

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allah, Most Gracious, Most Merciful

[Logos of UWMSA, University of Waterloo, MSA National, and FEDS]

**The Constitution of the
Muslim Students Association of the University of Waterloo**

Last Amended: November 25th, 2013

{وَلْتَكُنْ مِنْكُمْ أُمَّةٌ يَدْعُونَ إِلَى الْخَيْرِ وَيَأْمُرُونَ بِالْمَعْرُوفِ وَيَنْهَوْنَ عَنِ الْمُنْكَرِ ؕ وَأُولَٰئِكَ هُمُ الْمُفْلِحُونَ}

Let them arise from among you a group of people inviting to all that is good, enjoining what is right, and forbidding what is wrong: They are ones that shall be successful.

(Al Qu'ran: 3: 104)

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1 DEFINITIONS

For the purposes of this constitution the following words will be used as defined below:

1.01 Islamic definitions:

- (a) The '**Quran**' shall be deemed to refer to the Holy Book of Islam, considered to be the Word of *Allah* (Arabic term for 'the God').
- (b) The '**Sunnah**' shall be deemed to refer to the way of life of the Prophet Muhammad (peace be upon him) as related by his companions (sahaba). It is considered to be a guide to the personal and communal behaviour of Muslims. In particular, it consists of what the Prophet (peace be upon him) said, did or actions witnessed by the Prophet and not objected to by him, as agreed upon by the majority of Muslim scholars.
- (c) The '**Shariah**' shall be deemed to refer to the religious code of laws and rules governing the life of all Muslims according to the **Quran** and **Sunnah**.
- (d) '**Da'wah**' shall be deemed to refer to the practice of educating the public about Islam.

1.02 MSA Logistics Definitions:

- (e) The **MSA** shall be deemed to refer to the Muslim Students' Association of the University of Waterloo.
- (f) The term '**Advisory Board**' shall be deemed to refer to the body of senior members playing a guiding role for the Executives and the general membership of the MSA.
- (g) The term '**Executive**' shall be deemed to refer to the elected body of the MSA.
- (h) The term '**Director**' shall be deemed to refer to the body of individuals nominated by the general body and assigned by Executives to carry out various functions in the MSA.
- (i) The terms '**general body**', '**general member(s)**', and '**general membership**' shall be deemed to refer to every member of MSA.
- (j) '**MSA-lists**' shall be deemed to refer to the various local e-mail lists maintained by the MSA for its members.
- (k) The '**Member Database**' shall refer to the master list of all members of the MSA.
- (l) The '**Handbook**' shall refer to a document which will contain by-laws, policies and protocols that govern various internal and external MSA interactions. The Handbook contents can only be changed by a majority vote by the current Executive Committee and Advisory Board combined, and its policies cannot override the policies of the Constitution.

- (m) The **'MSA Wiki'** shall refer to a website which will contain any general information about the MSA that are deemed important by the Executive Committee and other committees within the MSA.

1.03 External Logistics Definitions:

- (n) The terms **'University'** and **'UW'** shall be deemed to refer to the University of Waterloo.
- (o) **'FEDS'** shall be deemed to refer to the UW Federation of Students.
- (p) **'Operating Plan'** shall be deemed to refer to the termly plan that outlines the framework of intended activities prepared by the Executive team.
- (q) **'Strategic Imperatives'** shall be deemed to refer to the long term annual goals of the MSA.

2 STATEMENT OF OBJECTIVES

2.01 The purpose of the Muslim Students Association at the University of Waterloo shall be to serve Allah in the best way possible through the principles laid out in the **Quran** and **Sunnah**.

2.02 This Constitution is enacted for the purpose of establishing a representative body of elected member to:

- (a) Bring the Muslim community on campus together based on the **Quran** and **Sunnah**.
- (b) Encourage and facilitate the practice of Islam on campus
- (c) Provide essential services to the Muslims students on campus and address their needs
- (d) Voice the concerns of Muslim students on Campus as an official body to third bodies.
- (e) Promote awareness of Islam among the University community.

