



Islamic Relief at the University of Toronto St. George Student Chapter

Club Constitution

2023 - 2024

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Article 1: Preamble

- 1.1. This club will act as an affiliate of **Islamic Relief Canada (IRC)** at the University of Toronto St. George. The club has permission to raise funds and awareness on behalf of IRC.
- 1.2. The name of the club shall be known as Islamic Relief at the University of Toronto St. George, abbreviated as IRUTSG.
- 1.3. This document will serve as the official constitution of IR University of Toronto St. George to regulate activities and affairs of the club.

Article 2: Purpose

- 2.1. To organize events within the student population to raise awareness and fundraise for various projects supported by IRC.
- 2.2. To support IRC initiatives both domestically and internationally, ensuring equal treatment regardless of faith, color, race, gender, or creed, while delivering aid with the utmost trust, compassion and dignity.
- 2.3. To share resources and information to educate students about important social issues, aiming to increase awareness and understanding among the campus community.
- 2.4. To fulfill our obligation to alleviating poverty by upholding IRC's core values of sincerity, excellence, compassion, social justice, and custodianship.
- 2.5. To maintain neutrality in regard to any political affiliations.

Article 3: Goals

- 3.1. Increase awareness of global humanitarian issues and actively fundraise for Islamic Relief Canada campaigns through diverse events on campus and within the community.
- 3.2. Support IRC's Orphan Sponsorship Program (OSP) by fundraising to sponsor at least one orphan each year, ensuring continuous care and support.
- 3.3. Foster collaboration with campus clubs and groups to create a safe and inclusive community for students passionate about humanitarian work.
- 3.4. Provide volunteer opportunities for students within the University community to actively engage in humanitarian efforts and gain practical experience.
- 3.5. Organize community outreach initiatives focusing on any of IRC's strategic areas, such as refugee support, poverty reduction, women empowerment, vulnerable youth, or indigenous communities.

Article 4: Membership

- 4.1. Membership is open to all individuals associated with University of Toronto, including students, staff, faculty, and alumni.
- 4.2. The term of membership shall commence on May 1st and conclude on April 30th each year.
- 4.3. Islamic Relief at University of Toronto St. George may collect a membership fee from each member on an annual basis. This \$10 fee will be included as part of the operating budget.
 - 4.3.1.1. Prior to payment, individuals will be provided with clear information about the membership fee, including its amount and purpose.

Article 5: Senior Executive Roles

5.1. Composition of the Senior Executive Team (SET)

- 5.1.1. President
 - 5.1.1.1. If no suitable President is found or a second applicant does not run, the SET can function with a single President.
- 5.1.2. Vice President of Internal Affairs
- 5.1.3. Vice President of External Affairs
- 5.1.4. Vice President of Events
- 5.1.5. Vice President of Marketing
- 5.1.6. Vice President of Finance
- 5.1.7. Senior Advisor

5.2. Optional Roles of the Senior Executive Team

- 5.2.1. Vice President of Advocacy

5.3. Responsibilities of Executive Roles

5.3.1. The President shall:

- 5.3.1.1. Assume leadership responsibilities and work to oversee the club's operations.
- 5.3.1.2. Report to IRC's Volunteer Management Team.
 - 5.3.1.2.1. Maintain regular communication in the IR Support group chat.
 - 5.3.1.2.2. Attend monthly national clubs meetings to provide updates on club activities.
- 5.3.1.3. Ensure club compliance:
 - 5.3.1.3.1. Align club activities with IRC's expectations, policies, regulations, and guidelines.
 - 5.3.1.3.2. Ensure adherence to university policies, regulations, and guidelines.
- 5.3.1.4. Manage the day-to-day operations of the club:
 - 5.3.1.4.1. Preside over all club meetings or delegate this duty if necessary.
 - 5.3.1.4.2. Oversee the work of other executive members and ensure smooth functioning.
- 5.3.1.5. Serve as ex-officio members of all club committees:
- 5.3.1.6. Assume the role of Signing Officer #1, responsible for official document signing and financial transactions.
- 5.3.1.7. Ensure comprehensive training for Vice Presidents, covering roles, responsibilities, and club policies.
- 5.3.1.8. Exert voting privileges for Executive decisions made during meetings

5.3.2. The Vice President of Internal Affairs shall:

- 5.3.2.1. Serve as the second in command to the President and assume their responsibilities in their absence.
- 5.3.2.2. Act as the liaison between the club and the Student Union/Association.
- 5.3.2.3. Keep the minutes of all official meetings.
- 5.3.2.4. Book any rooms or facilities needed for internal meetings.

