

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allah, The Most Beneficent, The Most Merciful

CONSTITUTION OF THE MUSLIM STUDENTS' ASSOCIATION

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“Let there arise out of you a community of people inviting [others] to [do] all that is good, enjoining what is right, commanding what is proper and forbidding what is wrong; they are the ones to prosper and attain felicity. Be not like those who are divided amongst themselves and fall into disputations after receiving clear signs; for them is an awful torment.”

(Al-Qur'an 3:104)

Established at McMaster University in 1967.
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TABLE OF CONTENTS

ARTICLE I:	MSA DECLARATION
ARTICLE II:	PURPOSE
ARTICLE III:	MEMBERSHIP
ARTICLE IV:	EXECUTIVE BOARD OFFICERS
ARTICLE V:	COMMITTEES
ARTICLE VI:	FINANCES AND SPENDING POLICIES
ARTICLE VII:	MEETINGS
ARTICLE VIII:	ELECTION GUIDELINES
ARTICLE IX:	CONSTITUTIONAL AMENDMENTS
ARTICLE X:	DISCLAIMER

ARTICLE I: MSA DECLARATION

Whereas the Muslim Students' Association (MSA) shall be the response to every McMaster University Muslim students' request and need for an entity to fulfill the duty of providing the aforementioned with the proper facilities and services necessary to practice Islam, and carry out their normal Islamic duties; and whereas the MSA shall take on the duty of representing and conveying the true nature of Islam as a message for all humanity; and whereas the MSA shall carry out its duties through cooperation and organization with the relevant entities and organizations at McMaster University and the community at large, to educate and promote Islam to the public, and through enjoining what is right, commanding what is proper and forbidding what is wrong; and whereas the MSA and its members shall always have the main goal to be serving and obeying Allah Most High, The One God and Lord of creation, in the best way possible; The Muslim Students' Association has been established by the Muslim students of McMaster University as a McMaster Students' Union (MSU) constituted association to carry out the representation and duties aforementioned serving the Muslims of McMaster University at large.

ARTICLE II: PURPOSE

As in the declaration, the main aim of the MSA is to facilitate the practice of Islam for Muslim students of McMaster University in particular, and for Muslims in the McMaster University community at large. In doing so, the MSA seeks to interact with other clubs and associations that it may elucidate the true message of Islam to McMaster students and the surrounding communities. The means taken by the MSA to fulfill this mandate shall, in no way, violate any Islamic principles as outlined in the Qur'an and Sunnah of the Prophet Muhammad (upon whom be peace). The MSA must, at all times, subject itself to the judgment of Islamic jurisprudence. Therefore, the objectives of the McMaster MSA can be summarized, but not limited, by the following:

1. To provide facilities for daily as well as Friday congregational prayers.
2. To organize activities of an educational nature which may be beneficial not only to Muslims, but also to non - Muslims.
3. To organize activities of a social nature for the interaction of Muslims.
4. To establish an organization that may fulfil any needs a Muslim may have on the McMaster campus, be it social, moral, educational or any other.

ARTICLE III: MEMBERSHIP

Membership in the MSA will require the following qualifications, in addition to any requirements added by the general membership in the By - Laws.

1. Membership in the MSA shall be open to all recognized members of the McMaster community who support the purpose of the association.
2. Membership shall be granted to an interested party upon the request of the same to the Executive Board of the association.
3. Membership in the association is not open to individuals outside the campus community except on an honorary basis.

ARTICLE IV: EXECUTIVE BOARD OFFICERS

The Executive Board of the MSA has the responsibility of seeing that the MSA purposes and goals are being met. Officers of the Executive Board shall consider their positions as a trust and shall carry out their duties to the best of their abilities. Officers of the Executive Board shall work collectively and individually towards improving: (i) their own knowledge and practice of Islam; (ii) the MSA members' knowledge and practice of Islam; and (iii) the image of Islam and Muslims in the public. The Executive positions are designated by elections.

