

CLUB CONSTITUTION - TMA UTM

Article I: Name

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

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).

Only UTMSU members are permitted to run, nominate, and vote in elections and constitutional amendments.

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

The group must also maintain recognition from the Centre for Student Engagement.

These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

Article IV: Executive

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

- **President**

- Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
 - Provide leadership, guidance, and consult with the executives and general members.
 - 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.
 - Shall be working with Events Coordinator + Vice President for planning of events.
 - Act on all matters of general management and supervision of affairs and operations of the UTM TMA, with executive council approval.
 - Enforce and maintain the constitution and by-laws.
 - Chair and attend each executive and general meeting, barring emergencies or unforeseen circumstances.
 - Be the official financial signing authority, oversee financial records, supervising and take charge of the UTMSU audits working with the Treasurer.
 - The president should have prior experience working closely with the executive team and should be an active member of the club.
- **Vice President**
 - Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
 - Primarily assist the President with all of their duties as pertaining to the executive member outlines.
 - Substitute for and take charge of the President's duties in their absence.
 - Lead and supervise the executive committee in conducting and planning events throughout the school year along with the Events Coordinator.
 - Maintain and upload documents and organisation of google drive and ensure everything is documented and organised correctly
 - Shall create a detailed plan for the next two years with the current executive
- **Secretary**
 - Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
 - Share and enhance the duties of the Vice President and the Events Coordinator and work closely with all the Executive Members.
 - Maintain a database of and consistent communication with current UTMSU registered members of the club through Email and WhatsApp
 - Shall be responsible for meeting and room booking.
 - Emails and follow up emails for meetings.
 - Take Meeting minutes and follow up with the executives on the next steps and responsibilities.
 - 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.
 - Act as a liaison between UTM TMA and other groups with similar visions on or off the university campus.

- **Treasurer**
 - Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
 - Act with the approval of the executive board on *all* matters concerning finance.
 - Keep full accounts of all receipts and disbursements.
 - Present the budget, financial status and or/history of transactions in at least one executive meeting.
 - Work to ensure viable funding is in place and help to create and approve budgets
 - Be the co-signing authority.
 - Assist the President in the UTMSU Audits.
 - Submit bi-annual audit to UTMSU.

- **Events Coordinator**
 - Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
 - 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 President + Vice President
 - Shall create an outline at the beginning of the year; updated at the beginning of each semester outlining the events that will be taking place
 - Responsible for co-leading all events and delegating tasks as needed, by coordinating with other executive members including mentoring event leads as necessary
 - Responsible for running event retrospectives and taking in feedback to improve future events and keeping track of future and past events.

- **Communications Lead**
 - Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member.
 - Be responsible for marketing, social media management, poster production and communication.
 - Shall come up with and brainstorm ways to allow our events to reach a wider audience.
 - Shall be in charge of putting up event posters after UTMSU approval, in the designated areas in each of the buildings, along with the Secretary.
 - Shall create a detailed plan for the next two years with the current executive members' goals, taking into account any previous such plans.
 - Responsible for managing announcement board upkeep (rotating schedule)
 - Responsible for running our instagram account including posting commemorations, event posters and maintaining Engagement.

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 in accordance with the UTMSU selected dates and timeline. 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.

In the event of a tie between candidates, if there is a two-way tie, the position will become a co-position, with both members gaining the position (for example, co-presidents). If it is a three-way (or more) tie, the candidates will be required to submit a new paragraph (150 words max) informing members why they would be ideal in that position. Then, members will be asked to vote in another election solely for that position to determine the best potential candidate.

Article VII: REMOVAL FROM OFFICE

Executive Members

In the event of a breach in constitution, misbehaviour, or acts negatively affecting the club's interests by an executive member, they will lose their position. The member will be notified via email of their potential removal. There will be a voting process where the rest of the executives can vote to impeach or keep the member in office. A two-thirds majority vote of the current executives present in favour of removal is required. Subsequently, the member in question will be given a chance to appeal, which will be followed by a final voting process. Shall the executive member be removed from office, a new executive member will be appointed in their place.

General Member

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, will be given notice of removal. The member will be notified via email of their potential removal. There will be a voting process where the executives can vote to remove or keep the member in the club. A two-thirds majority vote of the current executives present in favour of removal is required. Subsequently, the member in question will be given a chance to appeal, which will be followed by a final voting

process (by executives). Shall the general member be removed from the club, they will lose any and all privileges associated with being a member of the club.

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. Note: *Only UTMSU members can make amendments to the constitution*

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.