

The Constitution of the Muslim Students' Association

Carleton University

Table of Contents

ARTICLE 1 – THE ASSOCIATION.....	3
ARTICLE 2 – PURPOSE OF THE ASSOCIATION	3
SECTION 2.1. VISION OF THE ASSOCIATION.....	3
SECTION 2.2. MISSION OF THE ASSOCIATION	3
SECTION 2.3. VALUES OF THE ASSOCIATION	3
ARTICLE 3 – STRUCTURE OF THE ASSOCIATION	4
SECTION 3.1. ELECTORATE BODY.....	4
SECTION 3.2. ADMINISTRATIVE BODY.....	4
SECTION 3.3. ADVISORY BODY	4
ARTICLE 4 – MEMBERSHIP	4
SECTION 4.1. MEMBERSHIP REGULATIONS	4
SECTION 4.2. MEMBERSHIP RIGHTS	4
ARTICLE 5 – EXECUTIVES.....	5
SECTION 5.1. THE EXECUTIVE BOARD	5
SECTION 5.2. EXECUTIVE TERM.....	5
SECTION 5.3. DUTIES OF EXECUTIVES.....	5
SECTION 5.4. EXECUTIVE ACCOUNTABILITY	9
SECTION 5.5. REMOVAL OR RESIGNATION OF EXECUTIVES	9
ARTICLE 6 – DIRECTORS.....	9
SECTION 6.1. ROLE OF DIRECTORS BODY	9
SECTION 6.2. DIRECTOR POSITIONS OFFERING.....	9
SECTION 6.3. EXECUTIVE-DIRECTOR RELATIONS	10
SECTION 6.4. APPOINTMENT OF DIRECTORS	10
SECTION 6.5. REMOVAL OR RESIGNATION OF DIRECTORS	10
ARTICLE 7 – ELECTIONS	11

SECTION 7.1. CHIEF ELECTORAL OFFICER.....	11
SECTION 7.2. ELECTION DATES	11
SECTION 7.3. ELIGIBILITY RULES FOR EXECUTIVE BOARD POSITIONS.....	11
SECTION 7.4. REGULATIONS FOR NOMINATION AND VOTING	11
<u>ARTICLE 8 – MEETINGS.....</u>	<u>12</u>
SECTION 8.1. EXECUTIVE MEETINGS.....	12
SECTION 8.2. COMMITTEE MEETINGS	12
SECTION 8.3. COUNCIL MEETINGS	12
SECTION 8.4. GENERAL BODY MEETINGS	12
<u>ARTICLE 9 – AMENDMENTS TO THE CONSTITUTION</u>	<u>13</u>
SECTION 9.1. AUTHORITY	13
SECTION 9.2. PROPOSAL OF AMENDMENTS	13
SECTION 9.3. ENACTMENT BY MSA COUNCIL.....	13
<u>ARTICLE 10 – IMPEACHMENT.....</u>	<u>13</u>
SECTION 10.1. MEMBER IMPEACHMENT	13
SECTION 10.2. EXECUTIVE IMPEACHMENT.....	14
<u>ARTICLE 11 – DISSOLUTION OF THE ASSOCIATION.....</u>	<u>14</u>

Article 1 – The Association

The organization shall be known as the “Carleton University Muslim Students’ Association”, hereinafter referred to as MSA, CU-MSA, or the Association. CU-MSA is representative of the entire Muslim student body attending Carleton University. It is a non-partisan group and shall not represent the views of any other organization.

Article 2 – Purpose of the Association

Section 2.1. Vision of the Association

Driven by our religious foundation, our vision is to empower and inspire students to be a positive force for change.

Section 2.2. Mission of the Association

Our mission is to provide a welcoming, supportive, and enriching environment through our services and social events. We also aim to represent the concerns of Carleton University’s Muslim student body, encourage civic engagement, and raise awareness about Islam.

Section 2.3. Values of the Association

- We work for the sake of God, focusing on and consistently remembering our purpose and having the intention of seeking His pleasure by serving the community.
- We strive to do our work with excellence and quality.
- We believe in accessibility of information, ideas, and of the Association as a whole.
- We strive for consistency in all that we do by constantly referring to our mission, vision, and values.
- We believe that respecting one another as people, and each other’s ideas is highly important to have a functioning and well-tailored association.
- We strive to increase the level of brotherhood and sisterhood within the members of the Association, and ensure teamwork to allow for a smooth job done.
- We believe that support is a key part of community work, and we will aim to provide the support needed for one another in order to balance both the social and work life of MSA.
- We believe in freely expressing yourself, so long as it is done in a respectful manner. We encourage and welcome feedback and constructive criticism.
- We believe that enjoyment and having fun is an important part of being involved with the MSA.
- We aim to promote and assist in maintaining a social environment free from prejudice, exploitation, abuse, or violence on the basis of, but not limited to, sex, race, language,

religion, age, national or social status, political affiliation or belief, sexual orientation, or marital status.

Article 3 – Structure of the Association

The Association is composed of the Electorate Body, the Administrative Body, and the Advisory Body.