A. GENERAL

1. The Executive positions shall be eight, namely: President, Vice President Brothers, Vice President Sisters, Treasurer, Secretary, Senior Advisor, Internal Public Relations Officer and External Public Relations Officer.
2. In the case of absence of the President and Senior Advisor, leadership of the association shall be transferred to the Executive Officer with maximum seniority, unless otherwise specified by the President, until the President returns or elected.
3. Urgent, non-financial, decisions outside the Executive Board meetings shall be taken after approval of at least three Officers. Of these three, two should be the President and the Officer whom the decision relates the most. A review of the situation and the decision should be scheduled on the agenda and discussed at the following Executive Board meeting.
4. Only MSA members, that have fulfilled all the membership requirements, may hold an Executive position within the MSA.
5. Because of the MSA nature as a MSU constituted association, the executive positions of President, Vice-President, Treasurer and Secretary are restricted to MSU members.
6. The incumbent Executive Board shall file a list of the succeeding Executive Board with the MSU Secretary.
7. Executive Board members shall be elected to positions by the membership for a one calendar year term.
8. Any executive member may be recalled by power of two thirds (2/3) of the Officers of the Executive Board, or two thirds (2/3) majority vote at a general meeting with quorum present.
9. Except for the President, the Executive Officers shall perform duties that are from time to time assigned to them by the President.
10. Officers and Coordinators are expected to have a budget planned and accompanying any proposed activity, presented to the Executive Board at the time of the proposal.
11. The Executive Board, Coordinators and MSA members may refer to a secondary

governance document, the Policy Handbook, which shall contain guidelines and procedures set by previous Executive Boards for day to day operations.

12. The Executive Officers shall perform duties that are from time to time assigned to them by the Executive Board or the general membership.

B. PRESIDENT

The President shall be elected from amongst the MSA members. The President shall:

1. Carry out all the roles and duties expected in Islam of the leader of a local Muslim community, and shall have been a member of the MSA for at least one year before being elected.
2. Preside over all meetings of the association and shall be an ex-officio member of all committees within the association, coordinating the day-to-day operations of the association.
3. Be responsible for holding Executive Board and general membership meetings, and facilitating each meeting including providing an agenda for the meetings.
4. Coordinate, monitor and maintain direction of the entire association to achieve the overall purpose and goals of the MSA at the maximum possible efficiency.

C. VICE PRESIDENT BROTHERS

The Vice-President Brothers shall:

1. Be responsible for representing the brothers in the MSA to the Executive Board.
2. Act accordingly to ensure that brothers' concerns are addressed.
3. Act as a liaison between the Executive Board and assigned coordinators.

D. VICE PRESIDENT SISTERS

The Vice-President Sisters shall:

1. Be responsible for representing the sisters in the MSA to the Executive Board.
2. Act accordingly to ensure that sisters' concerns are addressed.
3. Act as a liaison between the Executive Board and assigned coordinators.

E. SECRETARY

The Secretary shall:

1. Keep the minutes of all executive meetings, and be responsible for all correspondence and files of the association.
2. Attend to all room booking requests for the use of the MSA and its proper procedures in accordance with the university's booking policies.
3. Keep and maintain an up to date list of members and be responsible for the yearly membership fee collection, if any.

F. TREASURER

The treasurer shall:

1. Understand the great accountability of his/her post in Islam, and that the funds of the MSA are a trust.
2. Keep accurate and timely account books of the association.
3. Arrange for the custody and distribution of the funds pursuant to the regulations, Executive Board, and general memberships direction.

G. SENIOR ADVISOR

The Senior Advisor shall:

1. Have a measure of seniority over other members of the MSA Executive Board in terms of religious knowledge or experience relevant to the association.
2. Lead the meetings and congregational prayers in the absence of the President or delegate the leadership if not already delegated by the President.
3. Have the responsibility for ensuring that the MSA Executive Board is operating according to the constitution and the different levels of governing laws.

H. INTERNAL PUBLIC RELATIONS OFFICER

The Internal Public Relations Officer shall:

1. Ensure an inclusive environment exists for all MSA members.
2. Be responsible for communicating, and announcing about MSA activities in all forms of media to the MSA membership.

