

The Constitution of the Muslim Students' Association

We, the students of the University of Toronto - Mississauga, have agreed to and have adopted the present constitution and do hereby establish an organization to be known as the Muslim Students' Association hereinafter referred to as 'the Association' in this document.

For the purposes of this document, Islam shall be defined as: "affirming as true that which is known with certainty that the Prophet and Messenger Muhammad (peace be upon him) came with."

The MSA will follow the methodology of Ahl al-Sunnah wa al-Jama'ah.

Following the methodology of Ahl al-Sunnah wa al-Jama'ah is to believe in the finality of divine revelation and prophet-hood of Muhammad (peace be upon him) and to not accept anyone beside the Prophets as sinless (Masum); to not reject any unanimous consensus (Ijma) of the scholars of the first three generations after Muhammad's (peace be upon him) death and to respect and honor all the companions of Muhammad (peace be upon him).

The Ahl al-Sunnah wa al-Jama'ah includes those schools of thought that believe in all that is "necessarily known of the religion" as well as those that may differ on secondary fiqh matters or in those matters of doctrine that are open to ijtiḥād. Despite these secondary differences between them, each one of these schools is true in accordance with their ijtiḥād and none of them is invalid (batil) let alone fall outside the fold of Islam. The condition for entering this category is that these schools do not exclude anyone from the fold of Islam (takfir) or deem heretical (fasiq) the other schools of thought and they do not defame or show bad comportment towards any of the Imams.

Article I:

Muslim Students' Association

Article II: Purpose

The aim and purpose of the Association is to serve the best interest of the Muslims at the University of Toronto - Mississauga, to provide support for our membership, and an avenue for all students of UTM to engage with Muslims. Towards this end, the Association shall:

1. Promote unity and joint action and Islamic Awareness among the Muslims

2. Work towards encouraging a strong pro-active Muslim identity among students on campus
3. Arrange and hold congregational prayers at appropriate times including Friday (Jumuah) Prayers
4. Conduct religious, social, cultural, and other types of events and activities in the spirit of community and inclusivity
5. Avoid any wrong practices which are contrary to Islam
6. Strengthen community building on campus
7. Promote friendly relations between Muslims and non-Muslims on campus
8. Endeavour to spread awareness of Islam interested non-Muslims
9. Encourage long-term visions and plans for subsequent generations, with regard to prayer spaces, trust funds, scholarly resources, and anything that will benefit the Muslim community on campus

Article III: Membership

SECTION 1:

The membership of the Association is divided into four categories: executives, directors, associates, and general members/volunteers.

SECTION 2:

A general member shall be any student who wishes to join the Association, wishes to be a member, and agrees to abide by the constitution and the generally-accepted practices of the Association.

SECTION 3:

An Executive Member is an MSA member who is also a UTM student, who is elected by the general members to serve the Association and lead their respective team of applicable. Their term lasts from the end of one academic year to the end of the next academic year. The Executive committee can revoke the membership of any member who does not meet any one of the criteria set above in Section 2.

SECTION 4:

A Director is an MSA member who is also a UTM student, who applied to join the Association and is interviewed by the President and/or Vice President. They lead their respective team from the end of one academic year to the end of the next.

SECTION 5:

An Associate is an Association member who is also a UTM student who applied to join the Association and is interviewed by the President, Vice president, an Executive, or a Director. Associates assist the executives or directors of their respective department. They volunteer in the Association from the end of one academic year to the end of the next.

SECTION 6:

Eligibility for nominations and voting rights are limited to general members that are UTM students only. A general member has the right to nominate another member and/or themselves during the annual election period defined by the Executive committee, as well as to vote for any candidate they deem suitable.

Article IV: Executives

SECTION 1:

The Executive committee shall consist of the following: President, Vice-President, Secretary, Treasurer, External Relations Officer, Internal Relations Officer, Brothers' Events Executive, Sisters' Events Executive, Brothers' Prayer Services Director, Sisters' Prayer Services director, and Senior Advisor.

The Directorship shall consist of the following: Marketing Director, Brothers' Islamic Education Director, Sisters' Islamic Education Director, Brothers' Charity Director, Sisters' Charity Director, Advocacy Director, Islamic Awareness Director, Volunteer Coordinator, and any other director that the Executive and Director Committee has a need to appoint.