2.03 The MSA will organize events in accordance with the Shariah. Any interference on the pretext of "modernisation" or any such ideas will not be acceptable, as Islam is a way of life for all times and places and hence is not subject to being outdated or needing reform. Where differences of opinion arise on Islamic thought and practice, the MSA shall adhere to principles recognised by the majority of Sunni Muslims in Canada.

2.04 The MSA shall maintain an active affiliation with the Muslim Students' Association of U.S.A. and Canada.

2.05 The UW MSA is not an agent or a representative of the Federation of Students or the University of Waterloo, and the views and actions of the UW MSA do not necessarily represent those of the Federation of Students, University of Waterloo, and/or its associates.

3 GENERAL REGULATIONS

3.01 Criteria for being defined as a Student:

- (a) A student shall be deemed to be a full-time/part-time undergraduate student, or a fulltime/part-time graduate student of the University provided that they have paid their incidental fees.
- (b) As per FESD regulations, an individual is deemed a student, even if not on co-op or not on a study term, as long as he/she has enrolled in the term preceding or succeeding the current term. As a result, members of the MSA who fall under these criteria are eligible to vote and run for an Executive position subject to section [3.03-b].

3.02 Restrictions and Requirements for being a member of the MSA:

- (a) Undergraduate and graduate students are allowed to be regular members of the MSA.
- (b) Faculty, alumni, staff and members of the community at-large are allowed to be associate members of the MSA.
- (c) Associate members will have all the same privileges and responsibilities as regular members, except for the right to vote or be elected to the Executive Committee.

3.03 Lists of MSA leaders and members:

- (a) An updated list of the current term's MSA Executives, Advisory, Board, and Directors shall be maintained on the MSA website throughout the term.
- (b) Any changes during the term shall be reflected on the MSA website accordingly.

3.04 Constitution Interpretation:

In the case of ambiguity regarding the interpretation of any sections of this Constitution or a possible conflict between one or more sections, the majority of the current Advisory Board's interpretation must be presented in writing to the Executives. If editing or re-wording is necessary the procedures for an amendment subject to article [13 Constitutional Amendments Procedure] must be followed.

4 ELIGIBILITY

4.01 Eligibility for MSA Membership:

To be eligible for MSA Membership, a candidate fulfill the following conditions:

- (a) Must be student as defined under section [3.01]
- (b) Must have submitted the required information to the MSA Member Database as outlined in the **Handbook**.

4.02 Eligibility for Executive Position:

To be eligible for nomination to the Executive, the following conditions must be met:

- (a) Must be a declared Muslim
- (b) Must be a student as defined under section [3.01]
- (c) Must be a member of the MSA as defined under section [4.01]
- (d) Must have held a director, committee head, or executive experience in the MSA within the past four (4) terms
- (e) Must be in term 1-B of University or higher.
- (f) For a Presidential nominee only,
 - (i) Must be at least in term 2-A of University
 - (ii) Must have been a lead director or committee head for a term and an Executive for two terms, or an Executive for three terms, or the Vice-President or President for one term. The latest of the positions being within the past four terms without resigning or being removed from Office from that term as set out in article [15 Removal From Office].
- (g) For a Vice Presidential nominee only,
 - (i) Must have been an lead director, committee head or Executive for at least one term within the past three terms without resigning or being removed from Office from that term as set out in article [15 Removal From Office].
- (h) Exceptions to the requirements **4.02 d, e, f, g** may be made by the Elections committee, in consultation with the Advisory board, in circumstances where all otherwise eligible candidates are unable to take the role or upon request by a candidate.

4.03 Eligibility for a non-executive position:

To be eligible for a non-executive position an individual must be a member of the MSA as defined under section [4.01].

5 AREAS OF LEGISLATIVE RESPONSIBILITY

5.01 The MSA shall legislate on all matters within its jurisdiction as set out by this Constitution.

5.02 The MSA shall amend or append this Constitution only in accordance with article [17 Constitutional Amendments Procedure].

