

In the Name of God, Most Gracious, Most Merciful

**MUSLIM STUDENTS' ASSOCIATION (MSA)
OF SSMU**

CONSTITUTION

(submitted for approval 4 December, 2000)

ARTICLE I: Name

The Muslim Students' Association (MSA) of the Students' Society of McGill University

ARTICLE II: Mandate

The MSA's mandate is to:

- Help Muslim students strengthen their faith, increase their knowledge and understanding of Islam, purify their hearts, deepen their spirituality, develop sound Islamic character based on the directives of the Holy Qur'an and the Prophetic Sunna, and otherwise draw closer to the goal of complete and sincere submission to God which lies at the basis of the Islamic worldview;
- Establish prayer services for men and women five times daily, in addition to Friday services and special prayers connected with Islamic holidays;
- Facilitate access to information about Islam in various languages for the ethnically diverse McGill community;
- Link, support and unite members of the MSA through the challenges of university life;
- Provide a forum for the training of effective Muslim community workers through participation and coordination of activities for the McGill community;
- Coordinate social activities for men and women;
- Coordinate sports activities for men and women; and
- Provide a link for the McGill community with social and action-based activities in the local Muslim community and around the world.

ARTICLE III: Membership

- 3.1 Membership in the MSA is open to everyone.
- 3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

ARTICLE IV: Executive Committee

- 4.1 The Executive Committee, known as the "Shura Council," shall be made up of one president, referred to as the "Amir," and eight (8) Shura Council members holding undifferentiated executive positions. The Amir shall ensure the proper functioning of the organization by assuming the responsibilities outlined in Section 5.1 of the present document. Each of the nine Shura Council members shall be responsible for a diversified portfolio of responsibilities commensurate with his/her interests and experience. This system is proposed as an alternative to the more conventional scheme, under which any one person's responsibilities would be limited to and exhausted by the tasks associated with the traditional positions of Vice-President Internal/External, Secretary, Treasurer, etc.
- 4.2 All eight members of the Shura Council must be consulted by the Amir for binding decisions to be made. Only in emergency situations where the necessity of immediate action precludes such consultation is the Amir authorized to take decisions on a unilateral basis.

ARTICLE V: Portfolios

- 5.1 The Amir shall:
 - Be the chief executive officer, chief representative, and chief spokesperson of the MSA;
 - Oversee and assume ultimate responsibility for all aspects of the MSA and for all club activities;
 - Ensure the smooth running of the MSA as a whole through facilitation of and mediation among the various portfolios of the Shura Council with a vision that is consistent with the MSA mandate;
 - Chair all Shura Council meetings in person, or through proxy if Amir's absence is unavoidable; and
 - Co-sign all financial transactions with the Shura Council member charged with treasury duties.
- 5.2 Other vital tasks, such as those normally associated with the positions of Vice-President Internal/External, Treasurer, Secretary, etc., shall be divided among the

Amir and the eight other Shura Council members as prescribed in Article IV above. Such tasks will include, but not be limited to, the following:

- Assuring the establishment of the five daily prayers in the Muslim Prayer Room or other suitable location;
- Assuring room booking and set-up for Friday prayer services, as well as contacting and scheduling Imam;
- Overseeing the organization and proper functioning of MSA office and Muslim Prayer Room;
- Overseeing the proper functioning of MSA library;
- Assuring regular services during Ramadan, including breaking of the fast and nightly prayer services;
- Arranging for prayers and celebrations to be held on the two holidays of the Muslim calendar, Eid al-Fitr and Eid al-Adha;
- Holding regular study circles for both men and women, dealing with various branches of the Islamic sciences and of issues and topics which concern the Muslim student population, as well as students interested in Islam from outside the community;
- Organizing public lectures and events for the benefit of the entire McGill community, as well as the Montreal community at large;
- Overseeing the planning of regular sports and social activities for men and women;
- Bearing responsibility for developing healthy relations with student and community organizations outside McGill, and particularly those in the Montreal area;
- Bearing responsibility for communication within the Shura Council, with other McGill University student organizations, and with the Students' Society of McGill University;
- Maintaining the membership list of the MSA;
- Maintaining the MSA web site and e-mail lists;
- Being responsible for the collection of membership fees;
- Ensuring the funding and financial stability of the MSA;
- Co-signing all financial transactions with the Amir;
- Taking minutes at Shura Council and general meetings, and ensuring proper distribution of all minutes; and
- Assuming responsibility for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.