- 5.3.2.5. Efficiently archive all club-related documents.
- 5.3.2.6. Support with Clubs Newsletter, if applicable.
- 5.3.2.7. Maintain the Club's email account.
- 5.3.2.8. Maintain an up-to-date inventory count of the club's merchandise, ensuring:
 - 5.3.2.8.1. Accurate tracking of available merchandise.
 - 5.3.2.8.2. Contact IRC when additional merchandise is needed, by submitting a merchandise request form in a timely manner.
- 5.3.2.9. Assign Internal Relations Coordinator(s) respective tasks to assist in the goals of this committee.
- 5.3.2.10. Exert voting privileges for Executive decisions made during meetings

5.3.3. The Vice President of External Affairs shall:

- 5.3.3.1. Take care of all external relations:
 - 5.3.3.1.1. Promptly respond to inquiries from external parties, such as emails and direct messages.
 - 5.3.3.1.2. Establish and maintain relationships with external stakeholders, including sponsors, businesses, partners, community groups, university clubs, and other organizations.
- 5.3.3.2. Work closely with the Events team to:
 - 5.3.3.2.1. Identify potential sponsors and secure financial support for club events and activities.
 - 5.3.3.2.2. Create sponsorship proposals and packages.
 - 5.3.3.2.3. Foster collaborations with other university clubs, aiming to organize joint events or initiatives.
- 5.3.3.3. Work closely with the Finance team to:
 - 5.3.3.3.1. Ensure effective financial management of sponsorships and donations.
- 5.3.3.4. Assign External Relations Coordinator(s) respective tasks to assist in the goals of this committee.
- 5.3.3.5. Exert voting privileges for Executive decisions made during meetings

5.3.4. The Vice President of Events shall:

- 5.3.4.1. Plan, organize, and oversee all club events:
 - 5.3.4.1.1. Develop a comprehensive event plan, including timelines, schedules, and task assignments.
 - 5.3.4.1.2. Coordinate with the Presidents, VP Finance, VP External and Event Coordinators to determine event requirements.
 - 5.3.4.1.3. Ensure that events align with the club's goals and objectives.
- 5.3.4.2. Collaborate with VP Marketing to align event planning with marketing efforts.
- 5.3.4.3. Collaborate with VP Finance to manage event budget and expenses.
- 5.3.4.4. Collaborate with VP External Relations to identify sponsorship opportunities and collaborations.
- 5.3.4.5. Ensure all safety forms are accurately completed and submitted as soon as

possible.

- 5.3.4.6. Assign Events Coordinator(s) respective tasks to assist in the goals of this committee.
- 5.3.4.7. Exert voting privileges for Executive decisions made during meetings

5.3.5. The Vice President of Marketing shall:

- 5.3.5.1. Ensure brand consistency and adherence to guidelines in all marketing materials.
- 5.3.5.2. Manage the club's social media presence by creating and scheduling posts, responding to comments and messages, and analyzing engagement metrics.
- 5.3.5.3. Collaborate with the VP Events to develop the marketing schedule for upcoming events.
- 5.3.5.4. Plan and execute innovative marketing campaigns to attract new members and increase participation in club activities (e.g. podcast).
- 5.3.5.5. Assist with curating content for the club's newsletter, if applicable.
- 5.3.5.6. Assign tasks to the Marketing Coordinator(s) to support the committee's goals.
- 5.3.5.7. Exert voting privileges for Executive decisions made during meetings

