- 4. Must assist the VP Religious Affairs in planning and executing Islamic Awareness Week.
- 5. Must assist the VP Religious Affairs in planning and executing Ramadan-related programming and responsibilities.
- 6. Must report to the Vice President Religious Affairs.

6.3. Sisters Religious Affairs Director

- 1. The Sisters' RA is responsible for assisting the VPRA in developing and executing Islamic programming.
- 2. The Sister's RA is responsible for coordinating Islamic programming catered to women (with help from the VPRA and Brothers' RA director).
- 3. The Sisters' RA will also be responsible for booking the Multi-Faith rooms, to make sure they are available for daily prayers.

4. Must assist the VP Religious Affairs in planning and executing Islamic Awareness Week.
5. Must assist the VP Religious Affairs in planning and executing Ramadan-related programming and responsibilities.
6. Must report to the Vice President Religious Affairs.

6.4. Brothers Religious Affairs Programming Director

1. Shall be responsible for planning and executing ongoing consistent weekly programming for brothers.
2. The Brothers' RA is responsible for assisting the VPRA in developing and executing Islamic programming.
3. The Brothers' RA is responsible for ensuring booking prayer space and setup for Jumuaah prayers. He is also responsible for scheduling khateebis.
4. The Sisters' RA will also be responsible for booking the Multi-Faith rooms, to make sure they are available for daily prayers.
5. Must assist the VP Religious Affairs in planning and executing Islamic Awareness Week.
6. Must assist the VP Religious Affairs in planning and executing Ramadan-related programming and responsibilities.
7. Must report to the Vice President Religious Affairs.

6.5. Sisters Religious Affairs Programming Director

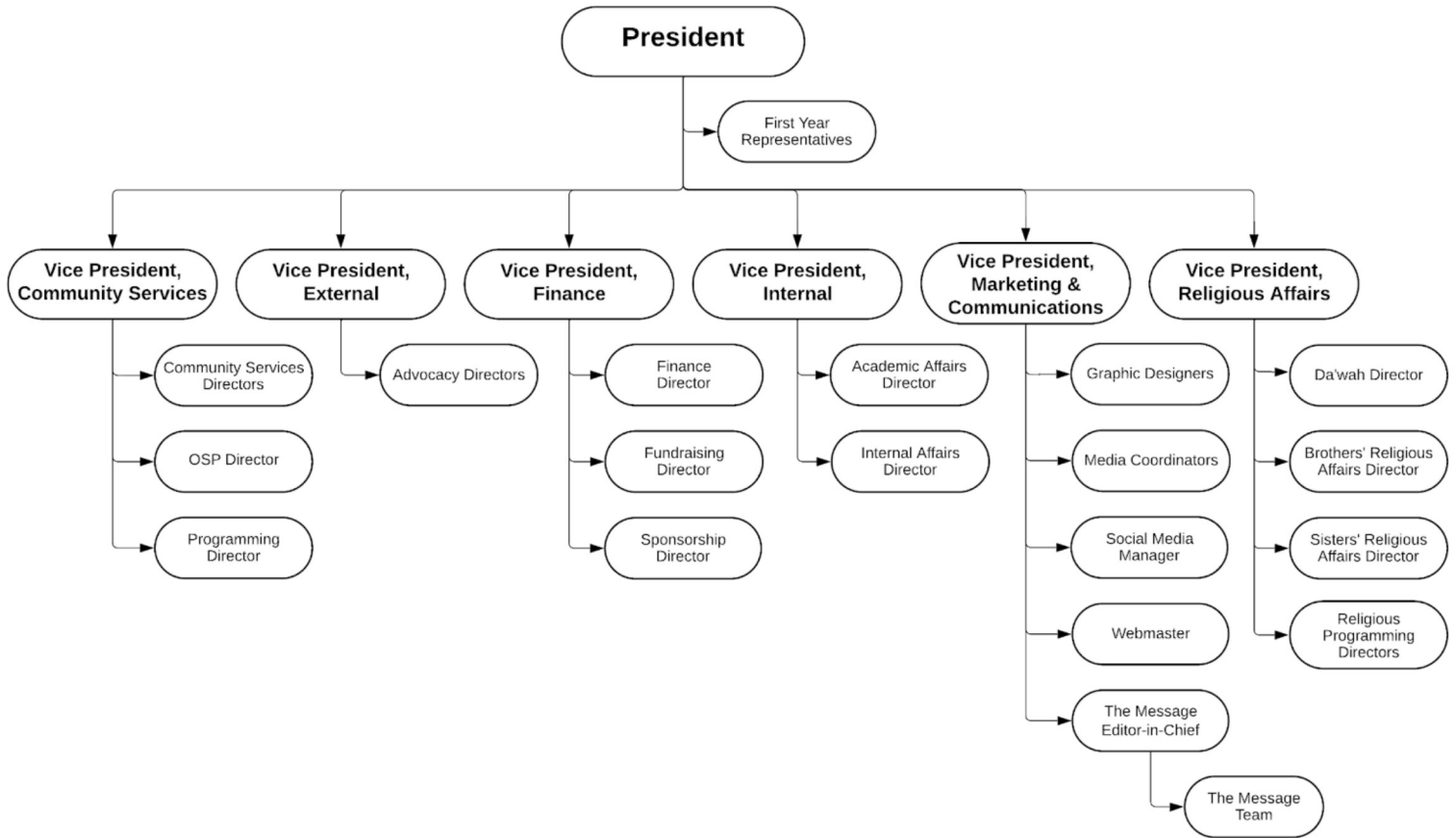
1. Shall be responsible for planning and executing ongoing consistent weekly programming for sisters.
2. The Sisters' RA is responsible for assisting the VPRA in developing and executing Islamic programming.
3. The Sister's RA is responsible for coordinating Islamic programming catered to women (with help from the VPRA and Brothers' RA director).
4. The Sisters' RA will also be responsible for booking the Multi-Faith rooms, to make sure they are available for daily prayers.
5. Must assist the VP Religious Affairs in planning and executing Islamic Awareness Week.
6. Must assist the VP Religious Affairs in planning and executing Ramadan-related programming and responsibilities.
7. Must report to the Vice President Religious Affairs.

