

CLUB NAME

The name of the club will be the Muslim Students' Association. We are not an agent or representative of the Federation of Students (Feds), and our views and actions in no way represent the Feds.

GOVERNANCE

The club will uphold the values, mission, and purpose of both the University of Waterloo (UWaterloo) and Feds through following the directives outlined in the Feds Clubs Manual, all Feds By-Laws, Policies, and Procedures, as well as all policies and procedures outlined by the UW Secretariat. Furthermore, the club will abide by all laws of the Region of Waterloo, Province of Ontario, and Government of Canada. All club matters will ultimately be governed by the Feds Internal Administration Committee (IAC), by virtue of the office of the Feds Vice President Internal, via the Clubs Manager and Clubs Manager Delegate.

PURPOSE

The purpose of the club is to gather University of Waterloo students, staff, faculty, and members of the UWaterloo community at large to serve Allah in the best way possible through the principles laid out in the Quran and Sunnah. The MSA will encourage and facilitate the practice of Islam on campus as well as promote awareness of Islam among the UWaterloo community. The MSA will organize events and services in accordance with the Shariah. Any interference on the pretext of "modernization" 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such ideas will not be acceptable, as Islam is a way of life for all times and places and hence is not subject to being outdated or needing reform.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 recognized by the majority of Sunni Muslims in Canada.

Club events, activities, and/or initiatives will include:

- Providing essential Islamic services to the Muslim students on campus and addressing their Islam-related needs;
- Voicing the concerns of Muslim students on campus as an official body to third parties; and
- Holding events that bring together and connect the UWaterloo Muslim community.

MEMBERSHIP STRUCTURE

Unless detrimental to the club purpose (of which IAC would determine), the club will be fully inclusive and welcoming to both its current and potential membership. New membership is welcome and accepted at any time during a club's active term. Eligible club members may be current: Feds Members, as outlined by the Feds By-Laws; UWaterloo graduate students; UWaterloo staff or faculty; and/or members of the UWaterloo community at large, as defined in the Clubs Manual.

Only current UWaterloo students (graduate or undergraduate) may hold voting membership within the club. UWaterloo Staff, faculty, and members of the UWaterloo community at large may hold non-voting membership within the club. At least two thirds of the club's membership must be current UWaterloo students (graduate or undergraduate). The majority of total membership must be UWaterloo undergraduate students.

MEMBERSHIP FEE

Club membership is free.

EXECUTIVE OFFICERS

The majority of executives will be current UWaterloo students (graduate or undergraduate). The club president will be a current UWaterloo undergraduate student. All club executives will be elected, not hired or appointed. The term of office for all executive positions is one academic term, as outlined by UWaterloo's Registrar's Office. A President can only hold office as President for up to three consecutive terms. All club decisions will be determined by executive vote, as no executive officer (not even the President) holds decision making power for the collective.

The President ensures that:

- The club operates according to the guidelines of its constitution, and some agreed upon guidelines for running a meeting, such as Robert's Rules of Order;
- The club works towards its objectives as agreed upon by the membership; and
- The next President is trained.

Additional responsibilities

The President ensures that:

- The rest of the Executive team and the MSA membership receives leadership and guidance;
- All Executives strive to adhere to an Islamic code of conduct at all times that will positively influence the rest of the membership.
- The agenda is set and followed for General and Executive meetings;
- The club operates smoothly, including that any inter-Executive conflicts are resolved peacefully and that all MSA and Feds documentation is reviewed;
- An Elections Committee is appointed to run the termly elections;
- An operating plan capturing the goals and strategic vision of the term is prepared within the first two weeks of the term;
- Executive Support Committees are formed and disbanded as necessary to meet the MSA's goals;
- The Advisory Board is contacted if advice or past MSA context is needed; and
- The Advisory Board and Elections Committee are overseen.

The VP Operations ensures that:

- Records of what the group has done are maintained, distributed, and are accessible to all the members;
- Meeting minutes/notes are recorded and made available to all voting members;
- All club correspondence is monitored and brought to the attention of the appropriate person(s);
- The duties of the President are undertaken in his/her absence; and
- The next VP Operations is trained.

Additional responsibilities

The VP Operations ensures that:

- All MSA assets are properly stored in a clean and organized way within space provided to the MSA by Feds;
- Event bookings are submitted to Feds for all MSA events and meetings, including the necessary requests for UWaterloo facilities and equipment; and
- Any rented or borrowed equipment is safely used during all events and returned on a timely basis to avoid penalties.