ARTICLE VI: Fees

The MSA membership fees shall be \$5.00/yr. per member, payable at the beginning of the fall semester. Payment of membership fees is required for participation in MSA elections.

ARTICLE VII: Finances

Every member of the Shura Council shall prepare a budget statement for the tasks under his or her portfolio at the beginning of the year. Once the budget is adopted, the Shura Council member in charge of finances shall form a committee to follow up on the expenses and the revenues of the association. The MSA income statement and overall financial situation must be reviewed at the end of every academic session.

ARTICLE VIII: Meetings

- 8.1 A Shura Council meeting shall be held at least once per month throughout the fall and winter terms. Summer meetings may be held on an *ad hoc* basis, depending on the availability of Shura Council members. In addition, special meetings may be convened by the Amir as deemed necessary.
- 8.2 Individual members of the Shura Council shall meet regularly with the members of sub-committees working on the tasks that fall within their portfolio.
- 8.3 A General Meeting shall be held at the beginning of each semester, with the purpose of welcoming MSA members, sharing with them the goals and activities of the MSA for the semester in question, and providing an open forum for all members to share their views regarding said goals and activities.
- 8.4 There shall be a general meeting held in late March for the purpose of electing a new Shura Council.

ARTICLE IX: Electoral Procedures and Impeachment Processes

General Regulations:

- 9.1 On the day of elections, one member from the General Assembly who has not been nominated for office shall be appointed to oversee the election process. This member will be referred to, for the remainder of this section, as the Election Officer, or "EO."
- 9.2 Elections shall be held in the month of March during a general meeting called specially for this purpose (see Article VIII above).
- 9.3 The EO shall announce the date and location of elections at least two full weeks before the election date. In addition to posting an announcement in the MSA office, the prayer room, and through the club e-mail list, the EO may, but is not required to, place a notice of elections in the McGill Tribune and/or McGill Daily. Finally, the EO shall post information on the SSMU Notice Boards in the University Center (Shatner Building).

- 9.4 The EO shall be responsible for the general conduct and execution of the elections and shall fulfill this duty with due diligence and impartiality.
- 9.5 Elections shall be conducted by secret ballot.

Nomination and Election Procedures:

- 9.6 In accordance with the spirit of Islamic teachings, no member of the MSA shall, in any way whatsoever, actively seek a position on the Shura Council. There shall be no “running” for office in the usual sense of the term. Rather, MSA members will nominate, at least two days prior to the election, their choices for the position of Amir, as well as for the eight undifferentiated Shura Council positions. In order to be eligible for nomination, an MSA member must: (1) have worked on at least one sub-committee during the preceding year; (2) enjoy the endorsement of at least two members of the standing Shura Council; and/or (3) be an MSA member having paid the membership fees for the year in question.
- 9.7 On the day of elections, nominees for the position of Amir who fulfill the above conditions shall be listed on a board and elected by the General Assembly via secret ballot. The votes shall be tabulated immediately by the EO in the presence of two witnesses. After the count, the EO shall simply announce the name of the person having received the most votes, without detailing the number of votes received by each individual nominee. Once the Amir has been elected, all nominees for the eight remaining Shura Council positions will be presented to the floor and voted upon simultaneously, with each voting member listing eight, and only eight, nominees of his/her choice.
- 9.8 Election ballots shall be kept in a secure location for five (5) weeks after the date of voting.

ARTICLE X: Affiliations

MSA of the SSMU shall be affiliated with the MSA National of the United States and Canada. In addition, MSA may cooperate on a project-by-project basis with other clubs having similar interests or goals.

ARTICLE XI: Constitutional Amendment Procedure

- 11.1 Any member of the MSA may propose an amendment to the Constitution.
- 11.2 In order to amend the Constitution, a two-thirds majority vote at the General Assembly must be in favor of the proposed amendment.
- 11.3 All amendments shall be ratified by the SSMU Council before they take effect.

ARTICLE XII: Bylaws and Policies

- 12.1 The MSA shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.
- 12.2 The MSA's bylaws shall not contravene the present Constitution.

ARTICLE XIII: SSMU Constitution

- 12.1 In case of any inconsistencies between the MSA Constitution and the SSMU Constitution, the SSMU Constitution shall take effect.
- 12.2 If there are any areas not covered in the present Constitution, the SSMU Constitution shall take effect.