5.03 The Executive and Advisory Boards should create a bylaw or policy in the **Handbook** for any issues that are not addressed in this constitution and note any required constitutional amendments for future constitutional reviews, following the procedures for an amendment subject to article [17 Constitutional Amendments Procedure]

6 MEMBERSHIP FEE

6.01 The membership fee is a donation to be collected from MSA members. The procedures and conditions of the Membership fee are to be defined in the **Handbook**.

7 PROCEDURE FOR CALLING MEETINGS

7.01 Procedure for calling General Body Meetings (GBM):

- (a) GBMs shall take place at least once per term in order to provide the general body with an avenue to express their ideas or share their concerns with the Executives.
- (b) Meetings shall be called by the Presidency, by a petition signed by 2/3rd of the Executive, or a petition signed by ten (10) general members and three (3) Executive members of the MSA.
- (c) Members shall be notified of a General Body Meeting by email at least a week in advance.
- (d) Emergency GBMs shall be permissible in extenuating circumstances, provided notice is posted in prominent places on campus, and every attempt is made to ensure that members receive a twenty-four (24) hour notice.

7.02 Procedure for calling Executive Meetings:

- (a) Regular meetings shall take place on at least on a weekly basis during the Fall and Winter terms and at least on a biweekly basis during the Spring term.
- (b) General body members or guests are to be allowed to attend the Advisory Board meetings pending approval by a majority vote.
- (c) Additional and emergency meetings shall be called by the President or by a petition of 2/3rd of the Executive provided notice is posted on relevant executive e-mail lists twenty-four (24) hours prior to the meeting.
- (d) The agenda of each meeting shall be made available one (1) day prior to each meeting subject to availability and the discretion of the chair.

- (e) In the case the President and vice presidents are unreachable, any member of the Executive shall reserve the right to call an emergency meeting, subject to section [7.02-d]. All efforts must be made to contact the President.

7.03 Procedure for calling Advisory Board Meetings:

- (a) Meetings shall take place at least once a month.
- (b) General body members or guests are to be allowed to attend the Advisory Board meetings pending approval by a majority vote.
- (c) Any executive team member shall not be barred from attending Advisory Board meetings upon request.
- (d) Meetings shall be called by the Board Chair or by a petition of 2/3rd of the Board.
- (e) The agenda of each meeting shall be made available one day prior to each meeting subject to availability and the discretion of the chair.
- (f) Emergency meetings shall be permissible in extenuating circumstances provided notice is posted on relevant board e-mail lists twenty-four hours prior to the meeting.
- (g) In the case the Chair cannot be contacted, any member of the Board shall reserve the right to call an emergency meeting.

8 GUIDELINES FOR MEETINGS IN EFFECT

8.01 GBM Guidelines:

- (a) The Advisory Board shall appoint a chair from within the Executive team, in case all Executives decline the position, a member of the Advisory Board shall chair the meeting.
- (b) The appointed chair will be responsible for the agenda of the meeting and shall communicate said agenda to all stakeholders at least three days prior to the GBM.

8.02 Executive meeting Guidelines:

- (a) This Constitution, established in accordance with the **Quran** and the **Sunnah**, shall be the sole document governing the meeting's discussions.
- (b) Quorum shall consist of five (5) members of the Executive, including the Presidency and/or the Vice Presidency.
- (c) Meeting timings and location can only be changed with the approval of the majority of the Executives.

- (d) Only the Executive shall reserve the right to vote.
- (e) Any inter-executive conflict, complaint or disagreement shall be brought up in an Executive meeting, and shall be kept in strict confidence by the Executive.
- (f) **Chairing:**
 - (i) Meetings shall be chaired by the President. In the absence of the President, one of the Vice Presidents shall chair all meetings.
 - (ii) The Chair shall be responsible for maintaining order and ensuring that the agenda is discussed in a complete and efficient manner.
 - (iii) The Chair reserves the right to open issues for discussion and/or an Executive vote.
 - (iv) The Chair shall reserve the right to veto any vote, excepting when the rest of the Executives present at the meeting unanimously agree that the veto is unwarranted.
- (g) **Attendance:**
 - (i) Mandatory for all meetings where the announced agenda includes discussion or review of items that explicitly fall within each Executive/Non-Executive's responsibilities, as set out in this section.
 - (ii) Failure to attend three consecutive meetings, where attendance was deemed mandatory will lead to removal of the member, subject to the majority vote of the Executive.
- (h) Non-Executive positions may not vote on any motions or items, unless the subject of the vote falls explicitly within their bounds of responsibilities, as defined in this Constitution and where they are asked by the chair to participate.