3. Be responsible for the website, mailing list and online forums.

I. EXTERNAL PUBLIC RELATIONS OFFICER

The External Public Relations Officer shall:

1. Be responsible for communicating MSA events and activities to the media and other external stakeholders.
2. Be responsible for representing the needs of the MSA to the university's administration.

ARTICLE V: COMMITTEES

Committees are formed under the MSA to help delegate and organize the activities of the MSA members, and to divide the services so that they may be carried out appropriately and efficiently. Committees also help in providing each active member with the proper environment to excel in his/her field of interest. The Executive Board may form and remove committees and appoint its coordinators as is deemed appropriate.

ARTICLE VI: FINANCES AND SPENDING POLICIES

Each officer and committee coordinator should keep in mind the limited financial resources of the MSA. In addition, they should understand that the funds of the MSA are a trust. Moreover, it is highly encouraged that the activities be self-subsisting and that spending be kept to a minimum. The financial affairs shall be regulated as follows:

1. Each officer or coordinator can spend from previously authorized funds to cover the proposed activity.
2. All receipts documenting any type of spending shall be submitted to the Treasurer.
3. Urgent financial decisions, outside the Executive Board meeting, can be made only after approval of both the Treasurer and the President.
4. Certain maximum limits can be set by the Executive Board to form a cap of spending, under which any two officers or a coordinator and an officer can be sufficient to make the decision of spending. All decisions made outside the Executive Board meetings are subject to review at the following Executive Board meeting.

5. The association may solicit financing from the MSU.
6. The association may determine an annual membership fee if it is desired.
7. The association may use any means consistent with its constitutional purpose to raise funds according to Islamic Law.
8. The association's accounting books shall be subject to annual audit by the MSU and shall be filed with the MSU auditor no later than April 1st annually.

ARTICLE VII: MEETINGS

Meetings shall be carried out regularly to maintain effective communication and to facilitate the execution of the MSA's responsibilities. The Executive Board shall hold regular meetings within themselves and also with the general membership as deemed reasonable.

1. All decisions made at a general meeting shall be binding on the executive as long as these are not contrary to Islamic principles.
2. Executive Board meetings are open to the members with permission granted by any Executive Officers and the President. The member would be an observer and has a voice but no vote in a meeting.
3. Minutes of the Executive Board meeting are open for the members after approval by the Executive Board.

ARTICLE VIII: ELECTION GUIDELINES

The elections of the MSA shall be held by a Chief Returning Officer (CRO), and a Deputy Returning Officer (DRO) which will constitute as an independent body separate from the Executive Board.

1. The Executive Board will establish the elections timeline to correspond with MSU required deadlines.
2. Upon an agreement of final timeline, the Executive Board will select the CRO, DRO no later than two months before the start of the elections process.
3. The CRO, DRO are responsible for the implementation of the elections process, once appointed by the Executive Board.
4. The CRO, DRO must be individuals who have not held active office within the MSA, and will not be seeking office during the elections appointed for. Furthermore, the

- CRO, DRO must be individuals who have proven to be trustworthy and competent.
5. In the event the CRO is unable to perform his/her duties, the DRO will continue the election process.
 6. An information session must be held at least 7 business days before the start of voting period.
 7. All election related decisions are under the authority of the CRO, unless they are contrary to this constitution.
 8. The CRO, and DRO may form an Elections Committee to aid in their duties. The Elections Committee will be under the responsibility of the CRO who will act as the chairperson of the Committee, which includes the DRO. The members of Elections Committee may not vote.
 9. There shall be no campaigning for or against any candidate.

ARTICLE IX: CONSTITUTIONAL AMENDMENTS

This constitution can be amended if the following requirements are fulfilled:

1. Motion to amend the constitution shall be served to the general membership at a meeting preceding the meeting where the voting will take place.
2. Passage of amendments to the constitution shall be by 2/3 affirmation vote of a general membership meeting containing 30% of the total membership.
3. Each amendment shall be referred to the MSU through the proper channels according to the MSU constituted procedure for approval.

ARTICLE X: DISCLAIMER

The views of the MSA (Muslim Students' Association), its executive and membership do not necessarily depict the views of the MSU (McMaster Students Union).