

# **Constitution of The Ismaili Students' Association, University of Toronto, Scarborough Campus**

Updated as of September 10th, 2025

## **Article I: Name and Purpose**

- 1.1 The official name of the Campus Group will be The Scarborough Ismaili Students' Association at the University of Toronto Scarborough.
- 1.2 The campus group may be referred to by the acronym SISA.
- 1.3 The purpose, objectives, mission and/or mandate of the organization are as follows:
  - 1.3.1 The Scarborough Ismaili Students' Association will develop the social, cultural, emotional, and academic well-being of its members. The Association provides a forum through which its members can network, enjoy the company of others, and share their thoughts and ideas. We also organize various activities and outings for the personal and academic enhancement of our members.
  - 1.3.2 The Scarborough Ismaili Students' Association will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by following the principles of respect, integrity, and inclusion, and in accordance with the principles and ethics of the Aga Khan Council for Canada.
  - 1.3.3 The Scarborough Ismaili Students' Association fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
  - 1.3.4 The Scarborough Ismaili Students' Association operates as an independent entity working within the University of Toronto Scarborough community, and is subject to the values and policies of the University.

## **Article II: Membership**

- 2.1 The group shall maintain a list of group members.
- 2.2 Voting membership is open to all registered students of the University of Toronto.
- 2.3 Voting membership is open only to registered students of the University of Toronto.
- 2.4 Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5 The membership fee for the Scarborough Ismaili Students' Association will be \$0 per year.

## **Article III: Rights and Responsibilities of Members**

- 3.1 All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2 All voting members have a right to attend all general meetings of members.
- 3.3 All voting members have a right to cast votes at all general meetings of members.
- 3.4 All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5 All voting members have a right to cast votes in all group elections and referenda.
- 3.6 All voting members have a right to propose and vote on amendments to this constitution.

- 3.7 The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

#### **Article IV: Executive Committee**

- 4.1 The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2 The Executive Committee shall be comprised of 13 voting members.
- 4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4 Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5 The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7 No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 4.8 The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

#### **Article V: Elections**

- 5.1 All voting positions on the Executive Committee shall be filled through an annual election.
- 5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 5.6 On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

- 5.7 The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 5.8 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

#### **Article VI: Termination of Membership**

- 6.1 The Executive Committee may revoke the membership of 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.
- 6.2 A vote to revoke membership must be held at a meeting of the Executive Committee.
- 6.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 6.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 6.5 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.
- 6.6 Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 6.7 Executive Committee members are subject to the same termination of membership process as general members.

#### **Article VII – Amendments**

- 7.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 7.2 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 7.3 All voting members may propose and vote on amendments to the constitution.
- 7.4 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.
- 7.5 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.

#### **Article VIII - Classification of Membership**

- 8.1 The Scarborough Ismaili Students' Association will classify members under the following two categories:

- 8.1.1 Resident members, which are members that attend the University of Toronto Scarborough and are members of the Scarborough Ismaili Students' Association; and
- 8.1.2 Affiliate members, which are members that attend post-secondary institutions that are affiliated with the University of Toronto Scarborough and are members of the Scarborough Ismaili Students' Association.
- 8.2 The Scarborough Ismaili Students' Association values and respects the personal information of its members. The Scarborough Ismaili Students' Association secures its members' information at all times and will not supply names or other confidential information to third-parties.
- 8.3 The Scarborough Ismaili Students' Association will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.
- 8.4 The process for becoming a member of The Scarborough Ismaili Students' Association are as follows:
  - 8.4.1 Members must be part of the Shia Imami Ismaili Muslim community to participate in group activities. All are welcome to attend events and workshops regardless of religious background.
  - 8.4.2 All members must be registered students at the University of Toronto's Scarborough Campus or at an affiliated post-secondary institution (as in 2.1).
  - 8.4.3 Interested members should connect with the Scarborough Ismaili Students' Association President or Vice-President to join.
- 8.5 Membership in The Scarborough Ismaili Students' Association is open to all Ismaili students, staff, and faculty of the following organizations:
  - 8.5.1 the University of Toronto Scarborough; and
  - 8.5.2 any neighbouring post-secondary institutions affiliated with the University of Toronto Scarborough that do not have an Ismaili Students' Association.
- 8.6 The term of membership for the Scarborough Ismaili Students' Association will be from September 1 to August 31 each year (the "default membership term" or "DMT"), with the following exceptions:
  - 8.6.1 Membership will end on the last day of the final academic term for students (as in 2.1) who will:
    - 8.6.1.1 be completing their final academic term during the DMT; and
    - 8.6.1.2 not be eligible for membership (as per 2.1) for the portion of the DMT after the last day of their final academic term.
  - 8.6.2 Membership will end on the last day of employment for staff and faculty (as in 2.1):
    - 8.6.2.1 whose employment ends during the DMT (e.g. by termination or resignation); and
    - 8.6.2.2 who will not be eligible for membership (as in 2.1) for the portion of the DMT after their last day of employment.
- 8.7 The Scarborough Ismaili Students' Association will keep a list of all active members.
- 8.8 Membership within the Scarborough Ismaili Students' Association is only complete if all criteria in Article 2 and Article 8 are met.

