

CLUB CONSTITUTION

Article I: Name

The name of this club shall be the UTM Thaqalayn Muslim Association (UTM TMA).

Article II: Purpose

2.1 To Educate

1. To endow Muslim students with an Islamic heritage and to cultivate an informed and balanced Islamic understanding according to the teachings and lifestyle of the Ahlulbayt - the authentic sunnah of Prophet Muhammad (s) and his Ahl al-Bayt (a), who followed the Qur'an to the letter. A focus will be placed on the application and implementation of the Qur'an and the Ahlulbayt's teachings to contemporary times and contemporary issues.
2. To educate the university community on Islamic values and culture through the teachings of the Ahlulbayt; to present an accurate understanding of Islamic teachings; and to foster greater acceptance of Shi'i students in particular, and Muslim students in general, as integral members of their campus.
3. To develop and improve relations amongst Muslims as well as with non-Muslims through engaging in intra and inter faith dialogue in order to achieve peace, harmony, mutual respect, and greater understanding.

2.2 To Encourage Excellence

1. To encourage students towards attaining excellence by assisting them in the pursuit of their goals as well as to recognize their achievements.
2. To cultivate a cadre of Muslim individuals who are driven to contribute towards the betterment of their community, society, and humanity.

2.3 To Offer a Holistic Campus Experience

1. In addition to serving the student's academic and spiritual needs, to provide a healthy social and recreational atmosphere.

Article III: Membership

Membership is open to all University of Toronto Members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned.

Members must register with a designated executive by submitting their full name and a valid email address.

The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

Article IV: Executive

The club shall, at any given time, have four active and involved executive members.

Positions number 5 and 6, VP of Marketing and VP of Student Life Respectively, will be optional positions that will be filled if (i) a candidate runs for them or (ii) if the executive committee sees a need to fill these positions based on membership numbers.

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1. President

- a. Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
- b. Provide leadership, guidance, and consult with the executive and general members.
- c. Establish a vision and/or long-term and short-term goals that adhere to the purpose of the club, and go above and beyond members' needs for the academic year.
- d. Shall be primarily responsible for logistics and planning of events, contacting speakers and external guests, and coordinating with alumni/and or consultants on events, along with the VP Internal + External
- e. Act on all matters of general management and supervision of affairs and operations of the UTM TMA, with executive council approval.
- f. Enforce and maintain the constitution and by-laws.
- g. Chair and attend each executive and general meeting, barring emergencies or unforeseen circumstances.
- h. Be the official financial signing authority, and oversee financial records, supervising and working with the VP of Finance.

2. Vice President – External

- a. Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
- b. Primarily assist the President with all of their duties as pertaining to the executive member outlines.
- c. Substitute for and take charge of the President's duties in their absence.
- d. Lead and supervise the executive committee in conducting and planning events throughout the school year.
- e. Be responsible for marketing, social media, and overall contact with students regarding events.
- f. Maintain a database of and consistent communication with current UTMSU registered members of the club.
- g. Act as a liaison between UTM TMA and other groups with similar visions on or off the university campus.

3. Vice President – Internal

- a. Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
- b. Assist the president in their administrative duties.
- c. Take meeting minutes with VP Student Life
- d. Maintain and upload documents to an online folder/management system that keeps track of future and past events.
- e. Take lead in implementing a database of all event feedback and suggestions.

- f. Maintain a database.

4. Vice President – Finance

- a. Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
- b. Act with the approval of the executive board on *all* matters concerning finance.
- c. Keep full accounts of all receipts and disbursements.
- d. Present the budget, financial status and or/history of transactions in at least one (1) executive meeting between October and March of the academic year.
- e. Work to ensure viable funding is in place.
- f. Be the co-signing authority.

5. VP Marketing

- a. Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
- b. Shall be responsible for communication with the graphic designer and production of posters well in advance of events, by at least two weeks.
- c. Shall come up with and brainstorm ways to allow our events to reach a wider audience.
- d. Shall be in charge of putting up event posters after UTMSU approval, in the designated areas in each of the buildings, along with VP Student Life.
- e. Shall create a detailed plan for the next two years with the current executive members' goals, taking into account any previous such plans.
- f. Oversee and ensure ease of turnover after the school year to the next elected board.

6. VP of Student Life

- a. Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
- b. Share and enhance in the duties of the Vice President External.
- c. Shall be responsible for meeting and room booking.
- d. Emails and follow up emails for meetings.
- e. Note down what was discussed in meetings, along with the VP Internal, and include that in the follow up emails.
- f. Assisting the VP External or President with their duties.
- g. Be responsible for detailed contact with students, and ensuring that students stay engaged with and involved in all of the happenings of the UTM TMA.

Article V: Meetings

Executive Meetings will be held at least once a month, in the months of September to March/April. The last executive meeting will not be followed by any events, and will include turnover of finances and duties to the next incoming board. Additional meetings may be held at any time, subject to all executive members being notified 24-72 hours in advance. Meetings may be called by any executive member.

General body meetings will be held at least once per fall and winter terms for general members of the community to attend, which will cover past term achievements and visions

and goals for the upcoming term. Detailed reports on the financial condition will be presented in detail if requested by any member of the club.

Article VI: Elections

Elections will be held over the months of January and February. The nomination process will commence, at the latest, by March of any academic year for the following executive council to submit nomination forms. UTM TMA may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Criteria for nomination forms are: Have a brief write up about what the candidate is looking to do/develop within the UTM TMA.

Election Procedures

- Elections will be held in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections are open to all interested student members that are registered members of the club, provided they are willing to abide by the constitution and fulfil the duties outlined in section 4.

Election Timeline

- Advertising Period: Advertising for elections is necessary, so it will take place over at least one week, but preferably 2 weeks. Mass emails to all registered members of the club will be sent, prior to the week of accepting nominations.
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. The nomination process will occur through an online form. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: Candidates will have 1 week. During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organise the voting platform. Elections will take either online across at least 2-3 days. If no one opts to run for a position, the former executives can collectively appoint a subsequent candidate, who will be approved by VP Campus Life after the former executives appoint them.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.

Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Article VII: REMOVAL FROM OFFICE

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favour of removal is required.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

From UTMSU Constitution:

Removal from office of any executive member can only occur either (i) after they have been issued two verbal warnings by the VP Campus Life and the Clubs Committee has issued one written warning, or (ii) by the club itself if an executive member fails to perform his/her duties as defined by the club constitution and by-laws. In the (ii) case, this can only occur when (a) a request is submitted to VP Campus life detailing the alleged incidents of neglect of duty, which will be signed by 30% of club membership or 2/3 of the executive members, and then (b) the council will hold a referendum within twenty days, and (c) when a member is removed, a by-election will be held according to previously described election rules.

Article VIII: Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or

to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organisation, will not provide services and goods at a profit when that profit is used for purposes other than those of the organisation, and will not pay salaries to some or all of its officers.

Article IX: Amendments

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Centre for Student Engagement, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.