SECTION 2:

The term for an Executive Committee and Directorship shall be one academic year. After one year any existing Associate, Director, or Executive needs to re-apply to join the Association.

SECTION 3:

The President shall be elected during the election period of every year. The President shall be responsible for:

1. The general management of all activities of the Association.
2. Directing and coordinating all Association activities so as to achieve the purpose and vision of the Association.
3. Calling and presiding over meetings of the Executive Committee and General Body.
4. Forming ad hoc committees with approval of the Executive Committee.
5. Organizing funds and expenses of the association as defined in Article IX.
6. Being the spokesperson, representative, and correspondent for the Association in external activities as needed.
7. Keeping the Association registered at the University of Toronto; at Mississauga.

SECTION 4:

The Vice President shall be elected during the election period of every year. The Vice President shall be responsible for:

1. Assisting the President in accomplishing the purpose of the Association.
2. Preparing the agenda for the Executive Committee and the General Body meeting, and notifying the members of the Executive Committee and the General Body, respectively, of it.
3. Temporarily assuming the functions of the President when requested as such by them, or if the President is incapacitated. In the latter case, the Vice President shall resume Presidency for the remaining period of the term.
4. Regularly reading and keeping up to date with the campus weekly newspaper (i.e. the Medium), as well as responding to publications or initiating dialogue on any issues relevant to the MSA in said newspaper.

SECTION 5:

The Secretary shall be elected during the election period of every year. The Secretary shall be responsible for:

1. Preparing, circulating, and maintaining the minutes of all Executive and General Body meetings, unless otherwise specified.
2. Maintaining a list of the members and the volunteers for the various functions of the Association.
3. Attending meetings on behalf of the President and Vice-President when they are absent.
4. Coordinating the booking of Executive Committee and General Body Meetings and notifying the members of the Executive Committee and the General Body, respectively, of it.
5. Managing the Association's email and notifying Association members of any that are relevant to their role.
6. Producing a list of members eligible to vote in the election
7. Managing the office space assigned to the Association by the UTMSU and keeping a detailed and organized inventory of the space.
8. Managing the Google Drive and Notion used by the Association.

SECTION 6:

The Treasurer shall be elected during the election period of every year. The Treasurer shall be responsible for:

1. Maintaining the record of all financial transactions of the Association. They shall be responsible for systematic up-keep of books and writing disbursements, receipts, banking, and reconciliations of the financial accounts of the Association.
2. Collecting and depositing all the funds received on behalf of the Association.
3. Countersigning all withdrawal cheques on behalf of the Association, in accordance with Article IX.
4. Presenting before the Executive Committee a quarterly report on the status of the Association's financial affairs.
5. Working with the President and Vice President to budget for Association initiatives.

SECTION 7:

The Internal Relations Officer shall be elected during the election period of every year.

The Internal Relations Officer shall be responsible for:

1. Publishing the weekly MSA newsletter to general members.
2. Updating the Association website with a list of members of the Association, resources pertaining to Muslims on campus, Friday prayer timings and location, recurring event timings and locations, and more as is necessary.
3. Uploading videos and lecture recordings to the MSA YouTube channel.
4. Working with the External Relations Officer to manage the Alumni Network.

SECTION 8:

The External Relations Officer shall be elected during the election period of every year.

The External Relations Officer shall be responsible for:

1. Acting as a liaison between the Association and organizations or individuals located outside of the University of Toronto at Mississauga, including acting as the liaison between the Association and other campus Muslim Students' Associations.
2. Maintaining positive relations with active clubs on campus and seeking out opportunities to collaborate on events as well.
3. Collecting sponsorships in collaboration with the Treasurer and any relevant Association members
4. Representing the Association during the relevant meetings with external parties.
5. Working with the Internal Relations Officer to manage the Alumni Network.