The VP Finance ensures that:

- The club's Feds bank account and all financial transactions for the club are monitored and verified;
- All club revenues are collected, deposited into the club's Feds bank account, and reconciled correctly and within a timely manner;
- Club cheque requests are submitted correctly and in a timely manner; and
- The next VP Finance is trained.

Additional responsibilities

The VP Finance ensures that:

- A financial report is prepared at the end of the term and released to members;
- A budget is prepared within the first two weeks of the term, with the assistance of the President;
- All financial transactions on behalf of the MSA are pre-approved by a majority of the Executive team or the President;
- The Executive team receives a bi-weekly update on the MSA's financial status and its latest bank statement; and
- Donations are collected after all Friday prayer services.

The VP Education ensures that:

- Friday prayer services organized by the MSA are properly planned and executed, including but not limited to khateeb recruitment, training, assignment, and feedback;
- Proper Islamic conduct is maintained at all MSA events;
- UWaterloo prayer spaces are kept clean and organized, in partnership with UW Plant Ops and any other relevant UWaterloo partners;
- Content and speakers at educational events and halaqas organized by the VP Events are suitable and conducive to a positive Islamic environment; and
- The next VP Education is trained.

The VP Events ensures that:

- Social, educational, and other events are organized for members and/or the UWaterloo community;
- Event logistics are delegated to the correct Executive team or Executive Support Committee points of contact;
- Volunteers are recruited and managed for all events;
- All events are executed smoothly, safely, and in alignment with all Feds and MSA event policies; and

- The next VP Events is trained.

The VP Internal ensures that:

- Individuals are appointed to fill leadership positions in the Executive Support Committees, in consultation with the President;
- There is clear communication between the Executive team and all Executive Support Committees;
- Executive Support Committees operate in accordance with MSA and Feds policies to achieve their given objectives;
- Activities are not conducted by the Executive Support Committees without a request or approval from the Executive team;
- The documentation of past MSA executives is consulted where relevant, and additions and modifications are made to it if necessary;
- Executive Support Committees excluding the Advisory Board, Tech Team, Marketing Team, and Elections Committee are overseen; and
- The next VP Internal is trained.

The VP External ensures that:

- All events are advertised through email, social media, and the MSA website, in collaboration with the Marketing Team;
- All received inquiries and communication to the Executive team is acknowledged within 48 hours and directed to the appropriate Executive team member to address;
- The MSA website is kept up-to-date, in collaboration with the Tech Team;
- Feedback is obtained from MSA members and the UWaterloo community around the MSA's events, goals, and general performance;
- The Marketing Team and Tech Team are overseen; and
- The next VP External is trained.

The three signing authorities for the club will be the President, VP Operations, and VP Finance.

It is important to assure that the person with the most information and/or knowledge in the club is not the full-time chairperson. Therefore, the club will occasionally rotate the role of chairperson among voting members

EXECUTIVE SUPPORT STRUCTURE

The Support positions do not hold an executive vote. Rather they assist in achieving an executive's specified duty or an overall club purpose.

Advisory Board:

The Advisory Board consists of up to three MSA or community members who have held MSA Executive team positions within the past two years and are knowledgeable enough to advise on a variety of aspects concerning the MSA's goals and operations. The Advisory Board reports to the President.

Marketing Team:

The Marketing Team is responsible for all MSA marketing, including event poster creation, event photography/videography, and engaging with MSA members and the UWaterloo community through

social media. The Marketing Team reports to the VP External.

Tech Team:

The Tech Team is responsible for maintaining the MSA website. The Tech Team reports to the VP External.

Orphan Sponsorship Program (OSP) Team:

The OSP Team is responsible for raising awareness about orphans and fundraising money to be donated to orphan sponsorship programs. The OSP Team reports to the VP Internal.

Elections Committee:

The Elections Committee is responsible for conducting MSA elections at the end of each term. Members of the Elections Committee are barred from running in any election held during their tenure. The Elections Committee reports to the President.

MEETINGS

General Meetings

The club will hold termly general meetings. Quorum for general meetings will be 10 voting members or 20% of voting membership (whichever is more). The club must hold at least one general meeting per term to be considered active.

Executive Meetings

The club will hold weekly executive meetings. Quorum for executive meetings will be 2 executives or at least 51% of the executive body (whichever is more).

The first meetings (both general and executive) of the following term will be arranged by the outgoing executive. At said meetings, subsequent meeting dates and locations will be set. Meeting dates and times will be forwarded to voting members via email and Facebook. Emergency meetings can be called by any executive via email, Facebook, or Slack, and must be sent to the appropriate members at least 48 hours prior to the meeting time.