## **Article IX - Additional Rights and Responsibilities of Members**

- 9.1 Each member shall be afforded the following rights through membership in the Scarborough Ismaili Students' Association:
  - 9.1.1 The right to participate and vote in group elections and meetings;
  - 9.1.2 The right to communicate and to discuss and explore all ideas;
  - 9.1.3 The right to organize/engage in activities/events that are reasonable and lawful;
  - 9.1.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
  - 9.1.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these read to activities which are illegal or infringe on the rights and freedoms already mentioned above;
  - 9.1.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 9.2 Each member shall possess the following responsibilities relative to participation in the Scarborough Ismaili Students' Association:
  - 9.2.1 Support the purpose of the organization;
  - 9.2.2 Uphold the values of the organization;
  - 9.2.3 Contribute constructively to the programs and activities offered by the organization;
  - 9.2.4 Attend general meetings;
  - 9.2.5 Abide by the constitution and subsequent official organizational documents;
  - 9.2.6 Respect the rights of peers and fellow members;
  - 9.2.7 Abide by the University of Toronto policies, procedures, and guidelines;
  - 9.2.8 Abide by the Laws of the land, including but not limited to the Criminal Code of Canada.

## **Article X- Transition**

- 10.1 All outgoing Executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new Executives upon leaving the position.
- 10.2 All outgoing Executives are required to detail any incomplete projects and important information to incoming Executives, as well as details of projects overseen by the outgoing Executive.

## **Article XI - Food Handling on Campus**

- 11.1 The Scarborough Ismaili Students' Association will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

## **Article XII - Precedence of University Policies**

- 12.1 The Scarborough Ismaili Students' Association will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the The Scarborough Ismaili Students' Association, the University's policies, procedures, and guidelines will take precedence.

## **Article XIII - Legal Liability**

- 13.1 The University of Toronto Scarborough does not endorse The Scarborough Ismaili Students' Association's beliefs or philosophies, nor does it assume legal liability for the group's activities on or off campus.

## **Article XIV - Banking**

- 14.1 If required, the Scarborough Ismaili Students' Association agrees to provide the name of the bank, branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Office of Student Experience and Wellbeing, University of Toronto Scarborough.

## **Article XV - Additional Policies Pertaining to the Executive Committee**

1. The Executives of the organization shall include the President, Vice-President, Treasurer, Education Representative(s), Communication Representative(s), Sports and Mental Health Representative(s), Fundraising, Outreach and GTA Representative, FROSH Representative(s), Big/Little Representative, BELIEF Representative, and BELIEM Representative.
2. The Executives will collectively form a committee that acts as the primary steward of the organization.
3. This committee is collectively responsible for the day-to-day decision making of the organization including, but not limited to, monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
4. This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
5. All voting members of the Executive Committee must be currently registered students of the University of Toronto or neighbouring post-secondary institutions (as in 2.1).
  - a. Members interested in campaigning for the role of President or Vice-President must be, at a minimum, a second year member, and must have at least one year of experience on the Executive Team.
6. Any Executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official