SECTION 9:

The Brothers' and Sisters' Events Executives shall be elected during the election period every year and must be a male and female student respectively. The Brothers' and Sisters' Events Executives shall be responsible for:

1. Organizing accessible social events aimed at fostering a sense of brotherhood and sisterhood in the community such as picnics, dinners, game nights, get-togethers, etc.
2. Assisting the Treasurer in finding sponsorships for events as needed.
3. Booking a space for events they have organized.
4. Coordinating ticket sales for all events

SECTION 10:

The Brothers' and Sisters' Prayer Services Directors shall be elected during the election period of every year and must be a male and female student respectively. The Brothers' and Sisters' Prayer Services Directors shall be responsible for:

1. Overseeing brothers and sisters' prayer room maintenance and upkeep.
2. Ensuring that the Prayer spaces have adequate resources and that the rules
3. are upheld.
4. Having regular meetings with the administration to ensure that the needs of the UTM Muslim community are being met in terms of spaces and resources.
5. Documenting all communication between administration and the team and maintaining a yearly transfer document.
6. Working with UTM administration to ensure booking of a suitable space for
7. Jummah prayer.
8. Contacting Khateeb and arranging a Jumuah schedule that is agreed upon by the President and Vice President.
9. Recruiting and overseeing Jumuah setup and cleanup.
10. Relaying weekly khateeb information to the Marketing team for accurate Jumuah posters

SECTION 11:

The Senior Advisor shall be elected during the election period of every year. The candidate for Senior Advisor must have served sometime in the past for one full year on the Executive Committee or Directorship. The Senior Advisor shall be responsible for:

1. Supporting and advising the Executive body and Directorship.
2. Ensuring the long-term projects of the MSA are kept at a good pace.
3. Acting as a bridge between UTM and the greater Muslim community

Note: This position is a fluid position according to the needs of the Executive body and Directorship

SECTION 12:

The Marketing Director shall apply for the position and be interviewed by the President and/or Vice President every year. The Marketing Director shall be responsible for:

1. Publicizing and bringing awareness to all events held by the Association.
2. Circulating the Association's publications with the help of the campus representatives, if any.
3. Developing themes of posters and any other marketing media to be posted on Association social media, sent via the newsletter, posted on bulletin boards, or any other methods of promoting Association initiatives.
4. Designing Association merchandise.

SECTION 13

The Brothers' and Sisters' Islamic Education Directors shall apply for the positions and be interviewed by the President and/or Vice President every year and must be a male and female student respectively. The Brothers' and Sisters' Islamic Education Directors shall be responsible for:

1. Organizing educational lectures, halaqah, classes, and other educational events.
2. Book rooms with their associates for educational events.
3. Communicate effectively with speakers.
4. Communicate with the Marketing Director to create promotional materials for educational events.
5. Sending recordings of educational events to the Internal Relations Executive to be uploaded to the YouTube channel.

SECTION 14

The Islamic Awareness (Dawah) Director shall apply for the position and be interviewed by the President and/or Vice President every year or be selected by the President and/or Vice President. The Islamic Awareness (Dawah) Director shall be responsible for:

1. Booking tables on campus consistently in order to spread awareness of Islam to Muslims and non-Muslims on campus and answer questions they might have.
2. Organizing Islamic Awareness Week activities in collaboration with relevant directors and/or executives.

3. Coordinating training sessions for volunteers to learn how to spread awareness of Islam (give dawah) with a teacher(s).

SECTION 15

The Brothers' and Sisters' Charity Directors shall apply for the positions and be interviewed by the President and/or Vice President every year and must be a male and female student respectively. The Brothers' and Sisters' Charity Directors shall be responsible for:

1. Identifying trustworthy and acceptable charities for the Association to partner with in various charity campaigns.
2. Outlining creative methods of campaigning and bringing public attraction towards donation.
3. Acting as a liaison between the Charity and the Association, ensuring consistent communication and effective management of funds raised
4. Ensuring transparent and reliable communication, allowing those donating to have a clear understanding of where their money is going.
5. Maintaining organized, clear, and detailed records of all financial transactions relevant to the Charity team.
6. Working closely with the Advocacy Director for all of the above

SECTION 16

The Advocacy Director shall apply for the position and be interviewed by the President and/or Vice President every year. The Advocacy Director shall be responsible for:

1. Serving as the primary spokesperson for the Association in campus political matters, addressing issues such as access to ablution spaces, prayer facilities, instances of Islamophobia in academic settings, and advocating for any changes and improvements needed for Muslim students.
2. Engaging with the community through group chats and in-person interactions to understand and prioritize their concerns, advocating on their behalf within the university environment and ensuring efforts align with global Muslim concerns.
3. Interacting with third-party organizations and MSAs that can guide and assist the Association in campus political matters.

