**Constitution of the McGill Thaqalayn Muslim Students’ Association**

**Ratified by SSMU Council on:** November 6, 2014

**Article I:Name**

1.1 McGill Thaqalayn Muslim Students’ Association (TMA) also referred to hereinafter as the Club.

**Article II: Mandate**

2.1 The Club’s mandate shall be to:

* Expand its members’ awareness and knowledge by arranging lectures and creating open panels.
* Hold special programs for Islamic occasions, in particular, the events that are respected mainly by Shia Muslims.
* Help students of different beliefs to discover Islamic values and the active role that one can play in the contemporary life in the view of these values.
* Network with other Muslim and non-Muslim Club’s to hold events based on common interests and objectives.
* Collaborate with McGill’s academic centers involved in Islamic studies, in its future perspective.
* Run social events that provide Shia Muslims leisure within their religious framework, as well as social environment to interact with non-Muslim students. These events include outdoor activities, social gatherings and trips.
* Organize information tables in McGill’s social events.
* Raise funds for charitable activities suggested by Islam.
* Introduce other active Islamic Centers to McGill students by running collaborative projects and events.
	1. **Code of Conduct**

The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

2.2.1 No member shall make personal profit from the club

* + 1. Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution
	1. **Student Group Civility**

2.3.1 The club will maintain cordial and respectful relations with all other clubs, services

 and independent student groups.

2.3.2 The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.

2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Clubs and Services and attempt to remedy the problem in a collegial fashion.

* 1. **Environment**

2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations

2.4.2 Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are but are not limited the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators

2.4.3 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

**Article III: Membership**

3.1 Membership for a club under the Students’ Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

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 (EC) shall administer the Club and oversee its events.

4.2 The EC is composed of the following five portfolios:

1. President
2. Vice President External
3. Vice President Internal
4. Vice President Finance
5. Vice President Social and Events

4.3 If more than 5 persons are elected because of equal number of votes, one (or more than one) of the VP positions can be held by two people.

The EC must attempt to have meeting at least on a monthly basis. The frequency of meetings can be increased by the EC’s demand. The EC shall make attempt to hold meeting before special occasions of “Day of Ashura”, “Eid al-Ghadeer” “Ramadan” and “Mid-Sha’ban”.

4.4 At least three of the five EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

4.5 The EC must try to make decisions by consensus, if not possible to reach consensus, decisions are made based on the majority of votes of the present EC members.

**Article V: Portfolios**

5.1 **The President shall:**

* + 1. Be the chief executive officer, chief representative, and chief spokesperson of the Club.
		2. Oversee all aspects of the club.
		3. Collaborate with VP Social and Events to run club’s events
		4. Be the main point of contact between the SSMU VP Clubs and Services and the club
		5. Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate.
		6. Chair all EC meetings.
		7. May cast the deciding vote in the event of a EC deadlock
		8. Co-sign all financial transactions with the Treasurer.
		9. Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students’ Society of McGill University
	1. **The Vice President External shall:**
		1. Act as representative of the Club to the community within and outside of the University.
		2. Collaborate with VP Social and Events to run club’s events
		3. Network with other active Islamic Centers in Montreal
		4. Be responsible for developing healthy relations with student and community organizations within and outside McGill University
		5. Be responsible for promoting the image of the Club to the community within and outside McGill University.
	2. **The Vice President Internal shall:**
		1. Be responsible for communication within the EC and with the Students’ Society of McGill University.
		2. Maintain the membership list of the club
		3. Take minutes at EC and general meetings archive them
		4. Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings
	3. **The President Finance shall:**
		1. Oversee and coordinate funding for the programming activities and events of the club
		2. Co-sign all financial transactions with the President.
		3. Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
		4. Ensure the funding and financial stability of the club
	4. **The Vice President Social and Events shall:**
		1. Hold at least 4 events as a core of club’s activities in collaboration with the President and VP external
		2. Publicize events within and outside McGill community
		3. Plan and organize the content of each event
		4. Document events and report them in the next EC meeting

**Article VI: Fees**

6.1 The club shall have no membership fee.

**Article VII: Finances**

* + 1. The EC shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester.
		2. All club bank accounts must be kept at Scotiabank as subsections of the SSMU account.
		3. Each account must have two signing officers.

**Article VIII: Meetings**

8.1 There shall be a General Meeting held in March for the purpose of electing new members to the EC.

8.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.

8.3 Special Meetings shall be called at any time deemed necessary by the EC.

**Article IX: Electoral Procedures**

9.1 The Vice-President (Clubs & Services) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.

9.2 The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.

9.3 Elections are to be held before March 31 during the previously mentioned General Meeting.

9.5 Elections are to be conducted by secret ballot in person.

9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.

9.7 The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results.

**Article XI: Constitutional Amendment Procedure**

* 1. Any member of the club may propose an amendment to the Constitution.
		1. In order to amend the constitution a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment
		2. All amendments shall be submitted to the Interest Group Coordinator, will be reviewed by the Interest Group Committee and ratified by the SSMU council before they take effect.

**Article XII: Bylaws and Policies**

* + 1. The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution
	1. The club’s bylaws shall not contravene the Constitution.
		1. The club by laws must be available to any member of the SSMU when and if requested.

**Article XIII: SSMU Constitution, By-Laws and Policies**

13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.

13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.