5.3.6. The Vice President of Finance shall:

- 5.3.6.1. Act as Signing Officer #2 for the club's financial transactions, ensuring compliance with financial policies and procedures.
- 5.3.6.2. Develop and manage the club's budget, including:
 - 5.3.6.2.1. Allocating funds for activities and events.
 - 5.3.6.2.2. Maintaining accurate financial records and tracking income and expenses through monthly reports.
- 5.3.6.3. Review and approve purchase requests before they are made to ensure compliance with financial policies and budgetary constraints.
- 5.3.6.4. Manage the reimbursement process for executive members and coordinators, including:
 - 5.3.6.4.1. Verifying receipts and reasons for purchases.
 - 5.3.6.4.2. Maintaining detailed records of all reimbursements for proper record-keeping.
 - 5.3.6.4.3. Ensuring prompt reimbursement of expenses incurred by the executive members and coordinators.
- 5.3.6.5. Work closely with the VP External Affairs to develop financial sponsorship goals.
- 5.3.6.6. Liaise with IRC's Volunteer Management Team on financial matters when necessary.
- 5.3.6.7. Exert voting privileges for Executive decisions made during meetings

5.3.6.8. The Vice President of Advocacy

- 5.3.6.8.1. Stay informed about current injustices, both globally and locally, and identify causes that align with Islamic Relief Canada's mission and the club's interests.
- 5.3.6.8.2. Work closely with the Marketing Committee to:

- 5.3.6.8.2.1. Create educational content on current humanitarian affairs, raising awareness among club members and the wider community.
- 5.3.6.8.3. Work closely with the Events Team to:
 - 5.3.6.8.3.1. Develop educational content focusing on current humanitarian affairs that are relevant to the fundraising causes of upcoming events.
- 5.3.6.8.4. Work closely with IRC's Volunteer Management Team to remain informed about any urgent emergencies or appeals that the organization is actively addressing.
- 5.3.6.8.5. Keep the Executive members informed about current world affairs and humanitarian crises during executive meetings, facilitating informed decision-making.
- 5.3.6.8.6. Assign Advocacy Coordinator(s) respective tasks to assist in the goals of this committee.
- 5.3.6.8.7. Exert voting privileges for Executive decisions made during meetings

5.3.6.9. The Senior Advisor shall:

- 5.3.6.9.1. Assist Presidents with strategic guidance and leadership to ensure the success of the Club.
- 5.3.6.9.2. Be a former Executive member.

5.4. Procedures for Executive Accountability

- 5.4.1. The Executive Team shall not undertake any action related to their specific duties, as outlined above, without first consulting all other members of the Executive Team.
- 5.4.2. If an executive fails to fulfill their duties, the following steps shall be taken:
 - 5.4.2.1. The Co-Presidents, or President, shall issue a maximum of 2 warnings per academic year to the Executive in question, identifying areas of responsibility not met.
 - 5.4.2.1.1. If the President is the Executive in question, the warnings can be given by IRC's Volunteer Management Team with the support of at least two-thirds (2/3) of the Executive Team.
 - 5.4.2.2. If an Executive fails to fulfill their requirements despite receiving two warnings, they will be automatically dismissed upon receiving the third warning.

Article 6: Junior Executive Team Roles

6.1. Composition of the Junior Executive Team

- 6.1.1. Internal Affairs Coordinator(s)
- 6.1.2. External Affairs Coordinator(s)
- 6.1.3. Events Coordinator(s)
- 6.1.4. Marketing Coordinator(s)
- 6.1.5. Finance Coordinator(s)

6.2. Optional Roles of the Junior Executive Team

- 6.2.1. Advocacy Coordinator(s)

6.2.2. Volunteer Coordinator(s)

6.3. Selection and Consultation of Coordinators

6.3.1. The selection of coordinators will be based on an application process determined by the supervising Vice President, in consultation with the Presidents.

6.3.2. Coordinators must consult their supervising Vice President before taking any action related to their duties outlined below.

6.4. Responsibilities of Junior Executive Roles

6.4.1. Internal Affairs Coordinator shall:

6.4.1.1. Report to the Vice President of Internal Affairs.

6.4.1.2. Support the VP Internal Affairs in managing club memberships and maintaining an organized member database.

6.4.1.3. Assist in taking accurate meeting minutes during all official team meetings.

6.4.1.4. Aid in the coordination of booking required rooms or facilities for internal meetings.

6.4.1.5. Support the efficient organization and archiving of all club-related documents.

6.4.1.6. Maintain a comprehensive record of Co-Curricular Record (CCR) hours for each member of the executive team, if applicable.