7. Additional Directors

7.1. First Year Representatives

1. A maximum of two (2) First Year Representatives shall be selected.
2. Must be a student in First Year and subject to Article IV.
3. Shall be assigned tasks to help with the various teams in the MSA.
4. Must be a liaison to first-year students to promote the MSA's initiatives as well as to relay concerns and interests of first year students to the MSA.
5. Must report to the President.
6. Must abide by and follow all the requirements of a director.

X. MSA ORGANIZATION



XI. SENIOR ADVISORS

1. A total of three (3) Senior Advisors shall be hired through an application process, conducted at the same time as election applications, appointed by the outgoing executive team and the incoming executive team together.
2. Candidates must have served at least one (1) year on the Executive Committee to be eligible, unless otherwise agreed upon by the outgoing executive team.
3. In case of a disagreement between the Executive and the Ameership, the Senior Advisors shall have the power to veto a presidential decision if appealed by 2/3 of the Executive.
4. In case of a disagreement between the Executive and the Board of Directors, the Senior Advisors have the power to veto an executive decision if appealed by 2/3 of the Board of Directors.

5. Shall attend at least 2 board meetings throughout the year and be available for consultation with the MSA, specifically the Ameership, regularly and consistently.
6. Must meet with the executive team monthly where the Ameership presents a report of the internal workings of the MSA to assist in decision making and resolving conflicts as well as to conduct shura in ensuring that the MSA operations are running smoothly.
7. Shall assist the Ameership in arranging Executive and Director training sessions (such as leadership training) when called upon at the beginning of their term.
8. If a decision cannot be reached between the three (3) Senior Advisors and the Ameership, the involvement of the UTSC Muslim Chaplain shall be sought and a final decision shall be taken under that advice.

XII. FINANCES

1. The signing officers of MSA shall be the VP Finance, the Ameership and the Vice President Internal. In the unavoidable absence of the VP Finance, the Ameership and the Vice President Internal will be the signing officers along with another Vice Ameership.
 1. The outgoing signing offices must transfer signing authority to the incoming signing officers within one month of the conclusion of elections.
2. A semesterly budget assessment of MSA's revenues and expenditures for the year shall be prepared (subject to Article VIII "EXECUTIVES", Section 3) and approved by 2/3 of the Executive.
3. Once the annual budget is approved, expenditures that fall within the budget may be approved by a 2/3 majority Executive vote.
4. All loan expenditures exceeding \$300.00 must be pre-authorized by 2/3 of the Executive and a written contract must be signed by the borrower and two (2) signing officers of the Executive Board.
5. Within one (1) week following the signing of the above written contract, the borrower shall submit all proof of purchases/expenditures and remaining sum of money.
6. All proposals for expenses under \$300.00 shall be authorized by the VP Finance, over \$300.00 shall be approved by a 2/3 majority executive vote.
7. Any transfer of funds from MSA Accounts exceeding \$500 must be approved by the VP Finance and any two (2) from the Ameership and Vice Ameership.
8. In the event that there is any loss of MSA finances, the individual who was responsible for that sum is to be held accountable and endeavor to reimburse the MSA the full amount that was lost.

