



UTSC MSA CONSTITUTION

I. DEFINITIONS

01. 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
02. The term Ameership (Ameer or Ameerah) shall be deemed to refer to the elected president and chair for the board of directors
03. The term Vice Ameership shall be deemed to refer to the elected Vice Presidents or VP (Vice Ameer or Vice Ameerah).
04. The term Executive shall be deemed to refer to the elected positions of one (1) President and six (6) vice-presidents.
05. The Board of Directors shall be deemed to refer jointly to the executive and the twenty-two (22) persons appointed as directors on an interview basis by the previous and new executive members.
06. The MSA Board shall be deemed to refer to the Board of Directors.
07. The terms "general member(s)" and "general membership" shall be deemed to refer to every member of MSA that has bought a membership (see Article V "MEMBERSHIP")
08. SCSU shall be deemed to refer to the Scarborough Campus Students' Union for purposes of this constitution
09. The Qur'aan shall be deemed to refer to the Holy Book of Islaam, considered to be the word of God.
10. 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

11. The Shari'ah shall be deemed to refer to the religious code of laws and rules governing the life of Muslims.
12. Da'wah shall be deemed to refer to the practice of educating the public about Islam and to exemplify teachings of Islam through actions.
13. The Muslim Chaplain and Muslim Chaplaincy shall be deemed to refer to the Muslim Chaplain at the University of Toronto Scarborough Campus.
14. 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.
15. OSP shall be deemed to refer to the Orphan Sponsorship Program, the initiative created to support orphans financially
16. Sadaqah shall be deemed to refer to the act of voluntary charity, this includes, but not limited to, money, goods, and time

II. STATEMENT OF OBJECTIVES

01. 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
 - c. Promote awareness of Islam among the campus community
02. The MSA will organize events in accordance with the Qur'an 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

01. 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.
02. 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.
03. 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

01. 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

01. A student shall be deemed to be a full-time undergraduate student of the university or a part-time or graduate student, or anyone affiliated with UTSC provided that they have paid their incidental fees.

02. Members of MSA shall be eligible to hold office on MSA subject to Articles VIII and IX
03. All elected and general members of MSA shall be full-time students while in office
04. Any faculty, staff or student registered with UTSC of any background may join the MSA.
05. Students on Co-op work terms should typically not run for an executive position on the MSA Board, unless reasons permit.

V. MEMBERSHIP

1. Fee

01. The annual membership fee to the MSA shall be \$5.00 per person and the membership is valid for 5 years from the year of purchase.

2. Benefits

Membership benefits include:

01. Guaranteed discounts at paid entry events (provided a card is presented at entry)
02. Right to vote in MSA elections
03. Right to vote on proposed changes at the General Meetings (AGM) subject to Article VII Section 4.1
04. Right to vote on proposed changes at Board Meetings subject to Article VII Section 3.1

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.

VII. MEETINGS

1. Chairing

01. Meetings shall be chaired by the Ameership.
 - a. In the absence of the Ameership, the Vice President Administration shall chair all meetings. Other MSA Board members shall also be allowed to hold chair as requested by Ameership and/or Vice President Administration.
02. The Chair shall be responsible for maintaining order and ensuring that the agenda is discussed in a complete and efficient manner.
03. The Chair reserves the right to open issues for discussion and/or an Executive vote, subject to Article VII Section 3.1 Clause 7. 4.
 - a. The Chair shall reserve the right to veto any vote, excepting when the rest of the Executive unanimously agrees that the veto is unwarranted. In such circumstances, decisions shall be subject to Article VIII Section 1 and/or Article XI.

2. Executive Meetings

01. 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.

3. Board Meetings

01. Meetings shall be held no less than once a month (every four

weeks)

02. Meetings shall be open to the public excepting when the MSA Executive shall decide by majority vote that a particular meeting shall be conducted in camera
03. Additional Meetings shall be called by the Ameeriship or by a consensus of 2/3 of the Board of Directors.
04. The agenda of each meeting shall be made available a minimum of two (2) days prior to each meeting subject to Article VIII Section 3.
05. Emergency meetings shall be permissible in extenuating circumstances provided notice is given in writing or phone and every attempt is made to ensure that members receive 24 hours' notice
06. Any member of the Executive shall reserve the right to call an emergency meeting, subject to written approval by three additional executives.