ELECTION PROCESS

Elections shall take place at the end of each term for the following academic term. Only voting members of the club may vote. Club members must be notified, by email, two weeks in advance of the meeting where executive elections will take place.

Nominations for executives can be made from any club member. The successful candidate will be the one with the most votes. In the case of a tie, a re-vote will take place until the tie is broken.

IMPEACHMENT AND DISCIPLINARY PROCEDURES

A movement to impeach an executive officer may be made by any executive officer or by petition of at least five voting members. When the motion is made, the Clubs Manager will be informed. An emergency general meeting will be called as soon as is reasonably possible. If the initiators of the movement feel a general meeting to be an inappropriate avenue for the impeachment meeting, then a motion can be to IAC via the Clubs Manager to request the impeachment meeting be changed to an executive meeting.

No club funds will be spent until the issue is resolved.

At the impeachment meeting, the individual(s) who initiated the process will state their case. Afterwards, the officer(s) under impeachment will have an opportunity to defend their position(s) on the matter.

There will then be a question and answer period followed by the selection process for a Chief Returning Officer (CRO) who will oversee the voting process to ensure the decision is fair and democratic. Any executive officer who is neither the initiator nor subject of the impeachment may volunteer as CRO. If there is no such officer, then any voting member of the club present at the meeting may volunteer. If there are multiple volunteers, then the CRO will be selected based on a simple majority vote cast by secret ballot and tallied publically by the chairperson of the meeting. If there is no such volunteer for CRO, then the meeting will be at a standstill until either an eligible executive officer or voting member volunteers.

The vote will be by a "YES/NO" secret ballot, tallied publically by the CRO. If at least two thirds of the votes are for impeachment, then said officer will immediately be stripped of their position. The remaining executive may choose to call an immediate by-election to replace the newly vacant executive officer position.

CONFLICT OF INTEREST

A claim against any executive officer or club member regarding a potential conflict of interest can be made by any executive officer or by petition of at least five voting members. If such a claim arises, then said individual(s) under suspicion have the opportunity to remove them self (or themselves) from said potential conflict without acknowledging intention of wrongdoing. In the event the claim is contested, then the Clubs Manager will be informed and an emergency executive meeting will be called to determine the validity of the claim. Executive officers who have a claim against them cannot vote to determine the validity of said claim. If executive quorum is not possible due to the removal of said vote(s), then an emergency general meeting will be called and the same proceedings described for impeachment will be used to determine the validity of the claim.

If the claim is validated and there is suspicion of intentional wrongdoing, an immediate impeachment proceeding may be called by any executive officer or by petition of at least five voting members, of whom are not named in the claim. If it is determined that a club member is involved in intentional wrongdoing, the impeachment proceeding will be called to determine said member's club status.

AMENDMENTS

Constitutional amendments may be proposed by any executive officer or by petition of at least five voting members. The amendment will then be voted on by referendum. The voting procedure will be the same as for the impeachment process. If the vote passes, the amendment and the vote will be forwarded to the Clubs Manager for final approval from IAC. If IAC approves, then the constitution will be amended and any changes will be inserted into the constitution.

A motion to officially close the club will follow the same procedure as a constitutional amendment. If such a motion passes, then the club will be purged from the clubs system.

AFFILIATIONS

The club may choose to affiliate with another organization at any time given that the affiliation both aligns with the club purpose and will significantly benefit the club's ability to carry out said purpose. As outlined in the Feds Clubs Manual, any external affiliation must comply with the requirements of Procedure 3, section 3,

subsection 3, 4 in the Students' Council Procedure document, which specifically outlines the recognition of clubs. Any potential affiliations in the future must be decided by referendum as described in the above amendment process. If approved, the new affiliation outlining the terms and conditions of the affiliation will be added to the Affiliation section. A letter confirming the affiliation from the affiliated organization itself is also required and will be attached to the club's constitution.

No organization(s) is/are currently affiliated with this club.

EXECUTIVE ELIGIBILITY CRITERIA

In addition to meeting the general criteria defined by Feds, any candidate for any Executive position must:

- Be a declared Muslim;
- Have previously volunteered with the MSA before their nomination for the position; and
- Be able to reach the UWaterloo campus on any day of the week if necessary.

Any candidate for the position of President must have previously served as an MSA Executive for a full term without voluntary or involuntary removal from the position.