9 ANNUAL CONVENTION

9.01 Convention Purpose:

- (a) To list and resolve outstanding issues pertaining to the MSA.
- (b) To consult the general body regarding the MSA's Strategic Imperatives.
- (c) To present a yearly summary of the MSA accomplishments with regards to the strategic imperatives and termly operating plans.

9.02 Convention Procedures:

- (a) The Convention shall follow the guidelines outlined in the **Handbook**.
- (b) The Convention must be held at least once a year.

10 STRUCTURE AND DUTIES OF THE EXECUTIVE TEAM

10.01 Executive Positions:

The Executive shall consist of the following positions:

1. President
2. Vice-President Brothers
3. Vice-President Sisters
4. Education Officer
5. Treasurer
6. Public Relations Officer
7. Secretary

10.02 Tenure conditions:

- (a) Term of office for each Executive shall be four consecutive months.
- (b) If an Executive decides to continue for one more term, they are automatically considered as nominees by the Elections committee.

10.03 Duties of the Executive Team:

- (a) The Executives shall be responsible for the direction and management of the affairs of the MSA in accordance with the provisions of this Constitution.
- (b) The Executives shall strive to adhere to an Islamic code of conduct at all times that will positively influence the rest of the membership.
- (c) The Executive shall implement the policies outlined in the **Handbook** and follow its procedures.
- (d) Every Executive member shall be responsible for security at all MSA events.
- (e) The Executives must attend mandatory Executive training sessions.
- (f) The executives shall prepare an **operating plan** for their term based on the yearly strategy recommendations communicated by the advisory board. The operating plan could be returned to the advisory board upon discretion of the Executives for further guidance, and shall be made available to any general member by request upon completion.

10.04 Conflict of Interest:

- (a) MSA Executives shall not be part of the executive team of FEDS and/or any other on-campus club.

- (b) MSA Executives can be part of the general membership or directorship (or equivalent) of any other on-campus non-religious club provided they are able to fulfill their MSA Executive obligations.
- (c) MSA Executives can be part of the general membership but not directorship (or equivalent) and not Executive team of any other on-campus religious club.
- (d) If there is ambiguity on the religious nature of an on-campus club, it is to be decided by a majority vote of the Advisory board and previous Executive team.
- (e) Exceptions to articles in this section can be made by the Advisory board upon request by the elections committee.

11 DUTIES AND RESPONSIBILITIES OF SPECIFIED EXECUTIVES

11.01 President:

1. Act as the official representative of the MSA and a signing officer on its behalf.
2. Provide leadership and guidance to the Executive and the MSA general membership.
3. Ensure that the Executive carry out their respective duties as outlined in section [11].
4. Supervise and ensure the smooth operation of the MSA, which includes peacefully resolving any inter-executive conflict and reviewing all MSA documentation.
5. Chair each Executive meeting, subject to section [9.07].
6. Present the Secretary with information in order to set the agenda for meetings.
7. Fulfill an Executive's duty or delegate it to another Executive only if the responsible Executive cannot be reached.
8. Appoint an Elections Committee or Elections Officer, subject to the approval of the Executive Committee for the termly elections and subject to the approval of the Advisory Board for the annual Advisory Board elections.
9. Appoint any general member to an Executive position that has not been filled in by a by-election, subject to the approval of the Executive by a 2/3rd majority vote and after taking the opinion of the Advisory board.
10. Arrange a proper transition of responsibilities at the end of the term, including scheduling of the first general body meeting of the subsequent term, along with the Advisory board.
11. Ensure any documents and reports required by FEDES are completed and handed in on time.
12. Lead the preparation of an operating plan, organized together with all the available executives within the first 2 weeks of each term.