3.1 Board Meeting Procedure

01. Proxies of any kind shall not be accepted.
02. Non-Executive/ Board members may be sponsored to speak by any Executive member at the beginning of each meeting, otherwise refer to Article VII 3.1 Clause 5.
03. Time limit to speak for unsponsored non-Board member shall be five (5) minutes per meeting.
04. Only the Executive and Board of Directors shall reserve the right to vote.
05. The Executive and Directors, by a majority vote, may open issues for discussion and/or an Executive vote.
06. Any inter-executive conflict, complaint or disagreement shall be brought up and discussed only in camera in an Executive meeting, and shall be kept in strict confidence by the Executive.

07. 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 Ameership, no later than two (2) days prior to a meeting.
08. If an executive'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.

4. General Meetings

4.1 General Meeting Procedure

01. Rules of conduct shall be outlined by the Ameership at the beginning of the first meeting of MSA each year, such as:
 - respecting seating arrangements
 - speaking only when called upon by the Chair
02. Any member may vote on any issue excepting when such vote is regarding financial decisions.

4.2 Annual General Meeting

01. The last general meeting shall be the Annual General Meeting (AGM), in which the Ameership and the VP Finance shall present their Annual Reports.

VIII. EXECUTIVES

1. Structure and Duties of the Executive as a Body

01. The Executive members shall consist of five (5) elected

members and two (2) members appointed by the 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.

02. The elected body shall consist of:

- The Ameership
- The Vice President, Administration
- The Vice President, Communication
- The Vice President, Events
- The Vice President, Finance

03. The appointed members will be Vice- President Religious Affairs (VPRA) and The Vice President Social Services (VPSS). VPRA and VPSS must have the qualifications required for an executive member as outlined in Article VIII Sections 1, 7 and 8.

04. The Ameership and all executive roles can be occupied by both brothers and sisters

05. The Executive shall be responsible for the direction and management of the affairs of MSA in accordance with the provisions of this constitution.

06. 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.

07. 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.

08. Every Executive member shall be responsible for security at all MSA events to the extent required by the Department of Student Life and SCSU.

09. Formulating and supervising projects and programs to promote the aims and purposes of MSA along with the Board of Directors.

10. Terms of office of each Executive shall subject to Article XV Section 2.2 C Clause 6.
11. Presidential Candidates must have served two years on the Board of Directors or 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.
12. Candidates for all other executive positions must have served as a director for a period of one full year

2. President

01. Act as the official representative of MSA at all occasions and provide leadership and guidance to the board of directors.
02. Ensure that the Executives and Board of Directors carry out their respective duties as outlined in Article VIII Sections 3-8
03. Supervise and ensure the smooth operation of MSA, which includes peacefully resolving any conflict within the MSA Board and reviewing all MSA documentation.
04. Chair each Executive and General meeting, subject to Article VII Sections 1 and/or 3.1,
05. Have certain veto-powers subject to section Article VII Sections 1 and/or 3.1,
06. Act on his/her own authority only if an Executive or General meeting cannot be called subject to Article VII Section 3.1. This may include making emergency decisions such as delegating duties and/or special powers to an Executive member
07. Be responsible to the Executive and MSA for all of his/her actions as their representatives
08. Prepare and present an annual report to MSA at theAnnual General Meeting,
09. Be a signing officer of MSA.

10. Must cooperate with the Senior Advisors under Article XI.
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).

3. Vice President, Administration

01. The Vice President of Administration (VP Admin) prepares and types an accurate account of each Executive and Board meeting.
02. Distribute the meeting minutes for each Executive meeting within 24 hours of the conclusion of the last meeting.
03. Maintain an accurate and detailed attendance report of all members on a bi-weekly basis.
04. Maintain a list of board members with their names, email addresses and updating the list at least once each month.
05. Be consistent in guiding and requesting the Internal Relations Director to book rooms for board meetings and events.
 - Be responsible for working and observing closely with the Academic Affairs Director to plan and execute at least two (2) academic events per semester.
06. Must book room ten days in advance for weekly/bi-weekly Executive meetings.
07. Must create a monthly calendar, one month in advance of all tentative meetings and events.