6.4.1.7. Exert voting privileges for Executive decisions made during meetings

6.4.1.8. Not have voting privileges in Executive decisions

6.4.2. External Affairs Coordinator shall:

6.4.2.1. Report to the Vice President of External Affairs.

6.4.2.2. Respond to inquiries related to external relations as directed by the VP External Affairs, ensuring prompt and professional communication with external parties.

6.4.2.3. Play an active role in seeking sponsorship opportunities and maintaining positive relationships with sponsors on behalf of the club.

6.4.2.4. Provide support in the creation of proposals and sponsorship packages, ensuring they are well-organized and tailored to the needs and interests of potential sponsors.

6.4.2.5. Maintain a database of previous sponsors and stakeholders to ensure that their information is readily accessible and up-to-date for future reference and engagement purposes.

6.4.2.6. Collaborate with the VP External Affairs to identify opportunities for increased collaboration and engagement with other clubs, seeking ways to maximize impact and create synergies.

6.4.2.7. Not have voting privileges in Executive decisions

6.4.3. Events Coordinator shall:

6.4.3.1. Report to the Vice President of Events.

6.4.3.2. Assist the VP Events in planning, organizing, and executing club events in line with the club's goals and objectives.

6.4.3.3. Coordinate with the VP Events and other team members to determine event requirements, including logistics, resources, and timelines.

- 6.4.3.4. Collaborate with the Marketing team to assist in coordinating event promotion and marketing efforts.
- 6.4.3.5. Support operations on the day of the event, ensuring that everything runs smoothly, addressing any issues or concerns that may arise, and providing support to volunteers and attendees as needed.
- 6.4.3.6. Coordinate volunteers involved in the event, delegating tasks, providing guidance, and ensuring everyone is aware of their roles and responsibilities.
- 6.4.3.7. Not have voting privileges in Executive decisions

6.4.4. Marketing Coordinator shall:

- 6.4.4.1. Report to the Vice President of Marketing.
- 6.4.4.2. Perform duties related to advertisements of the club as assigned by the VP Marketing.
- 6.4.4.3. Assisting in the creation and distribution of marketing materials such as flyers, brochures, and social media content (e.g. posters, stories, reels, and TikToks for the club).
- 6.4.4.4. Help maintain brand consistency across all marketing materials and platforms.
- 6.4.4.5. Use graphic design software and tools to create visually appealing and engaging content.
- 6.4.4.6. Assist in capturing photos and videos during the club's events.
- 6.4.4.7. Shall assist with curating content for Club's Newsletter, if applicable.
- 6.4.4.8. Not have voting privileges in Executive decisions

6.4.5. Finance Coordinator Shall:

- 6.4.5.1. Report to the Vice President of Finance.
- 6.4.5.2. Work closely with the Vice President of Finance to support the financial management and operations of the club.
- 6.4.5.3. Assist in maintaining accurate and up-to-date financial records for the club.
- 6.4.5.4. Work closely with the Events team to ensure they receive necessary funding to hold events.
- 6.4.5.5. Assist in submitting funding requests from IRC for event purchases.
- 6.4.5.6. Assist with the reimbursement process for Executives.
- 6.4.5.7. Assist in financial reporting, including the preparation of financial statements and reports.
- 6.4.5.8. Not have voting privileges in Executive decisions

6.4.6. Volunteer Coordinator

- 6.4.6.1. Report to the Vice President of Events.
- 6.4.6.2. Recruit volunteers for club events and activities.
- 6.4.6.3. Maintain a record of volunteer contact information.
- 6.4.6.4. Provide guidance and support to volunteers during events.
- 6.4.6.5. Assist with event planning, working closely with the Events Team.
- 6.4.6.6. Gather feedback from volunteers and address their questions or concerns.
- 6.4.6.7. Not have voting privileges in Executive decisions

Article 7: Executive Team Selection and Hiring

7.1. Senior Executive Team (SET)

7.1.1. Hiring Process

7.1.1.1. An election process will be used to fill all positions within the Senior Executive Team.

7.1.2. Eligibility Criteria

7.1.2.1. All undergraduate students are eligible to participate in the elections for positions on the Senior Executive Team.