4. Organizing Community Town hall initiatives to solicit feedback and address inquiries from the Association and broader community regarding advocacy priorities and initiatives.
5. Organizing and participating in educational events, workshops, or campaigns aimed at raising awareness about issues affecting the Muslim community.

SECTION 17

The Volunteer Coordinator shall apply for the position and be interviewed by the President and/or Vice President every year. The Volunteer Coordinator shall be responsible for:

1. Recruiting volunteers and adding them to the volunteer group chat.
2. Communicating with executives and directors that need volunteers for events.
3. Finding ways to improve and increase volunteer retention and engagement.

Article V: Meetings

The Association shall have at least one General Meeting per Fall and Winter semesters for members where the mission, goals, and accomplishments of the Association are shared. The Association shall also have at least one Executive and Director Meeting per Fall and Winter semesters. The President may call additional meetings whenever they consider it necessary.

Article VI: Elections

Election Procedures and Procedures:

The Association shall hold an election to elect the Executive Committee in the Winter Semester, following the timeline set by the UTMSU. Elections shall be open to all interested candidates who are UTMSU registered general members of the Association.

A Chief Returning Officer (CRO) shall 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 of the UTMSU. The CRO must not be running for a position on the incoming executive team. The Chief Returning Officer may censure publicly or disqualify any candidate who violates the Constitution or the rules of the Election. If disqualified, a candidate may appeal to the Executive Committee.

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the UTMSU 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.

Election Timeline

- Advertising Period: Advertising for elections shall take place for a minimum of one week before the nomination period. Mass emails shall be sent to all UTMSU registered general members of the Association.
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
 - Each candidate may run for only one position on the Executive Committee or Directorship.
 - A candidate (nominee) requires one nominator and ten seconders in order to be nominated to the Executive Committee and Directorship. The nominators, as well as the seconders of the nominations, shall be UTM MSA members who are UTM students. A candidate may nominate themselves.
 - The nominee must fill out a profile sheet attached to the nomination form, and submit it along with the nomination form. The questions on the profile sheet can be changed at any time with a majority vote of the Executive Committee.
- All Candidates Meeting: A meeting with all the candidates (nominees) 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: During this time, candidates are able to campaign themselves to the Campus Groups's membership
 - Candidates are allowed to inform people that they are nominated for a position, and can thereby solicit votes. This includes personal conversations, texting, and email. It does not include: social media, leaflets, posters, booths, or any similar form of active campaigning.
 - Candidates, both brothers and sisters, are also free to speak at Friday prayers during the election period, once the prayers have concluded. Candidates should responsibly inform members of their platform.
 - The election officers on appointment shall not campaign in favour of, or against, any candidate until the end of the election.
- Voting Period: Registered UTMSU general members will be able to vote for their incoming executives during this time.
 - The CRO will retype the profile sheets and post the typed profiles on Election Day for the general membership to view before voting. The CRO will also organize the voting platform.
 - Each member can vote for up to three candidates for every Executive Committee position (first choice, second choice, etc.). Each candidate must be ranked according to preference. A candidate ranking 1st for the position receives three (3) points; a candidate ranking 2nd receives two (2) points; and a candidate ranking 3rd receives one (1) point. The candidate attaining the highest number of points is deemed elected to that position.
- The newly elected Executive Committee shall assume the charge of the Association on the last day of the Academic year. Once they have assumed the charge, they will interview all candidates for Directorship within their first month in office. The Directors shall assume the charge of their duties once they have been appointed.