08. Train and transfer all meeting minutes and other miscellaneous documents to incoming V.P Admin.
09. Shall be in charge of the Internal Relations Director
10. Must abide by and follow all the requirements of an Executive member

4. Vice President, Communication

Shall be in charge of the following board members/positions: The Message Editor-In-Chief, Social Media Manager, Media Coordinator and Graphic Designers and shall:

01. Be in charge of formulating a marketing strategy for the MSA at large
02. Be in charge of overseeing all of MSA's marketing activities
03. Shall serve as a liaison between the MSA Board and the off campus community which consists of other MSAs, Muslim organizations, Masjids, etc.
04. Shall serve as the public representative of the MSA and thus shall compose all correspondence (e.g.: press releases, sponsorship letters, etc.) from the MSA to the public with the approval of the Executive Team.
05. Shall be responsible for acquiring sponsors for the MSA on a regular basis, in close collaboration with the rest of the Executive Team, particularly the Vice President Finance
06. Shall be responsible for ascertaining and accommodating guest speakers at the request of the Executive and/or Directors
07. Must abide by and follow all the requirements of an Executive member

5. Vice President, Events

01. Be responsible for designing an event curriculum that satisfies

- the educational, social, communal and financial needs of the MSA. This curriculum shall require the approval of the MSA executive board on a per event basis.
- a. The events shall reflect the mission of the MSA and must be acceptable within the rules and regulations of Islam.
02. Be responsible for hiring and training the three (3) events directors
 - a. There must be at least one (1) brother and one (1) sister from the directors selected for the Events team. If this is not possible due to limited quantity or competency of candidates, then the VP of Events is permitted to choose directors from either gender.
 03. Should plan and implement at least three (3) social events per semester.
 04. Serve as the main liaison between the event/educational director(s) and the board.
 05. Maintain a documented list of names, dates, and relevance of each event executed.
 06. Hold the event directors accountable for preparing an accurate and detailed report of each event executed, social or educational.
 07. Shall be responsible for promoting their respective programming working alongside the Social Media Manager.
 08. Shall be responsible for seeking opportunities for intra-MSA (internal MSA teams) collaborations and inter-MSA collaborations (external student groups).
 09. Must abide by and follow all the requirements of an Executive member

6. Vice President, Finance

01. 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

02. Shall minimize event expenditures and shall also advocate alternative funding possibilities as well as cost-minimizing strategies
03. 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
04. 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
05. Shall be a signing officer of MSA
06. Maintain a maximum of \$150.00 in petty cash, reimbursing only when proof of purchase is provided, subject to Article XII Clause 5
07. 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
08. Shall disperse no funds of MSA except as authorized by the Executive or the Ameeriship
09. 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. Is responsible for overseeing and managing the Fundraising Director and Finance Director
13. Shall maintain a working relationship alongside the VP of Administration 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
 - 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

7. 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:

01. Develop this programming with the assistance of the Brothers' RA and Sisters' RA directors.
02. Be responsible for planning and executing Islamic Awareness Week (IAW).
03. Abide by and follow all the requirements of an Executive member
04. The VPRA directs a team consisting of the Brothers' and Sisters' RA Director positions in addition to the Ramadan/IAW Lead 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.
05. Coordinate with Brothers RA and Sisters RA to ensure the availability and maintenance of daily prayer space.
 06. Ensure space availability and smooth operation of Jumuah Prayers(Friday Service) with the assistance of the team.
 07. Is responsible for ensuring that daily Iftaar is available for students during the month of Ramadan.
 - a. Must assist the Vice President Finance for finding sponsors to cover the cost of Iftar entirely or partially
 08. If there is sufficient demand, will also arrange Taraweeh prayers. This includes booking prayer space, and finding reciters.
 09. 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. Shall be responsible for promoting their respective programming working alongside the Social Media Manager.

8. Vice President, Social Services

Vice President of Social Services (VPSS) will be an interviewed position, responsible for developing and executing social services that will benefit both the Muslim community on campus and the Muslim Ummah.

01. The Vice President Social Services (VPSS) is responsible for the two (2) Social Services Directors and one (1) Orphan Sponsorship Program (OSP) Director.
02. 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 VP of SS, will collaborate with other clubs when necessary to achieve the goals of the OSP.
03. Responsible for Sadaqah initiatives done through the MSA for

- either students on campus or humanity at large.
04. 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 on Residence).
 - d. Strive to implement necessary womens-only services
 05. 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).
 06. Shall be responsible for promoting their respective programming working alongside the Social Media Manager

IX. BOARD MEMBERS

1. Administration Directors

1.1 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.