### **Additional Policies for Elections**

1. Executive elections will be held prior to July 1 each year.
2. All Resident and Affiliate members of the Scarborough Ismaili Students' Association shall be eligible to seek nomination to and cast a ballot for each voting position.
3. Resident and Affiliate members who meet the minimum qualifications to hold an Executive position shall be permitted to participate in an election and hold Executive positions. These qualifications will be established by the outgoing Executive committee each year prior to the commencement of the school year.
4. Members who seek nomination for the role of President and Vice-President each year shall be required to give a short speech prior to the commencement of the voting period. The length of each speech will be left to the discretion of the Executive(s) overseeing the election.
5. Elections shall be conducted by anonymous ballot, and must be overseen by an outgoing Executive who is graduating at the end of the current academic period, or by an outgoing Executive who is not seeking election for any Executive position for the coming academic period.
6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
7. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
8. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
9. Final results of the election will be communicated to the general membership for ratification of the process only.
10. If an error in the process is found, the election should be re-held at the next general Executive meeting with a new Executive(s) overseeing the election.
11. Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes, in order for that candidate to be declared the winner of that election.

*The Ismaili Students' Association (ISA) is an organization dedicated to developing the physical, academic, social, and cultural well-being of post-secondary institutions members. ISA Executives are elected leaders, representatives of their constituency and representatives of the Association to the wider campus community.*

The following are the roles and responsibilities for each member of the Executive Team.

### **President**

- Facilitate and manage monthly ISA meetings alongside Vice-President
- Represent the ISA at on and off-campus functions and events
- Communicate with and encourage members of our ISA to attend events and CJK
- Overlook the Executive Team and the ISA with dedication and support
- Be a liaison between leadership (i.e. staff, faculty, council members, AKYSB, ITREB, etc) and the ISA
- Ensure that all project proposals, evaluations and other required documents are submitted and discussed within the specified time frame;
- Ensure that the team works towards achieving the ISAs' mission statement
- Register and maintain an ISA bank account in collaboration with the Vice-President and Treasurer
- Create and/or maintain the ISA Database (with contact information of all registered Members) and provide members with contact information of MKs, Executives as well as all registered members (Organize and take care of SISA registration)
- Sign for, or be aware of, all transactions made through the ISA account
- Keep in frequent contact with all Executive members to ensure that the Executive understands the needs and desires of the constituency and is evaluated on its performance (portfolio updates, suggestions, comments etc.)
- Keep highly visible and accessible to the Jamat
- Attend students' union meetings as appropriate and act as a liaison between the students' union and ISA Executive/members
- Attend the ISA Executive Meetings including, but not limited to, the beginning year orientation, regional full session meeting, and mid-year orientation

### **Vice President**

- Help facilitate and manage monthly ISA meetings alongside President
- Represent the ISA at on and off-campus functions and events
- Communicate with and encourage members of our ISA to attend events and CJK
- Take care of booking rooms and other tasks
- Assist the President in any tasks that require additional assistance
- Carry out the duties of the President in the absence of the President
- Assist the President with all aspects of his/her job
- Communicate regularly with and provide support to Executive Members
- Register and maintain an ISA bank account with the President and Treasurer in accordance with the ISA Finance Policy
- Monitor all ISA funds
- Ensures that any cheques issued by the ISA are signed by both of the following: President, Vice-President

- Attend the ISA Executive Meetings including, but not limited to, the beginning year orientation, regional full session meeting, and mid-year orientation

### **Treasurer**

- Reimburse any members for expenses incurred during the planning and organization of an event
- Request reimbursement from the students' union when reimbursement cycles begin
- Responsible for any ISA cash management and cash disbursements
- Compile an annual budget report, including a statement of actual expenditures and revenues, at the end of the term of office
- Be responsible for all receipts for purchases made by any exec member (physical and digital)
- Attend the ISA Executive Meetings including, but not limited to, the regional full session meeting

### **Communications and Social Media Representative**

- Take meeting minutes at all Executive Meetings
- Create and share posters promoting and advertising ISA events
- Communicate with the ISA through various social media platforms (Instagram, Facebook, Snapchat, etc)
- Keep a record of evaluations, minutes, agendas, event planning documents, database, email account etc. to ensure effective organization, planning, reporting and succession
- Design and plan SISA merchandise for the year in collaboration with the Fundraising Representative
- Maintain the security of the social media profiles of the ISA
- Attend the ISA Executive Meetings including, but not limited to, the regional full session meeting