7.1.3. Shortlisting Applicants (Optional)

7.1.3.1. Prior to elections, the outgoing Executive team has the authority to shortlist applicants who best meet the required skills and criteria, allowing them to proceed to the elections. This is to prevent people applying for positions in which they have no prior experience, at the risk that they encourage friends to vote for them, hindering chances of other candidates who are qualified.

7.1.3.2. Unsuccessful applicants who do not pass the shortlisting stage will be notified.

7.1.4. Election Period

7.1.4.1. The current SET will determine the election process and the appropriate start date for the elections.

7.1.4.2. Elections must be concluded prior to the start of the designated term period, as specified in section 7.1.6.1.

7.1.4.3. Candidates who are running for positions may not be involved in the electoral process, ensuring an unbiased procedure. Outside parties with no affiliation with candidates will oversee ballots and voting processes.

7.1.5. Voting Process

7.1.5.1. The election will be conducted through a secret ballot.

7.1.5.2. Voting is open to all active general members and must be registered students of University of Toronto St. George

7.1.5.3. A simple majority vote is required to determine the winners.

7.1.5.3.1. In the event of a tie, the Presidents, or President, will have the deciding vote, unless he/she is seeking re-election.

7.1.5.3.1.1. In such cases, a unanimous agreement is required from the outgoing Executive team to break the tie.

7.1.6. Term Period and Limit

7.1.6.1. Successful candidates are elected for a one-year term only, serving from **May 1st to April 30th.**

7.1.6.2. If an elected Senior Executive wishes to continue in their position beyond their current term, they must go through the election process again.

7.1.7. Vacant Senior Executive Positions:

7.1.7.1. Should an Executive position, other than that of the President, fail to be filled or become vacant, then the current Executive Team shall hire for that position.

7.1.7.1.1. If a Presidency position needs to be filled, IRC's Volunteer Management Team will collaborate with the current Executive Team to ensure the fair recruitment of a suitable replacement..

7.2. Junior Executive Team (JET)

7.2.1. Process for Junior Executive Team Selection and Hiring:

7.2.1.1. Application Submission:

7.2.1.1.1. Interested candidates for Junior Executive positions will be required to submit an application.

7.2.1.2. Application Review:

7.2.1.2.1. The supervising Vice President, along with the Presidents or President, will review the submitted applications.

7.2.1.2.2. They will evaluate the qualifications, skills, experience, and suitability of each candidate for the Junior Executive position.

7.2.1.3. Interviews:

7.2.1.3.1. Selected candidates will be invited for interviews.

7.2.1.3.2. The interviews will be conducted by the supervising Vice President, along with the Presidents or President.

7.2.1.4. Selection and Hiring:

7.2.1.4.1. Based on the application review and interview performance, the supervising Vice President, along with the Presidents or President, will make the final selection decisions.

7.2.1.4.2. The selected candidates will be offered the Junior Executive positions and formally hired for their roles within the club.

7.2.1.4.3. As the Junior Executive Positions do not hold voting power, their positions will be hired, not elected

7.2.1.5. Term Period and Limit

7.2.1.5.1. Successful candidates are elected for a one-year term only, serving from **May 1st to April 30th.**

7.2.1.5.2. If an elected Junior Executive wishes to continue in their position beyond their current term, they must go through the election process again.

7.2.1.6. Vacant Senior Executive Positions:

7.2.1.6.1. Should a Junior Executive position fail to be filled or become vacant, then the current Executive Team shall hire for that position if needed.

Article 8: Transition

8.1. Training for Executive Roles:

8.1.1. The outgoing Presidents, or President, shall assume the responsibility of ensuring comprehensive training is provided for all Executive roles.

8.1.2. This training aims to equip incoming Executives with the necessary knowledge and skills to fulfill their responsibilities effectively.

8.2. Transfer of Resources:

8.2.1. Outgoing Senior Executives are required to transfer all resources that were utilized in relation to their specific roles during their tenure to the incoming Executives.