11.02 Vice-President(s):

The duties and responsibilities listed are to be shared between the VP brothers and VP sisters unless otherwise indicated.

1. Assist the President with all designated duties and responsibilities.
2. Assume all duties and responsibilities of the Presidency in the President's absence. VP Brothers and VP Sisters are to either share responsibility or elect one of them.
3. Assign leaders to directorship teams from within or outside the Executive team.
4. Follow-up on the progress of directorship teams and report to the Executive team every meeting.
5. Chair the Directors' Meetings or delegate to an appointed chair from within the directorship team leaders. The chair would be responsible for preparing an agenda and distributing meetings minutes for the Directors' Meeting.
6. Coordinate between the Executive team and MSA committees not specified to other Executives (IAW, OSP, First Years, Muslimprint and Tech).
7. Manage lockers and MSA owned equipment.
8. Ensure any rented equipment is safely used during all events and returned on a timely basis to avoid penalties by the University.
9. Handle any administrative correspondence not specifically assigned to other Executive members.
10. Be a signing officer of the MSA, pending approval by the President.

11.03 Education Officer:

1. Ensure Jumuah (Friday Prayer) organized by the MSA are properly planned prepared and carefully executed creating the best possible experience for students attending on-campus Jumuaahs. This includes but is not limited to:
 - (i) Khateeb recruitment, training, assignment with help and approval of Khutbah committee.
 - (ii) Arranging proper locations.
 - (iii) Collecting feedback on the Jumuah experience from attendees and reporting to the Executive committee.
2. Establish the criteria and procedure for enforcing Islamic conduct at events in consultation with the Presidency and the Advisory Board.
3. Overlook proper Islamic conduct in absence of the President.
4. Raise any issues where there is a dispute or disagreement regarding the criteria or implementation of Islamic conduct in general or for a specific activity to the Advisory Board for a consultation, then convey the Board recommendations to the executives.
5. Monitor use of the Multi-Faith Prayer Room and the Alternate Prayer Room and bring up any concerns to the Executive Committee.
6. Organize educational events such as weekly Halaqas (study circles) and occasional lectures held on-campus; following the stated guidelines:
 - (i) Special Halaqas shall be organized for the brothers and the sisters, in addition to general Coed Halaqas.

- (ii) Organization of Halaqas includes ensuring proper booking of locations by the secretary, advertising timings and locations to the general membership and deciding on Halaqa contents including which texts to be used and topics to be covered.
 - (iii) Content coverage shall be decided based on discussions with the Executives and participants, according to the operating plan and in light of the strategic imperatives.
7. Coordinate between the Khutbah committee and the Executives.

11.04 Treasurer:

1. Be responsible for all financial affairs of the MSA, including the maintenance and security of financial records. This includes supervising the main MSA and MSA committees' accounts with FEDS, and any other assets.
2. Ensure that all financial transactions by any MSA committee are approved by and reported to the Executives.
3. Maintain, if necessary, a maximum of \$100.00 in cash at MSA events involving general cash sales (e.g., sale of food or books by the MSA, ticket sales for events).
4. Reimburse Executive and general members for expenses paid out-of-pocket only when proof of purchase is provided. Reimbursement shall only occur if the expense (on behalf of the MSA) was pre-authorized or approved by either the President or the Vice President.
5. Be responsible for the security and deposit of any cash funds received as revenue all MSA events and ensure deposit is made on a timely basis.
6. Prepare the term budget of the MSA, in conjunction with the Executive, and submit it to the FEDS prior to the budget submission deadline posted by the FEDS (obtain budget form and submission deadline from FEDS office).
7. Abide by any financial guidelines set by the FEDS.
8. Disburse no funds of the MSA except as authorized by the majority of the Executive or the President.
9. Transfer all assets, books and other financial records to the incoming Secretary/Treasurer.
10. If requested, present monthly bank statements to the Executive, including a financial report and bank statement following every major event.
11. Prepare a term report of the financial position of the MSA for the term General Body Meeting.
12. Ensure the signing officers recorded by the bank are the chosen Executive officers.
13. Maintain liaison with the FEDS on any financial matters, with the cooperation of the Publics Relations Officer.
14. Be a signing officer of the MSA.