### **Education (Religious and Secular) Representative**

- Work closely with ISA Executive and Campus MKs to organize and promote pre-identified AKEB programs on campus
- Promote the pursuit of academic excellence (e.g., referral to campus tutorial and other services), and the development of scholastic resources (e.g., exam banks in accordance with campus guidelines, etc.)
- Identify, promote and encourage students to partake in services offered on campus (e.g., study skills, writing labs, tutorial services, funding, post-graduate access, career guidance, etc.). Promote services and events to students via email and campus JK announcements.
- Coordinate the completion of Post-Secondary registration forms in September with the support of the campus leadership (ISA President/Executive and MKs).
- Work with the ISA's and Campus MKs to promote the role of the Education Representative amongst students so that they are aware that they can be approached in confidence to discuss academic, funding, and/or career planning issues. The Education Representative would in turn refer students to external campus services or their AKEB Vice-President, Post-Secondary to help address their issues.
- Actively participate in and attend Campus J.K. and ISA functions, regularly attend ISA

Executive Meetings to provide updates on campus-based and AKEB education related initiatives and solicit feedback from campus leadership.

- Liaise and provide regular updates to regional AKEB Vice-President, Post-Secondary via monthly conference calls and occasional face-to-face meetings.
- Attend the ISA Executive Meetings including, but not limited to, the regional full session meeting

### **Fundraising, Outreach and GTA Representative**

- Focused on giving back to the community with support of the ISA members
- Plan events catered to fundraising for the annual World Partnership Walk
- Encourage members of the ISA to bring forth ideas on how to make the community stronger
- Collect funding for various needs throughout the school year (i.e. merchandise, events, etc.)
- Attend the ISA Executive Meetings including, but not limited to, the Regional full session meeting
- Work with Executive members and GTA Representatives from other GTA universities (UTSG, York, TMU) to plan events, build community, and collaborate
- Plan the End Of Term celebration
- Collaborate with other GTA universities for PSG participation
- Design and plan SISA merchandise for the year
- Attend the ISA Executive Meetings including, but not limited to, the regional full session meeting

### **Frosh Representatives (1 male, 1 female)**

- Main communicator between Executive Team and frosh members
- Plan events targeted towards frosh to build friendships and a sense of community
- Attend Executive Meetings and provide updates on the frosh
- Encourage frosh to get involved within the ISA
- Attend the ISA Executive Meetings including, but not limited to, the regional full session meeting

### **Sports, Mental Health and Wellness Representatives (1 male, 1 female)**

- Promote physical wellness
- Plan and organize sports and healthy living events throughout the semester for the ISA
- Organize PSG Sports teams and make sure everything runs smoothly
- Create awareness of on-campus sports facilities and recreational activities (PanAm, Move U, etc)
- Promote physical well-being through regular fitness activities
- Promote mental health and wellness amongst Members of the ISA
- Provide the ISA with various support systems for both mental health and wellness inquiries
- Assist in the transition of new students into post-secondary institutions
- Create posters to encourage and motivate the ISA each week (e.g. Monday Motivation, Wellness Wednesday, Tune-in Tuesday/Thursday, Stress-free Saturday/Sunday)

- Attend the ISA Executive Meetings including, but not limited to, the regional full session meeting

### **Big/Little Representative**

- Create appropriate pairings between current Members and incoming Frosh in order to facilitate the Big/Little Program
- Communicate with the President and Vice-President regarding the status of the program
- Maintain a record of current scores amongst participants
- Work in coordination with the Communications Representative to create a leaderboard and announce the winners each week
- Work alongside the President and Vice-President in order to coordinate prizes for challenges that are completed as a part of the program
- Attend the ISA Executive Meetings including, but not limited to, the regional full session meeting

### **BELIEF Representative**

- Engage with the male-identifying members of SISA
- Collaborate with other ISAs around the GTA and Ontario to incorporate female-identifying members
- Organize a minimum of 2 events, either individually or in collaboration with the BELIEM representative, that cater to the needs and interests of the female-identifying members of SISA
- Collaborate with other executive members to integrate BELIEF-based activities into other events
- Attend the ISA Executive Meetings including, but not limited to, the regional full session meeting

### **BELIEM Representative**

- Engage with the male-identifying members of SISA
- Collaborate with other ISAs around the GTA and Ontario to incorporate male-identifying members
- Organize a minimum of 2 events, either individually or in collaboration with the BELIEF representative, that cater to the needs and interests of the male-identifying members of SISA
- Collaborate with other executive members to integrate BELIEM-based activities into other events
- Attend the ISA Executive Meetings including, but not limited to, the regional full session meeting