9. The MSA may accept contributions in any form from any source consistent with the purposes of the MSA and Islamic Principles.
10. All check, cash, or online withdrawals from the bank account shall be authorized by the Vice President Finance and at least one other Executive.
11. Reimbursements shall be paid within two weeks of submitting receipts unless the individual has expressly indicated in writing that he/she is able to wait until the MSA has received funding for the specific event.
12. All MSA cash and cheques must be deposited to the bank by the end of each semester to maintain all outgoing and incoming transactions and to present the totals for the monthly financial report.
 1. This includes profit for the MSA, OSP, or otherwise.
13. MSA must raise at least \$500 (subject to discussion) each year for MSA operations.

XIII. TRAINING AND QUALIFICATIONS

1. Da'wah Training

1. ALL Members of the Board must complete a Da'wah Training program organized by the Da'wah Director as subject to present Article IX ("Directors").
2. Da'wah Training workshops are mandatory for all members of the committee under the Da'wah Director's leadership, within the supervision of the VPRA.
3. Utmost efforts will be made to accommodate the schedules of all members of the board.
4. A sheikh or a student of knowledge given explicit permission by their sheikh can teach the subject matter of the session.

XIV. JUMUAH AND MULTI-FAITH ROOM

1. Both Brothers' and Sisters' RAs are responsible for maintaining the Multi-faith room, and recruiting volunteers to assist with Jumuah setup and clean up. The VPRA shall be responsible for ensuring that the Multi-faith room is maintained if the Brothers' and Sisters' RAs are not available.

XV. ELECTIONS

1. Overview

1. Annual elections of MSA shall take place by the end of the month of April, unless otherwise agreed upon by a 2/3 majority Executive vote.

2. Elections can be conducted in person or online as per the procedures outlined below. The decision to have an election either online or in-person must be decided by a 2/3 majority vote of the Executive. The total lead time for both procedures is five (5) weeks.
3. Announcement of Nomination and elections will be posted four (4) weeks advance of said elections.
4. Any applicant that has previously been dismissed from office due to violating Article XIII (“REMOVAL FROM OFFICE”) of the Constitution must follow certain regulations subject to Article XIII Section 4 to have their applications approved.
5. If at any time during the elections process (from applications to being voted-in) the Islamic conduct of an applicant/candidate comes into question, the CRO has the right to disqualify the applicant/candidate once the outgoing executive has consulted the senior advisors and conducted a vote. This vote must reach a 2/3 majority amongst the Executive.
6. Any general memberships bought after the announcement of election applications must not be allowed to nominate or vote for any candidates for the remainder of that election period.

2. In Person Elections

2.1. Overview

1. No less than four (4) weeks in advance of the elections, the Executive shall select a Chief Returning Officer (CRO) from the general membership to preside over the elections.
2. Within one week of appointment, the CRO shall then appoint three (3) Trustees from the general membership, subject to the approval of the Executive. The CRO and the Trustees shall not be candidates in the elections and may not sign any nomination forms or vote in the elections.
3. The CRO, Trustees, and an outgoing Executive (who will not be running in the elections) shall be bound to form the Elections Committee. The Elections Committee shall be responsible for:
 1. Putting out an application form,
 2. Forming and meeting (before nominations) with the Executive Candidates Approval Committee that consists of the CRO, outgoing Executives (excluding members who may be running in the elections) and the outgoing Senior Advisors,
 3. Preparing a nomination form,
 4. Receiving nominations,

5. Setting up and supervising a nominations station in a prominent and high Muslim traffic area,
 6. Preparing and issuing ballots,
 7. Supervising the ballots,
 8. Counting the ballots,
 9. Declaring the results.
4. In the case of a tie, the three Trustees shall cast the deciding votes outlined.