11.05 Public Relations and Marketing Officer:

1. Advertise and maintain publicity of MSA events in the on and off campus communities.
2. Acquire feedback on the general image of the MSA and report to the Executive team.
3. Prepare, along with the Executive team, short and long term strategies to address the public image of the MSA in light of the strategic imperatives. These strategies are to be included in the operating plan or conveyed to the Advisory board and the successive Executive team.

4. Acknowledge received inquiries and communication from general members via email or social media within forty-eight hours.
5. Cooperate with Tech committee to manage the e-news and coordinate between the committee and the executives.
6. Organize a consultation between the Executives and the Advisory Board when responding to any external inquiry requiring a decision that involves cooperation with other on or off campus entities.
7. Maintain discussions with FEDs and other student clubs on prayer room use and arrangements, after consulting the Advisory Board and Executives.
8. Coordinate between the Muslimprint committee and the Executives.

11.06 Secretary:

1. Prepare and type an accurate account of each Executive and General Body meeting in the minutes to be distributed to the Executive and, if requested, to general members (GBM only), at the next meeting.
2. Post meeting minutes to the Executive and other mailing lists (as decided by the Executive) no later than two (2) days after the actual meeting.
3. Type and distribute the agenda for each Executive meeting subject to section [7.02-e].
4. Transfer all minutes and other records to the Executive approved repository.
5. Ensure University facilities and equipment are properly booked in advance of their need. This includes bookings for all meetings, lectures, Halaqas, and on-campus social gatherings held by the MSA.
6. Maintain liaison with the FEDS on any secretarial matters, with the cooperation of the Public Relations Officer
7. Hand in the mandatory Clubs Package and the required access list(s) to FEDS at the beginning of the term.
8. Prepare and/or maintain a list with the current and previous MSA active members. Active members include Executive team, Advisory board, Committee Heads, Committee members, Lead Directors, Directors and volunteers. The list is to be transferred to the elections committee at the beginning of the nominations period.

12 THE ADVISORY BOARD

12.01 Structure:

- (a) The Board shall be composed of
 1. 3 to 4 directly elected members.
 2. The current President of the MSA.
 3. 2 to 3 honorary members selected by the members in (a) and (b) on the first meeting.
- (b) Honorary members are to be given access to information available to the board and allowed to participate in providing consultation but do not have voting rights.

- (c) Honorary members are to be selected from within the Kitchener-Waterloo Muslim Imams and Chaplains on the first meeting by members in [(a) 1 and 2]. If the previous categories are unavailable then Advisory Board Alumni could be invited to fill honorary member positions.

12.02 Eligibility of Elected Members:

To be eligible for nomination to the Advisory Board, one of the following criteria must be met:

1. Previously elected to and completed one term as President of the MSA.
2. Previously elected to and completed two terms as an MSA executive one of them being the position of Vice-President.
3. Previously elected to and completed three terms as an MSA executive.
4. Previously elected to and completed one term as an executive and has an approval and recommendation from three individuals that fulfill (i), (ii) or (iii).

12.03 Duties:

- (a) Shall define the strategic imperatives for the coming terms, in light of the overall strategy (as defined in this constitution) and Convention suggestions.
- (b) Shall work with the outgoing Executive team to plan and document a Handover package that must include untended and ongoing projects, and training sessions, in a manner that ensures smooth transition and adequate transfer of experience.
- (c) Shall conduct personal development activities for Executive team members, committee heads and lead directors.
- (d) Shall advise Executive team on drafting the operating plan and follow-up with feedback.
- (e) Shall respond with detail to public relations consultation, including but not limited to approval of special task force representation of the UW MSA, approval of inter-club events, and public relation policies with external organizations.
- (f) Shall organize conventions and general body meetings and nominate a functional board member to chair them.
- (g) Shall respond in detail to any dispute or consultation regarding the criteria or implementation of Islamic conduct in general or for a specific activity after consultation and detailed presentation of the case to the honorary members.
- (h) Shall audit the finances and tech resources, including mailing lists, whenever necessary and prepare a summarized report to present to the general body upon request. Audit process shall be conducted as outlined in the Handbook.
- (i) If the President is unavailable, the President may hand over the governance of the MSA to one of the Advisors, if both of the VP(s) are not capable of taking governance.