Article VII: Removal from office

An Executive Committee member other than the President who has failed to attend three consecutive Executive Committee meetings without being excused by the President prior to the meetings shall be asked to give his/her explanation for the absence in writing. If he/she fails to

do so or if his/her explanation is not satisfactory to the Executive Committee, the latter shall consider his/her dismissal from the post he/she is holding. The Executive Committee shall grant him/her a hearing so as to enable him/her to defend his/her explanation for absences. If he/she refuses to appear before the Executive Committee within a period of two weeks, the Executive Committee shall decide an action based on the recommendation of the Executive Committee.

The President must also present to the Executive Committee his/her reasons for his/her failure to attend Executive meetings. If he/she fails to do so or if the Committee does not find his/her explanation for having missed three consecutive meetings satisfactory, the Vice-President shall recommend his/her dismissal from his/her office. The Executive Committee shall grant him/her a hearing so as to enable him/her to defend his/her explanation for absences. If he/she refuses to appear before the Executive Committee within a period of two weeks, the Executive Committee shall decide an action based on the recommendation of the Executive Committee.

If any Executive Committee member is charged with a criminal offense, he/she will be suspended immediately from the Executive Committee. Following the member's conviction, he/she shall be removed from the Executive Committee. If they are not convicted, then the Executive Committee shall decide an action based on the recommendation of the Executive Committee.

If an Executive Committee member has been involved in activity contrary to the laws or essence of Islam, as deemed by a consensus of Executive Committee members, that member will be immediately suspended. The Executive Committee shall grant him/her a hearing so as to enable him/her to defend his/her explanation for their behavior. If he/she refuses to appear before the Executive Committee within a period of two weeks, the Executive Committee shall decide an action based on the recommendation of the Executive Committee

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the UTMSU Campus Groups Coordinator. Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner. Example of removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

If a member of the Executive Committee resigns or moves away from the area, or is dismissed, the Executive Committee shall, if required, co-opt a member to fill the vacated office. Candidates from the elections with the highest number of votes will be given preference. If the candidate with the second-highest votes rejects the offer, the candidate with the third highest votes is next in line. If the third wishes to waive the offer, the Executive Committee may select any member of the Association.

Article VIII: Amendments to the Constitution

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by the Association membership via their General Meetings. An affirmative vote by 2/3 of the members present shall be necessary for the adoption of all amendments. If 1/3 of members are not present in a General Body meeting called for voting on the proposed amendment(s), another General Body meeting shall be called for the same purpose within four weeks after the meeting.

All amendments must be approved by UTMSU before they are formalized.

Article IX: Finances

SECTION 1:

The Executive Committee may accept any contributions in any form, from any source, consistent with the purposes of the Association and with the principles of Islam.

SECTION 2:

All funds collected for a specific cause shall be used for that cause; unless a $\frac{2}{3}$ majority vote of the members authorize its use for a different purpose within the goals and objectives of the Association; however, the funds collected for the specific purpose of expanding or maintaining a Mosque/Islamic Centre shall not be used for any other purpose.

SECTION 3:

The Association shall maintain an Expense Account for its current expenses.

SECTION 4:

All cheque withdrawals from the Expense Account shall be signed by the Treasurer and the President, or the Vice-President in the absence of the President.

SECTION 5:

An Executive member shall not authorize expenditures of more than \$10 on a single expense without the approval of the President and/or Vice President; nor shall he/she authorize total expenses on one occasion of more than \$10 without the prior approval of the President and/or Vice President.

Article X Miscellaneous

SECTION 1

In case of ambiguity regarding the interpretation of any sections of the constitution or possible conflict between two or more sections, the interpretations of the Executive Committee to clarify such ambiguities or resolve the conflict shall be final.

SECTION 2

If a situation arises which makes the dissolution of the Association inevitable, any assets which are left after the meeting (all liabilities) shall be held by the President. As well, signing

authority for cheques shall be transferred to the President and Vice-President exclusively. The assets will remain in the President's care until the Association is reinitiated. If within two (2) years of the dissolution date the Association is not reinitiated, all assets will be transferred to the Muslim Students Association of the St. George Campus

SECTION 3

The Association shall maintain an office at the premises of the University of Toronto at Mississauga. The office is a multi-purpose room to be used by the executive committee as they deem fit. It is mainly to be used as the administrative base of the committee, as well as provide scholarly resources, a safe place for counseling, a space for meetings and storage, as well as to provide general services.