2.2. Procedure

1. NOMINATION

1. Nomination period shall begin three (3) weeks and close one (1) week prior to the election date.
2. Nominations must be in writing and bear:
 1. the name and contact of the nominee;
 2. the name contact and signature of the nominator;
 3. as well as the names and signatures of ten (10) general members, subject to Article IV (“GENERAL REGULATIONS”) and Article XV (“ELECTIONS”) Section 2.2 A, Clause 2.
3. Potential candidates shall not be permitted to nominate themselves.
4. Candidates shall be permitted to campaign and/or lobby for support during the allotted campaign time period during the week following nominations in accordance with the rules set by the CRO with respect to the Executives.
5. All Ameership and Vice Ameership applicants shall be subject to approval by a 2/3rd majority vote from the Executive Candidates Approval Committee, who will meet before the nomination period. Applicants will be evaluated by the terms below. In case of a dispute regarding disqualification on religious grounds, the UTSC Muslim Chaplain will arbitrate matters.
 - a. Abiding by the Quran and the Sunnah
 - b. Fulfillment of duties during previous involvement
6. All candidates shall be notified of their status by the CRO prior to the campaigning period.
7. A Scrutineer shall be appointed by the Executive from the general membership, upon the approval of all eligible candidates, no less than three (3) days prior to the elections. The Scrutineer will help oversee the counting of ballots, but shall not be allowed to come in direct contact with the ballots or tally sheets, and shall not be allowed to vote. The Scrutineer may not be a candidate, Trustee, or CRO.

8. Any disqualified candidates (excluding any Ameership nominees) shall be given the opportunity to appeal no more than 3 days after receiving a disqualification notice, by submitting, to the Executive Candidates Approval Committee, a clear and concise written appeal and petition signed by the lesser of one third (round up to the nearest whole member) of or 25 general MSA members.
9. The final decision on the status of all Ameership appeals shall be made by a 2/3 majority vote by the Executive Candidates Approval Committee.

2. VOTING

1. General members may elect all members of the incoming Executive during allotted times.
2. Voting shall be conducted by secret ballot.
3. Positions for which there is only one candidate, shall be placed on the ballot for affirmation or rejection by the electorate.
4. All Electors must be paid members of the UTSC MSA.
5. All ballots must be clearly marked according to the instructions provided on the ballot as decided by the Elections committee under Article XV. ("ELECTIONS") Section 2.1 Clause 3.

3. COUNTING BALLOTS AND DECLARING RESULTS

1. Only a ballot, which was supplied to the elector by the CRO, shall be accepted as a valid ballot at the count.
2. Following voting, the Election Committee shall collect the ballots and proceed to a private area, with the Scrutineer, to count the ballots.
3. The CRO shall oversee the counting process. One (1) Trustee shall count aloud the number of valid ballots cast for each candidate, while the other two (2) Trustees record these results independently. The individual tallies of the Trustees must be equal or the process must be repeated. The process must also be repeated at the request of the Scrutineer.
4. The CRO shall make a note in the poll record of every objection to a ballot by the Scrutineer. The Election Committee must make a unanimous decision on a ballot's validity.
5. Following counting, the CRO shall announce only the names of the new Executive and shall provide detailed ballot counts to candidates upon request (within 72 hours).
6. The new Executive shall take office on the final academic day of the Winter Session for a period of one year [April 30th.]

7. Any elected positions on MSA which become vacant during the academic year for any reason must be filled through a by-election called by the current Executive no later than three (3) weeks of the vacancy, and shall be held according to Article XV. ("ELECTIONS"), Section 4.

3. Online Elections

3.1. Overview

1. No less than four (4) weeks in advance of the elections, the Executive shall select a Chief Returning Officer (CRO) from the general membership to preside over the elections.
2. Within one week of appointment, the CRO shall then appoint two (2) Trustees from the general membership, subject to the approval of the Executive (contrary to "in person" elections which require three trustees). The CRO and the Trustees shall not be candidates in the elections and may not sign any nomination forms or vote in the elections.
3. Elections and nominations period will occur over a five (5) week period and consist of five (5) different stages as outlined below.
4. The CRO, Trustees, and an outgoing Executive (who will not be running in the elections) shall be bound to form the Elections Committee. The Elections Committee shall be responsible for:
 1. Putting out an application form,
 2. Forming and meeting (before nominations) with the Executive Candidates Approval Committee that consists of the CRO, outgoing Executives (excluding members who may be running in the elections) and the outgoing Senior Advisors,
 3. Preparing a nomination form,
 4. Receiving nominations,
 5. Setting up and supervising a nominations station in a prominent and high Muslim traffic area,
 6. Preparing and issuing ballots,
 7. Supervising the ballots,
 8. Counting the ballots,
 9. Declaring the results.
5. In the case of a tie, the three Trustees shall cast the deciding votes outlined.