12.04 Dissolution of the Board:

- (a) The Board shall only be dissolved through an autonomous board decision by a 2/3 majority.
- (b) The dissolution should be conveyed to the executive and they assume all the duties and responsibilities of the Board.
- (c) In case a dissolution occurs, the executives shall work on reviving the Board for the coming term.

13 OTHER MSA POSITIONS**13.01 Committees:**

Each of the following committees consists of a committee head and members. Committees reserve the right to create their own internal structures after consultation with the Executive team.

1. Islam Awareness Week (IAW)
2. Orphan Sponsorship Program (OSP)
3. Khutbah
4. First Years
5. Tech
6. Muslimprint

13.02 List of Directorship and other Positions:

Each directorship consists of directors and a lead director.

1. Social
2. Advertising
3. Fundraising
4. Jumuah
5. IT/Website
6. Ramadan
7. Elections Officers

13.03 Duties and responsibilities of all positions not described in this constitution shall be drafted in the Handbook. They are to be made available on the MSA website for reference.

13.04 An updated list of all the individuals holding any MSA position is to be compiled and archived by the Executive team. All previous and current lists must be presented to the Elections committee.

14 ELECTIONS PROCEDURE

14.01 Election Timings:

- (a) Semester elections of the MSA shall take place during the first General Body Meeting to be held within two (2) weeks of the first day of official classes for the term. These elections will be used to appoint Executive positions as defined in section [11.01].

- (b) Annual Board elections shall be held within the spring term.

14.02 Appointment of an Elections Committee:

The President shall appoint an Elections Committee or sole Elections Officer, depending on the availability of qualifying individuals, subject to the approval of the majority of the Executives for the semester elections and approval of the Board for the annual Board elections. To qualify for this appointment, an individual needs to be a neutral undergraduate/graduate student, alumni, or local community member who the majority of members would confirm as being neutral.

14.03 Election Committee Duties:

The Elections Committee or Officer shall be responsible for the scheduling, advertising and carrying out of all election-related activities. The Elections Committee may request the outgoing Executive for any assistance in the carrying out of these responsibilities.

14.04 Nomination Procedure:

The nomination procedure including but not limited to conditions for a validity, timing, and means of nomination is to be outlined in the Handbook and in any case a notice of the date of elections shall be posted in prominent physical and electronic places no less than three (3) days in advance of the elections.

14.05 All Nominees must read and agree to implement the principles in this Constitution if they are elected to office. The Elections Committee must make clear to all candidates the following:

1. All candidates must meet the eligibility requirements for their positions.
2. Before accepting any nomination, the candidate must read and agree to the duties and responsibilities of that position as outlined in this Constitution.
3. Nominees must submit their Candidate Information form to the Elections Committee. The Candidate Information Forms will be posted on the MSA website seventy-two (72) hours before the first General Body Meeting of the term.
4. No individual shall be denied the right to an elected position based on gender, colour, race, or ethnicity subject to section [11.01 and 4.02].
5. Nominees must understand the seriousness of the position, what each position exactly entails, and the responsibility to Allah that each candidate will have after accepting that position.

14.06 Voting Procedure:

The exact voting procedure shall be outlined in the Handbook. If not present is it to be determined by the Elections Committee or Elections Officer. The following rules shall apply regardless of actual voting procedures:

1. General members may elect members of the incoming Executive.
2. Voting shall be conducted by secret ballot.

14.07 Void Positions:

The Executives, after consultation with the Advisory, may appoint individuals outside the pool of nominees only if all the nominees are unable to take on the position.