8.2.2. This transfer includes any relevant documents, materials, and information necessary for the smooth continuation of club operations.

8.3. Joint Training Session:

8.3.1. Outgoing and incoming Executives may participate in a joint training session each year.

8.3.2. This session serves to facilitate a seamless transition between Executive teams, promoting knowledge transfer, sharing of experiences, and fostering continuity in club activities and initiatives.

8.4. Responsibilities Regarding IRC's Volunteer Management Team:

8.4.1. Connecting the Volunteer Management Team with the incoming Presidents or President.

8.4.2. Providing the Volunteer Management Team with the contact information of the entire incoming Executive Team (including names, roles, email addresses, and phone numbers).

Article 9: Meetings

9.1. General Member Meetings:

9.1.1. Shall be open to all general members of the Club.

9.1.2. The Presidents, or President, shall be responsible for calling at least one general meeting per year, promoting regular and meaningful engagement among members.

9.1.3. If at least five (5) Club members sign a written request for a general meeting, the Presidents or President will promptly schedule and announce a meeting as soon as possible.

9.2. Executive Team Meetings:

9.2.1. Shall include both Senior Executives and Junior Executives, fostering collaboration and communication within the entire Executive team.

9.2.2. These meetings provide a platform for discussing club matters, making decisions, and coordinating various responsibilities and initiatives.

9.3. Senior Executive Team Meetings:

9.3.1. Shall include the President or President, along with all Vice Presidents.

9.3.2. These meetings serve as a forum for high-level discussions, strategic planning, and decision-making on critical club matters.

9.4. Committee Specific Executive Meetings:

9.4.1. Shall include the supervising Vice President and their respective Junior Executives (Coordinators).

9.4.2. These meetings focus on the specific responsibilities and initiatives of each committee, allowing for in-depth discussions, progress updates, and coordination within the committee.

9.4.3. The supervising Vice President provides guidance and support to their Junior Executives, ensuring the successful implementation of committee projects and activities.

Article 10: Removal of Members and Executives

10.1. Removal Criteria

10.1.1. A member or Executive has engaged in unlawful actions or activities.

10.1.2. A member or Executive has violated the constitution.

10.1.3. A member or Executive has violated the University's or IRC's policies, procedures, or guidelines.

10.1.4. A member or Executive has violated the rights of a fellow member.

10.1.5. A member or Executive has not fulfilled their organizational responsibilities.

- 10.1.5.1. In the case of an Executive, refer to section 5.4.2 for procedure.
- 10.1.6. Additional criteria, deemed appropriate by the Executive Team and approved by a majority of the general membership, may be considered as grounds for removal.

10.2. Process for Initiating Removal

- 10.2.1. If a petition, signed by a majority of the general membership, is submitted to any member of the Senior Executive Team, calling for a vote.
- 10.2.2. If a motion for a removal vote is proposed by any member of the Executive Team and approved by a two-thirds majority vote of the Executives.
- 10.2.3. The individual facing a potential removal vote has the right to:
 - 10.2.3.1. Vote on the motion if they are an Executive member.
 - 10.2.3.2. Be given an opportunity to explain themselves if they are a non-Executive general member.
 - 10.2.3.3. Appeal their cases to the Executive Board as well as the general membership
 - 10.2.3.4. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

Article 11: Conflict of Interest

- 11.1. A conflict of interest may arise involving a general member, Junior Executive, or Senior Executive.
- 11.2. Should a conflict of interest arise with an individual, whether for financial gain or not, the individual shall report it to the Senior Executive Team and voluntarily cease all activities with the Club until the conflict has been resolved.
- 11.3. It is the responsibility of the Presidents, or President, to find a replacement for the individual with the conflict of interest and assign their duties to another member.