3.2. Procedure

1. APPLICATIONS

1. Five weeks prior to the elections, announcements and posters must be made, indicating the timeline for the election period.
 1. The application form must be available and accessible online for all potential applicants. The form must bear his or her name, their MSA membership number and their UofT student number in addition to other required details outlined on nomination form. The applicant will also be required to provide a small statement outlining why they are the best candidate for the positions they are applying for.
2. Three (3) weeks prior to the election week, the CRO will put together all applicant profiles and email all MSA general members. The members will have a week to review profiles.

2. NOMINATIONS

1. An online form for candidate nominations will be made available and accessible following the decision by the Executive Candidates Approval Committee.
2. It will be permissible for members to nominate more than one candidate for any position. Only candidates who have received ten (10) nominations will be eligible for the ballot.
3. If a nomination applicant receives more than ten (10) nominations for more than one position, they will be eligible to run for the position for which they received the most nominations. In the event a nomination applicant receives an equal number of nominations for two (2) or more positions, the CRO and his/her committee will conduct a blind vote.
4. All Ameership (Presidential) nominations shall be subject to approval by the outgoing Executive under the terms below. Terms of disqualifications of an Ameership nomination are:
 - a. Violation of the Quran and the Sunnah as well as policies regarding election and nomination procedure. In case of dispute regarding disqualification on religious grounds, the Muslim Chaplaincy will arbitrate matters.
5. All candidates shall be notified of their eligibility status by the CRO no less than four (4) days prior to the elections.

3. VOTING

1. The CRO will email the election form to all MSA general members, making them able to vote.
2. Candidates shall be permitted to campaign and/or lobby for support during the allotted campaign time period during the week following nominations in accordance with the rules set by the CRO with respect to the Executives.
3. A Scrutineer shall be appointed by the Executive from the general membership, upon the approval of all eligible candidates, no less than three (3) days prior to the elections. The Scrutineer may not be a candidate, Trustee, or CRO.
4. Concerns regarding campaign results from candidates shall be forwarded to the Scrutineer and CRO.
5. The CRO, the two trustees and the Scrutineer must verify in writing that the online election form and list of voters are fair and accurate.
6. Upon completion of the election, results should be first communicated to the trustees and scrutineers who have the right to examine the election results raw data.
7. If it is unanimously agreed that the data is accurate then the election results will be made public by the CRO.
8. In case of dispute, see Article XV ("ELECTIONS") Subsection 2.1, Clause 4.
9. Any disqualified candidates (excluding any Ameership nominees) shall be given the opportunity to appeal no less than three (3) business days prior to the elections, by submitting, to the outgoing Executive, a clear and concise written appeal and petition signed by at least 25 general MSA members.
10. Disqualified Ameership nominees must submit a clear and concise written appeal (addressing the reasons of disqualification) and petition signed by 25 of general members within ten (10) business days prior to elections to the MSA Senior Advisors.
11. The final decision on the status of all Ameership appeals shall be made by the Senior Advisors, previously appointed by the outgoing Executive for this purpose, in a 2/3 majority vote.

4. By-Elections

1. In the situation that an executive or board position is/becomes vacant, the Executive reserves the right to appoint someone into the vacated position by

means of a 2/3 majority vote. Failure to reach a 2/3 majority agreement will result in there being a by-election process to fill in the role.

2. The by-election procedure goes into effect if the executive team is unable to appoint and agree with a 2/3 majority vote on a new executive or board member all within a ten (10) day period after the position has been vacated.
3. By-elections for executive positions shall be called by the Executive no later than three (3) weeks after a vacancy is created during the academic year, and shall be held according to this article.
4. Notice of the date of by-elections and nomination period shall be posted in prominent places no less than three (3) weeks in advance of said elections.
5. Nomination period shall begin two (2) weeks and close one (1) week prior to the by-election date.
6. Nominations must be in writing and bear the name and signature of the candidate as well as the names and signatures of ten (10) general members.
7. Potential candidates shall not be permitted to nominate themselves.
8. No less than one (1) week before the by-election date, the Executive shall interview each nominee.
9. Once each nominee has been interviewed, the Executive shall fill the vacancy by a 2/3 majority vote of the general membership. As an exception, presidential candidates shall be elected by a 2/3 majority vote of the MSA board.
10. Within one week of voting, the Executive shall announce the results to the general body.