01. 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.
02. Work closely with VP administration to come to ensure high efficacy of administrative correspondences.
03. Assume all duties and responsibilities of VP Administration in his/her absence
04. Recruit members of the UTSC community to volunteer for MSA as needed.
05. Work actively with volunteers to ensure they participate in

- assisting before, during and after events.
06. Create a detailed Google document of volunteers, and their participation.
 07. Manage and distribute awards to volunteers if possible
 08. 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 Communications Team
 09. Shall work alongside the Social 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 Administration

1.2 Academic Affairs Director

01. Be responsible for designing events that reflect the educational needs of the students on campus.
02. 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 have small scale meetings/events to any degree (not necessarily weekly).
7. Must report to the Vice President Administration

2. Communication Directors

2.1 Graphic Designer

1. Must be proficient in a 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 (Events Directors, The Message Editor-in-Chief, Media Coordinator, etc.)
3. Must be a minimum of 2 and a maximum of 3 graphic designers on the Board.
4. Must report to the Vice President Communications.

2.2 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 (Events Directors, The Message Editor-in-Chief, Graphic Designer, etc.)
7. Must be proficient in a 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
 - 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 1 and maximum of 2 Media Coordinators on the Board.
13. Must report to the Vice President Communications

2.3 Social Media Manager

01. Must have knowledge and experience managing a variety of social media platforms such as Instagram, Facebook, Twitter, and Tiktok
02. Shall be responsible for posting updates, events, and

announcements on social media to promote MSA's initiatives in a timely and proactive manner.

03. Shall oversee all MSA's social media accounts, ensuring that each is updated to reflect MSA's current activities and status.
04. Shall work alongside the Graphic Designer and Media Coordinator to upload all completed graphics and posts on social platforms.
05. Shall work alongside Vice Presidents to schedule posts to meet projected event deadlines.
06. Shall aim to increase MSA's social media presence, student engagement, and enthusiasm in the digital space.
07. Must abide by and follow all the requirements of a Director.
08. Must report to the Vice President of Communications.

2.4 Webmaster

01. Must have a working knowledge of website domain and hosting services
02. Must work to develop a sustainable website for the MSA in line with MSA's brand
03. 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
04. Must work alongside the Communications team to promote and market MSA's events and initiatives through the website.
05. Must report to the Vice President of Communications

2.4 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 a 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 Communications and President if needed.

3. Events Directors

3.1 Events Directors

1. May consist of at least one sister and one brother for a total of three events directors
2. Be responsible for designing events that satisfy the spiritual, educational, social, communal and financial needs of the MSA.
3. Be responsible to ensure events reflect the mission of the MSA and must be acceptable within the rules and regulations of Islaam.
4. Receive approval from Vice President Events prior to moving forward with an event plan.
5. Be responsible for filling out the Room Booking Form for events.
6. Be responsible for filling out the Marketing/Social Media Form for every event being executed.
7. Be able to closely follow the MSA Event Planning Guide and meet deadlines in a timely manner.

8. Be responsible for tabling for all events being executed at least twice prior to the event.
9. Organize at least three (3) events per semester.
10. Maintain an accurate and detailed report of each event executed.
11. Must abide by and follow all the requirements of a director
12. Must report to the Vice President Events

4. Finance Directors

4.1 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. Shall be responsible for planning and leading tablings in which all profits will go towards the MSA
 - These tablings must happen at least once (1) a month
3. 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
4. Must Report to Vice President Finance

4.2 Fundraising Director

1. Select and lead a team, forming a fundraising committee
2. Brainstorm, implement and execute fundraising initiatives for the MSA
3. Work in coordination with any Directors who are planning events in order to meet budget requirements.
4. Must report to the Vice President Finance

5. Religious Affairs Directors

5.1 Dawah 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:
3. Tabling on campus (Tabling MUST be done at least once a month).
4. Recurring events such as classes.
5. 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)
6. Responsible for Islamic programming that targets both Muslims and Non-Muslims on campus.
7. Responsible for setting up Da'wah training workshops subject to Article XIII, "Training and Qualifications".
8. 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).
9. 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.
10. Must assist the VP Religious Affairs in planning and executing Islamic Awareness Week
11. Must assist the VP Religious Affairs in planning and executing Ramadan-related programming and responsibilities
12. Must report to the VP Religious Affairs.