Section 3.1. Electorate Body

- The Electorate Body consists of all members of the Association, and shall be entitled to vote and/or run in any election held by the Association.
This Body is allowed to propose ideas and motions at General or Committee Meetings, and has speaking rights at these meetings.

Section 3.2. Administrative Body

The Administrative Body consists of the Executive Board.

Section 3.3. Advisory Body

- The Advisory Body consists of a previous Executive who is returning to campus for studies during their advisory term. If an individual fitting this criteria is not available, then the Executive Board may, at their discretion, appoint a previous Executive who is not returning to campus for their studies.
- The Advisory Body is responsible for advising the Executive Board as needed.

Article 4 – Membership

Section 4.1. Membership Regulations

- A membership database shall be maintained by the Association for each academic year.
- Students enrolled at Carleton University shall be eligible for membership.
- Membership shall be granted upon registration for membership and payment of any applicable fee set by the Executive Board.
- The duration of membership shall be from the date of registration to the end of the academic year.
- Membership registration shall be closed one month prior to the Elections voting period.

Section 4.2. Membership Rights

- Members may vote in elections and constitutional amendments.

Last edited: 30th of April, 2015

- Members may nominate another member for an Executive position.
- Members may be nominated for an Executive position or appointed for a Director position, provided they have been a member for more than one month prior to the election date and meet any applicable election eligibility criteria (Section 7.3).
- Members may receive other benefits of membership, as determined by the Executive Board.

Article 5 – Executives

Section 5.1. The Executive Board

The Executive Board shall oversee the work done by the Association, ensure that efficient management and leadership strategies are implemented, and ensure that the mission of the Association is being accomplished.

The Executive Board shall consist of eight (8) positions as listed:

- President
- Administrator
- Vice President Internal
- Vice President External
- Vice President Finance
- Vice President Services
- Vice President Student Life
- Vice President Communications

Section 5.2. Executive Term

The Executive Board term in office shall be one year in length, starting on the 1st of May and ending on the 30th of April the following year.

An individual may not assume an Executive position for more than three consecutive years.

Section 5.3. Duties of Executives

President

The President is the Chair of the Executive Board and is responsible for upholding the mandate and principles of the Association at all times, as well as ensuring the functioning of the Association. The President holds signing authority for the Association's bank account.

The duties of the President are:

- Oversee all administrative matters of the Association

Last edited: 30th of April, 2015

- Assume the duties of any member of the Executive in the case of incapacitation until such time as the position can be filled
- Receive updates and briefings regarding all activities, events, actions, and communications of the Association in order to ensure uniformity and logistical coordination
- Represent the Association in all external affairs, including with the administration of Carleton University, all levels of government, and all media committees both on and off campus
- Uphold and maintain strong relations with the Carleton University Students' Association (CUSA), the Clubs & Societies Office, and Equity Services
- Oversee the administrative requirements of the Friday prayer and secure a preacher that will follow the teachings of Islam
- Prepare an annual report at the end of the Executive term to be presented to the newly Elected Executives and ensure proper transition between the outgoing and incoming Executive Boards

Administrator

The Administrator oversees and ensures the proper management and coordination of all the Association's general administrative matters, including but not limited to Executive and General Meetings.

The duties of the Administrator are:

- Oversee the planning of all meetings
- Sit as the Clerk at any and all Executive, Council and General Meetings held by the Association
- Record all meeting minutes and file them with the VP Internal
- Collect Committee meeting minutes from an appointed note-taker for each committee and file them with the VP Internal
- Maintain and organize an updated schedule for all Association-related programs, including but not limited to Friday prayer timings and Association committee and subcommittee meetings
- Ensure the Muslim Student body is aware of the Accommodation policy for Religious Obligations made by the Equity Services office

Vice President Internal

The VP Internal is mandated to assist the President in overseeing the Association and ensuring administrative and logistical coordination across the Association and all committees and subcommittees.

The VP Internal oversees and coordinates all Association programs, services, and events, and is responsible for ensuring all committees can carry out their function.

The duties of the Vice President Internal are:

- Sit on the Constitutional Board
- Oversee all constitutional and policy updates and regulations
- Uphold and regulate the functions of the Association based on the Constitution
- Suspend the activities of any committee found to be contravening the Constitution if deemed necessary by the Executive Board
- Ensure the Constitution is revised every three years and ensure all committees and subcommittees are provided with notice of any changes
- Coordinate with the President any constitutional update or policy alteration

Vice President External

The VP External is mandated to assist the President in overseeing the Association and ensuring all external affairs and relations are managed appropriately. The VP External is the Chair of the External Affairs Committee.

The duties of the Vice President External are:

- Assist the President in external communications and public representation of the Association
- Seek, maintain, and manage relationships with other clubs and societies on campus, CUSA, and other organizations within the Ottawa community
- Ensure that the Association is well represented and maintains no affiliations with any political parties
- Lead a successful plan for the External Affairs Committee with its members

Vice President Finance

The VP Finance is the treasurer and holds signing authority, along with the President and VP Internal, for the Association's bank account and is responsible for all accounts and transactions of the Association. The VP Finance is the Chair of the Finance Committee.