XVI. REMOVAL FROM OFFICE

1. Grounds for Removal

1. Violation of Article VII. ("MEETINGS"), Section 4.1, Clause 8.
2. Slander against another Executive member(s) or general member(s).
3. Usage of profanities, derogatory or discriminatory language in conversation pertaining to MSA, its affairs, or membership.
4. Incompetence or willful negligence of duty.
5. Violating an Islamic principle deeming them unworthy to serve on the MSA Executive/Board as a community leader.

2. Procedure

2.1. Executive Removal

1. The MSA board can lobby to remove an Executive from the Executive committee at any given time through a 2/3 majority vote, as per Article XVI. (“GROUNDS FOR REMOVAL”), Section 1.
 - a. This removal process can be accomplished after charges and specifications against the affected member have been presented to him/her at a previous board meeting. If the charges are found to be true, the executive team will be obligated to carry out the dismissal.

2.2. Director Removal

1. Having accumulated concerns, the aggrieved Vice President shall present concerns to the director as a warning. Upon lack of improvement, subject to be judged by the president and the aggrieved VP, the concerns shall be brought up to the executive team.
2. After consultation with the aggrieved parties, the Ameership shall write up and present a list of charges against the affected member, to the Executive, at the next meeting.
3. Upon little to negligible improvement, the Removal from office shall be accomplished by a 2/3 majority Executive vote after charges and specifications against the affected member have been presented to him/her at a previous Executive meeting

3. Previously Removed Member Reapplying

1. If the reason for their dismissal was due to Section 1., Clause 1, 4, or 5 as written above, the application package of the respective dismissed member must be subject to a 2/3 Majority vote by the outgoing Executive to be accepted.
2. If the reason for their dismissal was due to Section 1., Clause 2 or 3 as written above, the application package of the respective dismissed member must be subject to a complete consensus of the outgoing Executive to be accepted.
 - a. If the vote passes in either case, the applications of these respective members will be accepted with the understanding that if the applicant violates Section 1 as written above in any way they will be immediately removed from Office without need for being reprimanded.
 - b. In the case that a dismissed member applies to be a part of the Board as a Director, the Incoming Executive will conduct the process as indicated above.

4. Resignation

For Directors

1. A member of the Board may choose to resign after consulting the executive team. In this case, a request for resignation shall be made 2 weeks prior to leave, unless agreed upon by the executive team.
2. Any MSA board member shall be deemed to have resigned, subject to Article VII. ("MEETINGS"), Section 4.1, Clauses 9-11.

For Executives

3. Any Executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.
4. Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

For President

5. If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
6. Any vacancy of the 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.

5. Record of Removals and Resignations

1. A record of all past board members that have resigned or been removed must be available for the executive team and kept up to date. The record should include the person's name, position, year, whether it was a resignation or removal, and the contact info of the president and relevant executive member(s). For board member removals, the grounds for removal (see Section 1) must be indicated.
2. This record must be kept under the President's Google Drive.

XVII. AMENDMENT PROCEDURE

1. Amendments for General Meeting (GM)/Annual General Meeting

1. Follow the procedure listed under Article VII. (“MEETINGS”), Section 5.
2. Changes that include adding roles will be effective immediately, however merging or removing roles will be implemented the following year

2. Outside of Designated General Meeting (GM)/Annual General Meeting (AGM):

1. If it becomes absolutely necessary to amend this constitution outside a GM/AGM, a notice of intent to amend the constitution, and written copies of the proposed amendment(s) must be presented to the Executive at an Executive meeting.
2. Proposals for all constitutional amendments shall be subject to the approval of 2/3 of the Executive.
3. Within one (1) week following approval, approved proposals shall be advertised to the general membership and a board meeting shall be held which must be subject to a majority vote of all MSA Board Members present.
4. Proposed amendments regarding Executive and Director Roles must be passed by a 2/3 majority vote at either the General Meeting or the Annual General Meeting.

XVIII: Emergency Meetings

1. Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
2. These meetings must abide the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
3. Notice of these meetings must be provided a minimum of 24 hours in advance through email.
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.

XIX: Transition

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.

2. All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
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.

XX: Emergency Powers

1. In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
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.
3. Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
4. General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

XXI: Food Handling on Campus

1. 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.

XXII: Precedence of University Policies

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

XXIII: Legal Liability

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

XXIV: Banking

1. MSA agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.