5.2 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 Jumuah 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

5.3 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. Social Services Directors

6.1 Orphan Sponsorship Program Director

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

6.2 Social 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 Social Services to further programs geared towards both the personal growth of Muslim students of 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 VPSS in furthering initiatives already present in the MSA, such as:
 - The Textbooks for Change program
 - 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 ○ Shall work alongside the Internal Relations Director to fulfill this goal
 - Excursions must be at minimum once (1) a month
7. Must report to the Vice President of Social Services

7. Additional Directors

7.1 First Year Representatives

01. A maximum of two (2) First Year Representatives shall be selected
02. Must be a student in First Year and subject to Article IV
03. Shall be assigned tasks to help with the various teams in the MSA
04. Must report to the President
05. Must abide by and follow all the requirements of a director

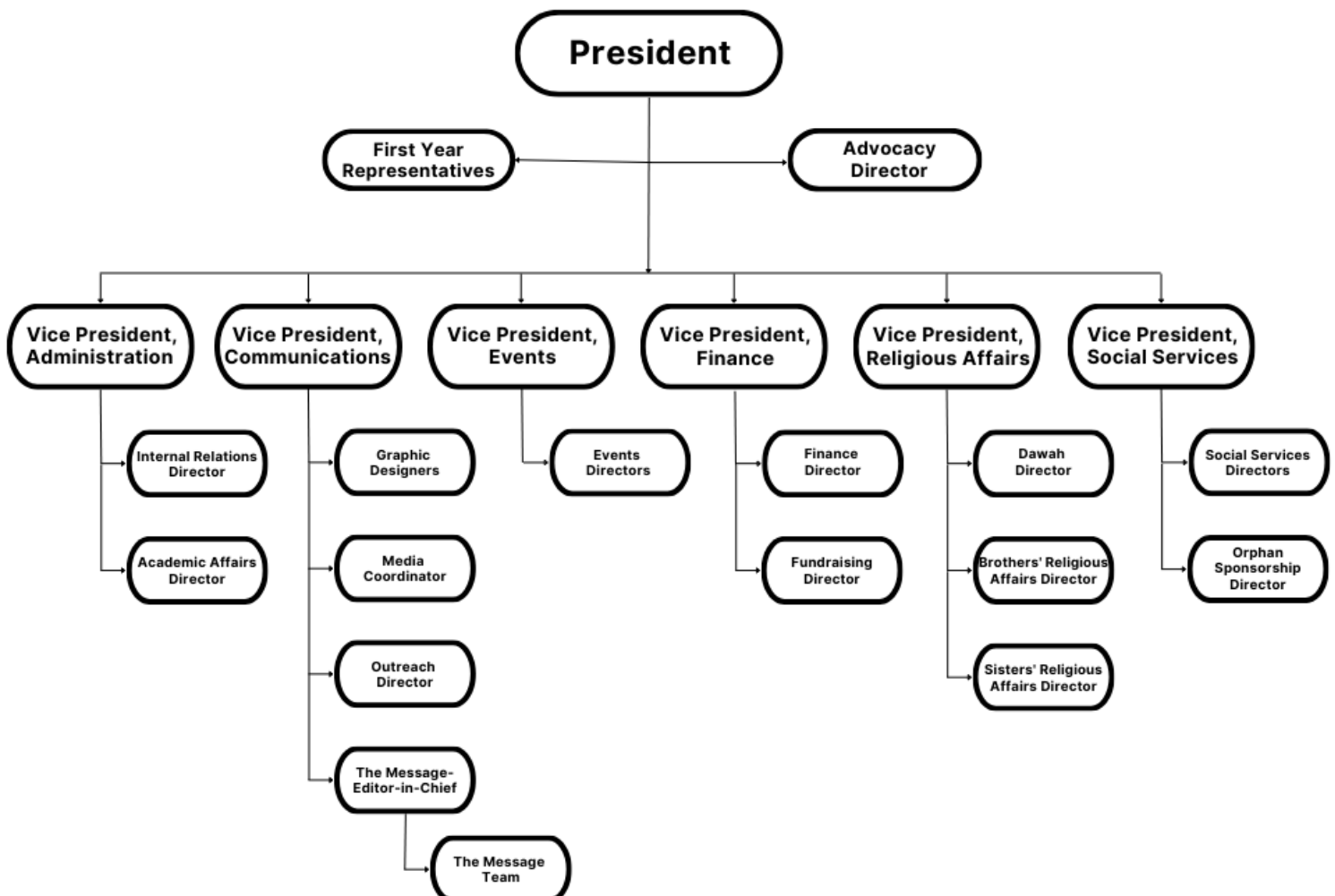
7.2 Advocacy Director

01. Lobby the university and/or necessary groups to put forth motions regarding matters of Muslim needs and well being on campus.
02. Amplify and raise the voices of Muslim students on campus.
03. Be a haven for Muslim students to raise concerns regarding their experience, wellbeing, and life on campus.
 - a. Will be the bridge between the students and the MSA to echo their needs and pressing issues/concerns to the MSA.
 - b. 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.

04. This director should ideally be very involved on campus and familiar with the Muslim community on campus.
05. Must become one of the liaisons for NCCM (National Council of Canadian Muslims).
 - a. Must undergo training by and work with NCCM to learn proper tools to lead campaigns.
06. 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.
07. Must report directly to the President.
08. Must abide by and follow all the requirements of a director.

X. MSA ORGANIZATION



XI. SENIOR ADVISORS

01. The Senior Advisors shall be appointed by the outgoing executive and shall consist of three (3) past board members of the MSA.
02. In case of a disagreement between the Executive and the Ameeriship, the Senior Advisors have the power to veto a presidential decision if appealed by 2/3 of the Executive.
03. 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.
04. Senior Advisors must be available for consultation with the MSA, specifically the Ameeriship on a regular and consistent basis.
05. If a decision cannot be reached between the three (3) Senior Advisors and the Ameeriship, the involvement the Muslim Chaplain at UofT shall be sought and final decision shall be taken under that advice. shall be deemed to refer to the Muslim Students' Association of Scarborough Campus at the University of Toronto for purposes of this constitution