15 REMOVAL FROM OFFICE**15.01 Removal Circumstances:**

An Executive member shall be reprimanded by the Executive, and upon repetition, be subject to dismissal for:

1. Violating any Islamic Principle or Law that deems them unworthy to serve as a leader of the UW Muslims and/or representing the MSA in a fashion that is uncharacteristic of the General Body and Islamic Principles.
2. Slander against another Executive member or general member(s)
3. Usage of profanities, derogatory or discriminatory language in conversation pertaining to MSA, its affairs, or membership.
4. Incompetence or willful negligence of duty.

15.02 Removal Procedure:

- (a) After consultation with the aggrieved parties, the President shall write up and present a list of charges against the affected member, to the Executive, at the next meeting.
- (b) Removal from office shall be accomplished by a consensus of the Executive Committee after charges and specifications against the affected member have been presented to him/her at a previous Executive meeting. The Executives could take the opinion of the Advisory board at their discretion.
- (c) The General Body can lobby to remove any Executive from the Executive Committee at any given time, provided that three (3) Executives and thirty (30) General Body Members support the removal and sign a petition for it.

16 FINANCES**16.01 Signing officers:**

The signing officers of the MSA shall be the Treasurer and any one or both of the President and the Vice-President.

16.02 Financial Consistency:

- (a) Financial records for the previous term shall be prepared by the outgoing Executives and submitted to the Advisory before the election of the incoming Executives.
- (b) The Advisory board is to present all previous and current financial records to the new Executive team.
- (c) Single expenses of more than \$1,000 CAD, hereafter defined as extraordinary expenses, must be preapproved by the Advisory board.
- (d) Extraordinary expenditures, must be approved by the majority of the Executives prior to being approved by the Advisory. If the Advisory fails to respond within forty-eight (48) hours then the Executives may, by majority vote, approve the extraordinary expenditures.

16.03 The sum of all monetary loans and/or assets exceeding \$300 must be approved by 2/3rd of the Executive (including the President and Vice-President) and shall require a written contract signed by the borrower(s) and two (2) of the MSA's signing officers. Penalty of breach of contract shall be decided by 2/3rd majority of the Executive.

16.04 Dissolution:

If due to some extreme circumstance the UW MSA is forced to dissolve, then all assets of the organization must be relinquished by the last Executive Committee to the MSA of the US and Canada after all debts to the UW MSA and/or its associates have been paid off.

17 CONSTITUTIONAL AMENDMENT PROCEDURE**17.01 Amendment Procedure:**

- (a) If it becomes necessary to amend any part of this Constitution, a notice of intent to amend the Constitution, and written copies of the proposed amendment(s) must be presented to the Executive at an Executive meeting.
- (b) The general body must be informed of the amendments meeting by e-mail and a copy of the proposed amendment(s) must be posted on the MSA website at least three (3) days before the meeting.
- (c) Amendments may be made to this Constitution, subject to section [23.02], by vote of 60% or greater of a quorum of 60% of the members present at the first General Body Meeting, subject to section [3.05].

17.02 Amendments to article [17 Constitutional Amendment Procedure] may be made not more than once every two (2) years starting from the time when this Constitution was most recently amended. The quorum must follow the same exact procedure as section [17.01]

18 ACCEPTANCE

18.01 As of September 1st, 1998 this Constitution shall be known as the Constitution of the University of Waterloo Muslim Students' Association.

18.02 An updated copy of this Constitution shall be made available on the MSA website and shall be filed with FEDS upon request.

18.03 Transitional Clause:

For initial instatement of the Advisory Board after the November 2013 Amendment:

- (a) The first elections of the Advisory board is to be held at the earliest convenient chance and the term is to expire at the regular re-election period.
- (b) A joint committee shall be formed by the Executives and Board to re-write and complete the Handbook taking the latest constitutional amendments into effect.
- (c) For individuals holding 'director' positions before the instatement of the latest amendment, any reference to 'lead director' in the eligibility criteria articles can be sufficed by their position.

19 CONSTITUTIONAL AMENDMENT DATES

19.01

1. 1996 September 1st – Constitution instated
2. 2006 September 1st
3. 2008 March 15th
4. 2009 May 30th
5. 2010 June 27th
6. 2013 November 26th