

# **Constitution of the Muslim Educators Association**

## **Article I: Name and Purpose**

**Section 1: Name** The name of this organization shall be the Muslim Educators Association (MEA). As students in the University of Toronto (OISE) graduate department who are on the path of education or are educators, we want to create a supportive and collaborative community that empowers Muslim educators. Hence the name Muslim Educators Association

## **Section 2: Purpose**

The MEA aims to represent Muslim students in the education field at the St. George Campus. It provides support, advocacy, and a platform for Muslim educators to express their perspectives and concerns. The MEA fosters a community that promotes and encourages Muslim voices and has educational excellence, cultural and religious understanding, and inclusivity within the campus environment and educational systems. Through research, outreach, collaboration, and dialogue with our Muslim partners, the OISE MEA aims to improve the professional development of its members, establish a supportive network, and create a positive impact on the educational experience of students and the wider community.

## **Section 3: Objectives**

The objectives of the OISE MEA shall be:

1. To cater to and accommodate the intellectual, spiritual, and social needs of Muslim students
2. To develop and integrate research papers focusing on the Muslim population within the field of education.
3. To provide resources and support for Muslim educators.
4. To network and collaborate with other Muslim Student Associations (MSAs) and similar student organizations within Canadian educational institutions.
5. To collect and analyze data to inform educational practices and policies both within and beyond the school campus.
6. To promote a positive inclusive, diverse, supportive community for Muslim educators and students.

## **Article II: Membership and Membership Fee**

**Section 1: Eligibility** Membership shall be open to all individuals who support the purpose of the MEA and are involved in the field of education.

**Section 2: Definition of General Membership** The OISE MEA's General Membership shall be included on the OISE MEA email list. General Membership shall be regulated and recorded by OISE MEA with the full name and UofT email addresses of members.

**Section 3: Definition and Rights of U of T Members** U of T Members (students, staff, faculty or alumni) may be members of the MEA given they submit their full name and Student Identification Number for the MEA to submit this information to relevant overseeing bodies within the university.

### **Article III – Rights of Members**

#### **Section 1: Definition and Rights of Voting Members**

Voting Members are General Members of the OISE MEA who are currently registered UofT students. These members may vote in elections.

Voting Members have the right to:

1. Participate in all meetings and events.
2. Vote in elections
3. Access resources and support provided by the MEA.

Voting Members have the responsibility to:

1. Uphold the mission and values of the MEA.
2. Actively participate in meetings and events.
3. Contribute to the research and community efforts of the MEA.

### **Article IV: Executive Board**

**Section 1: Positions and Duties** The Executive Board shall consist of seven (7) in number. It is strongly recommended that the Executive Board members would be registered in an OISE program and is self-identify as part of the Muslim diaspora. Executives shall be primarily responsible for the overall administration of the Muslim Educators Association. The Executive Committee shall oversee the work of the Muslim Educators Association, taking responsibility for the leadership and management of the organization. The Executive Committee shall approve of all plans which are executed under the Muslim Educators Association name.

#### **Section 2: Recommended Presidential Experience**

It is strongly recommended that Presidential nominees have held an Executive or Director position within OISE MEA for at least one year. The nominee is highly preferred to have been an active volunteer within the organization.

#### **Section 3: Duties of the Executives**

The following positions, each with specific duties:

1. **President**
  - Preside over all meetings and events.
  - Represent the MEA in external affairs.

- Oversee the overall functioning of the organization.
- 2. Vice President**
  - Assist the President in their duties.
  - Assume the President's responsibilities in their absence.
  - Coordinate with other executive board members.
- 3. Secretary**
  - Maintain records of all meetings and activities.
  - Handle correspondence and communication.
  - Keep an updated list of members.
- 4. Treasurer**
  - Manage the financial affairs of the OISE MEA.
  - Prepare and present financial reports.
  - Oversee fundraising activities.
- 5. Event Coordinator**
  - Plan and organize events and activities.
  - Ensure events align with the OISE MEA's mission and goals.
  - Collaborate with other board members for event execution.
- 6. Community Outreach Coordinator**
  - Develop and maintain relationships with other organizations and community groups.
  - Coordinate outreach and service projects.
  - Promote the OISE MEA's presence in the community.
- 7. Public Relations Officer**
  - Manage the OISE MEA's public image and communication.
  - Oversee social media and online presence.
  - Develop promotional materials and campaigns.

## **Article V: Finances**

**Section 1:** The Treasurer shall keep an active record of income and expenses.

**Section 2:** The Treasurer shall present the group's updates on the group's financial position at annual general meetings.

**Section 3:** The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

**Section 4:** The group may not engage in activities that are essentially commercial in nature.

**Section 5:** The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

**Section 6:** The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

**Section 7:** The group will not pay salaries to any of its officers.

## **Article VI – Elections**

### **Section 1: Election and Term of Office**

1. Executive Board members shall be elected annually by a majority vote of the membership.
2. The term of office shall be one year, with the possibility of re-election. The term of office for Executives shall be July 1st of one year to June 30th of the following year.

## **Article VII: Meetings**

**Section 1: Regular Meetings** Regular meetings shall be held at least once a month at a time and place determined by the Executive Board.

**Section 2: Special Meetings** Special meetings may be called by the President or by a majority of the Executive Board as needed.

**Section 3: General Meetings** The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

**Section 4: General Meeting Time Frame** The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **Article VIII: Committees**

**Section 1: Standing Committees** The OISE MEA shall have the following standing committees:

1. **Program and Research Committee:** Responsible for producing and reviewing research reports. Committee members are also responsible for developing relevant and responsive programming based on recommendations from research reports.
2. **Educational Resources Committee:** Responsible for developing and providing educational resources and support.
3. **Networking/ Outreach Committee:** Responsible for maintaining the social media presence of OISE MEA, alongside establishing connections with other MSAs and organizations.
4. **Mental Health and Wellbeing Committee:** Responsible for nurturing a sense of belonging and supporting the mental health and wellbeing of members within the OISE MEA.

## **Article IX: Amendments**

**Section 1: Proposal of Amendments** Amendments to this constitution may be proposed by any member of the OISE MEA.

**Section 2: Adoption of Amendments** Proposed amendments shall be adopted by a two-thirds majority vote of the executive membership at a regular or special meeting.

## **Article X: Dissolution**

**Section 1: Dissolution of the OISE MEA** In the event of dissolution, any remaining assets shall be distributed to an organization with similar purposes, as determined by the Executive Board.

## **Article XI: Resignation or Removal from Office**

**Section 1 Grounds for Removal of Executive:** An Executive member may be removed from office for:

- Committing a serious violation of the Constitution;
- Failing to fulfill the duties of office;
- Failing to attend three meetings without being excused by the Executive.

### **Section 2 Process for Removal of Executive:**

If a member of the Executive commits a serious violation of the Constitution or fails to fulfill the duties of his/her office, or fails to attend three meetings without being excused by the Executive, he/she shall be asked to give an explanation for his/her behavior to the Executive. If the committee does not find the explanation to be satisfactory, the Executive shall vote to dismiss the member. A vote to dismiss a member requires at least a 2/3 majority vote of the Executive. If a member of the Executive is dismissed he/she may appeal the decision to the general body members.

### **Section 3 Resignation of Executive**

A member of the Executive wishing to resign from office shall present the reasons for resignation in writing to the Executive Committee. Resignation of a member of the Executive is pending acceptance by the Executive.

### **Section 4 Replacement of Executive**

If a member of the Executive resigns or is dismissed from office, the Executive shall appoint the second-ranking candidate from the previous elections within two weeks of the resignation or removal of office.