

Constitution of “Thaqalayn Muslim Association UTM”

1. Name

The official name of this recognized campus group is “Thaqalain Muslim Association UTM”

The acronym or abbreviation of this group is: TMA UTM

2. Purpose and Objectives

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.

3. Membership

Membership to the group is open to all registered student members of the University of Toronto. Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University.

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

The membership fee will be \$0.00 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

4. Executive List and Duties

The executive committee shall be comprised of five (5) elected officers. These include a President, Vice-President, Communications Lead, Events Coordinator, and Treasurer.

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

Additional responsibilities may include:

- Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member to the best of their ability.
- Provide leadership, guidance, and consult with the executives and general members.

The Vice-President shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

Additional responsibilities may include:

- Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member to the best of their ability.

The Communications Lead:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

Additional responsibilities may include:

- Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member to the best of their ability.
- Reaching out to potential sponsors and outreach.

The Events Coordinator:

- Shall adhere to the teachings of the Holy Qur'an and Islam within their role as an executive member to the best of their ability.
- Shall be 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.
- Responsible for co-leading all events and delegating tasks as needed, by coordinating with other executive members including mentoring event leads as necessary

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Assist the President in the UTMSU Audits.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Termination of Executives or General Members:

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 Members:

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.

5. 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

6. 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 organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

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. Centre for Student Engagement, etc) within two (2) weeks of its approval by general members.