XII. FINANCES

1. The signing officers of MSA shall be the VP Finance and any one of the Ameeriship or the Vice Ameeriship. In the unavoidable absence of the VP Finance, the Ameeriship and the Vice Ameeriship will be the signing officers.
2. A monthly budget of MSA's revenues and expenditures for the year shall be prepared (subject to Article VIII Sections 3 and 6) 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. In the event that there is any loss of MSA money, 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.
8. The MSA may accept contributions in any form from any source consistent with the purposes of the MSA
9. All check, cash, or online withdrawals from the bank account shall be authorized by the Treasurer and at least one other Executive.
10. 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.
11. All MSA cash and cheques must be deposited 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
 - This includes profit for the MSA, OSP, or otherwise

XIII. TRAINING AND QUALIFICATIONS

1. Dawah 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 part 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.

XV. ELECTIONS

1. Overview

1. Annual elections of MSA shall take place as decided by the MSA board by end of the month of April.
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 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 advisers and conducted a vote. This vote must reach a 2/3 majority amongst the Executive.

2. In Person Elections

2.1 Overview

1. Must No less than four (4) week(s) 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 and the Trustees shall be bound to form the Elections Committee. The Elections Committee shall be responsible for:
 1. preparing a nomination form,
 2. receiving nominations,
 3. setting up and supervising a nominations station in a prominent and high Muslim traffic area
 4. preparing and issuing ballots,
 5. supervising the ballots,
 6. counting the ballots,
 7. And 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 and Article XV 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 to the rules set by the CRO with respect to the Executives.
 5. All Ameership (Presidential) nominations shall be subject to approval by the outgoing Executive under the terms below. Terms of disqualification of an Ameership nomination are: 1. The Qur'an and the Sunnah as well as the terms and processes of disqualifications with respect to his/her position and role must bind the Ameership. In case of dispute, the Muslim Chaplaincy will arbitrate matters.
 6. All candidates shall be notified of their status by the CRO no less than five (5) days prior to the elections.
 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 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 the lesser of one third (round up to the nearest whole member) of or 25 general MSA members.