Article 12: Finances

- 12.1. The club is authorized to use any means consistent with its constitutional purpose and membership to raise funds for its goals.
- 12.2. All cheques must be signed by one of the Presidents and the VP Finance.
- 12.3. The Vice President of Finance must be notified of all financial transactions.
- 12.4. The VP Finance is responsible for:
 - 12.4.1. Promptly depositing funds into the club's bank account or keeping them in a secure location under supervision.
 - 12.4.2. Maintaining proper and accurate financial records, which should be handed over to the incoming Executive Team at the end of each term.
 - 12.4.3. Ensuring that monetary funds collected, with the purpose of being donated to IRC, are transferred promptly after the event's conclusion.
 - 12.4.3.1. Exception: For OSP fundraising, the funds may be held until the total amount for sponsorship has been accumulated before transferring them to IRC.
- 12.5. Depending on the payment method for monetary funds collected with the intention to be given to IRC, there are three submission options:
 - 12.5.1. **Crowdfunding Page:**
 - 12.5.1.1. If a crowdfunding page was set up for the fundraiser, the funds will automatically be directed to the IRC bank account.
 - 12.5.2. **E-Transfers:**

- 12.5.2.1. If the IR club has a bank account with their institution, e-transfers can be made to office@islahmicreliefcanada.org.
- 12.5.2.2. After completing the transfer, an email must be sent to the specified address above, including the following details:
 - 12.5.2.2.1. Copy the Volunteer Management Team in the email.
 - 12.5.2.2.2. Description of the transferred amount, fundraising method, and a clear description of the purpose for which the funds are intended.
- 12.5.3. **Cash Donations:**
 - 12.5.3.1. For cash donations, the VP Finance should collect all cash and cheques in an envelope.
 - 12.5.3.2. Total amounts received should be logged on a log sheet.
 - 12.5.3.3. The envelope can be either picked up by an FD Regional lead or a member of the Executive team can arrange to drop it off at the Head Office.
- 12.5.4. Monetary funds collected from an event, with the purpose of being donated to IRC, should be transferred promptly after the event's conclusion, unless the purpose is to meet the OSP goal.
 - 12.5.4.1. In the case of OSP fundraising, the funds can be transferred in a single transaction once the total amount for sponsorship has been accumulated.
- 12.5.5. Any funds designated for non-charitable purposes (e.g., administrative needs) can be carried over to the next Executive year.
- 12.5.6. No Executive or member is allowed to personally profit from any transactions related to the club.

Article 13: Amendments

- 13.1. **Passage of Amendments**
 - 13.1.1. Any active member of the Club can propose an amendment to the constitution.
 - 13.1.2. Proposed amendments should be submitted in writing to the Club's Presidents, or President.
- 13.2. **Review by IRC's Volunteer Management Team (VMT)**
 - 13.2.1. The proposed amendment shall undergo an initial review by the VMT, which will carefully assess its alignment with Islamic Relief Canada's principles, policies, and requirements.
 - 13.2.1.1. If the VMT approves the amendments, they will be presented to the Senior Executive Team for voting.
 - 13.2.1.2. If the VMT does not approve the amendments, they will be returned to the Senior Executive Team with feedback and suggestions for revisions.
- 13.3. **Review and Voting by the Executive Team (Senior)**
 - 13.3.1. Once the proposed amendment is approved by the VMT, it will proceed to the Senior Executive Team for voting.
 - 13.3.2. A 2/3 majority vote of the entire Executive Team is required for the amendment to pass.
- 13.4. **Approval by Student Union/Association**

- 13.4.1. If the proposed amendment passes the vote of the Senior Executive Team, it must be officially submitted to the Student Union/Association for their review and approval.
- 13.4.2. The amendment shall only be considered valid and implemented upon receiving approval from the Student Union/Association.

Article 14: Allegations of Wrongdoing and Disciplinary Action

- 14.1. In the event of allegations of wrongdoing, such as a violation of the Constitution, the Presidents or President is responsible for scheduling a meeting with the accused Executive to present their case.
- 14.2. If the accused individual continues to engage in unacceptable behavior, appropriate consequences will be imposed, which may include the termination of their position.
 - 14.2.1. Individuals accused of wrongdoing may appeal their cases to the Executive Board as well as the general membership
 - 14.2.2. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

Article 15: Dissolution

- 15.1. The club shall not pay any dividends or distribute its property among its members.
- 15.2. If the club is dissolved, any funds or assets remaining after paying debts are to be paid to Islamic Relief Canada, the club's affiliated organization.