9. Disqualified Ameerish nominees must submit a clear and concise written appeal (addressing the reasons of disqualification) and petition signed by one third (round up to the nearest whole member) of or 25 of general members within ten (10) business days prior to elections to the MSA Senior Advisors.
10. The final decision on the status of all Ameerish appeals shall be made by the Senior Advisers.

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 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 Trustee shall count aloud the number of valid ballots cast for each candidate, while the other two 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 detail 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 Section 4.

3. Online Elections

3.1 Overview

1. No less than four (4) week(s) 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 different stages as outlined below.
4. The CRO and the Trustees shall be bound to form the Elections Committee. The Elections Committee shall be responsible for:
 1. preparing a nomination form,

2. receiving nominations,
 3. setting up and supervising a nominations station in a prominent and high Muslim traffic area
 4. preparing and issuing ballots,
 5. supervising the ballots,
 6. counting the ballots, 7. And 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. Nomination Announcement for submission of applications for nomination is made. Five weeks prior to the elections, announcements and posters must be made, indicating when nomination application forms will be available online.
 1. The nominee applicant must download the nomination application form email it to the CRO.
 2. 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. Nomination applications, will be made available for download on an easily accessible page on the MSA Website.
3. PRESENTING APPLICATIONS
4. 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. CRO will email a nomination form to all general members.
2. It will be permissible for members to nominate more than one candidate for any position. Only candidates who have received 10 nominations will be eligible for the ballot.
3. If a nomination applicant receives more than 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 nomination applicant received an equal number of nominations for two 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:
 1. Violation of the Qur'an 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 election form to all MSA general members and the MSA General Members will be now eligible to vote.
2. The website that will be used for elections is www.ballotbin.com
3. Candidates shall be permitted to campaign and/or lobby for support during the allotted campaign time period during the week following nominations in accordance to the rules set by the CRO with respect to the Executives.
4. 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.

5. Concerns regarding campaign results from candidates shall be forwarded to the scrutineer and CRO
6. 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
7. 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
8. If it is unanimously agreed that the data is accurate than the elections results will be made public by the CRO
9. In case of dispute, see Article XV Subsection 2.1 Clause 4
10. 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.
11. 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.
12. The final decision on the status of all Ameership appeals shall be made by the Senior Advisers, 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-Elections process to fill in the role.
2. The By-election procedure goes into effect if Executive team is

unable to appoint and agree with two third majority vote on a new executive or board member all within a 10 day period after 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 electorate, as exception presidential candidate shall be elected by a 2/3-majority vote of the MSA board.
10. Within one week of voting, the Executive shall announce their decision to the general body. The Executive's decision shall be final.

XVI. REMOVAL FROM OFFICE

1. Grounds for Removal

1. violation of Article VII Section 3.1 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, if the specified executive has either violated an Islamic principle deeming them unworthy to serve as executive, slander against an executive or general member, use of profanity and/or discriminatory language, incompetence or willful negligence.

- 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. 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.
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. 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.
 - 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.
 - 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

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 Section 3.1 Clauses 9-11.

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 article XVI section 1) must be indicated.

XVII. AMENDMENT PROCEDURE

1. If it becomes necessary to amend this constitution, 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 in prominent places on campus for two (2) weeks.
4. A meeting shall be held no later than three (3) weeks after the proposal for an amendment has been approved, and must be subject to a vote.
5. Proposed amendments that are of a non-procedural or non-financial nature must be passed by a 2/3 majority of the board members to take force.
6. Proposed amendments that are of a procedural or financial nature must be passed by a majority vote of the MSA board to take force.
7. Proposed amendments that are for Executive and Director Roles must be passed by a 2/3 majority vote at either the General Meeting or the Annual General Meeting.
 - Changes that include adding roles will be effective immediately, however merging or removing roles will be implemented the following year
8. Grammar mistakes and adjusting this Constitution to keep it “up to

date” are not considered ‘amendments’.

- Grammar and spelling mistakes may be adjusted at any time in this Constitution with the permission of the Ameeriship
- Updating the Constitution will only be necessary should a previous Executive Team have failed to do so after amending the Constitution in their respective Term. These changes may be adjusted for at any time with the permission of the Ameeriship.