The duties of the Vice President Finance are:

- Track all financial accounts and transactions of the Association including all revenues, expenses, liabilities, and significant assets
- Present a financial record following each event to the President and VP Internal
- Prepare a budget update to be presented to the Executive once each term
- Collect and account for all donations received by the Association
- Lead a successful plan for the Finance Committee with its members

Vice President Services

The VP Services assesses the needs of the Muslim community on campus and ensures that the quality of services provided by the Association meets the expectations and needs of the community. The VP Services is the Chair of the Services Committee.

The duties of the Vice President Services are:

- Provide the necessary services and support for Muslim Students religiously, educationally and academically
- Oversee the maintenance of prayer services, including prayer room and Friday prayer setup
Provide religious programming for both Brothers and Sisters
- Lead a successful plan for the Services Committee with its members

Vice President Student Life

The VP Student Life is accountable for creating an open and welcoming social atmosphere for Muslim students on campus. The VP Student Life is the Chair of the Student Life Committee.

The duties of the Vice President Student Life are:

- Create an open and welcoming social atmosphere for the Muslim students on campus
- Oversee the planning of events and activities that serve the needs of Muslim students on campus in regards to social life
- Aim to maintain and establish strong bonds among Muslim students on campus through social events and activities
- Coordinate with the Student Life Committee members in planning separate events for Brothers and Sisters, as well as special events
- Lead a successful plan for the Student Life Committee with its members

Vice President Communications

The VP Communications is responsible for maintaining, monitoring and updating the representation of the Association's public image. The VP Communications is the Chair of the Communications Committee.

The duties of the Vice President Communications are:

- Ensure the development of the website to accommodate for advertising strategies required
- Improve the online presence of the organization including the use of blogs and social networks to create and promote a sense of community among members via the various media outlets
- Oversee the development of any and all marketing materials and assign tasks to different committee members
- Coordinate with Communications Committee members in regards to creating a consistent and unified plan for media publication, graphic design, and photography

- Lead a successful plan for the Communications Committee with its members

Section 5.4. Executive Accountability

- Each member of the Executive Board shall submit an end-of-term office report with all their platform points, whether accomplished or unaccomplished
- The Advisory Body shall deem an Executive as unaccomplished if 50% or more of their platform points are unaccomplished
- An Executive shall not ask for letters of reference if they are deemed an unaccomplished executive
- An Executive shall not add their position at the Association to the Carleton University Co-Curricular Record (CCR) if they are deemed an unaccomplished executive

Section 5.5. Removal or Resignation of Executives

- An Executive willing to resign must submit a letter of resignation to the Executive Board for approval.
- In the case of removal of an impeached Executive via Executive Board voting (Article 10) or via resignation, the runner-up candidate from the elections shall be contacted to replace the removed Executive.
- If the runner-up is unwilling to accept the position, the Executive leaving the position shall recommend a replacement to the Executive Board and internal elections shall occur to accept the nominee.
- In the case of resignation of the President in the first six months of the Executive term, the VP Internal will be appointed President. Elections will be held thereafter for the VP Internal position. In the case of the VP Internal turning down the position, then a nominee will be recommended by the outgoing President and internal elections shall occur to accept the nominee.

Article 6 – Directors

Section 6.1. Role of Directors Body

- The Directors Body shall execute MSA projects and activities, as well as to facilitate events and services.
- Directors shall provide assistance and help for other committee members.
- Once a Director joins the MSA Council, they shall be assigned to a specific committee.

Section 6.2. Director Positions Offering

- A separate document with a comprehensive list of all Director positions and their descriptions shall be announced publicly and made available online.

- Each year, different positions may be offered according to the Association goals and plan.
- Both the incoming and the outgoing Executives shall decide which positions to offer, and what the expectations and descriptions shall be.

Section 6.3. Executive-Director Relations

- Each Executive in charge for the oversight of a committee shall be responsible for leading the Director members within the committee in carrying out the planned projects and activities.
- Executives in charge of a committee shall keep their committee members updated and informed about the decisions made on the Executive Board, and also ensure that the decisions made within the Committee are approved by the Executive Board.

Section 6.4. Appointment of Directors

- After the Executive Board election results have been declared, the outgoing Executive Board shall recommend a list of Director positions to the incoming Executive and Advisory Boards. Once agreement is reached on the Director positions, the outgoing Executive shall arrange the public announcements and organize the application process.
- An applicant seeking a Director position must be a registered MSA Member.
- After application submissions close, at least one outgoing and one incoming Executive shall meet with the Advisory Body to review the applications and appoint one Director for each position. Once all positions are filled, the results shall be made public.
- When appointing Directors, applicants meeting the following criteria shall be given advantage:
 - Previous MSA experience
 - Availability during the summer period
 - Previous experience relating to the desired position
 - Is enrolled as a Carleton University Student

Section 6.5. Removal or Resignation of Directors

- A Director willing to resign must submit a letter of resignation to the Executive Board for approval.
- In the case of removal of an impeached Director via Executive Board voting (Article 10) or via resignation, the second-best candidate from the application process shall be contacted to replace the removed Director. If the second-best candidate is unwilling to accept the position, the application for the vacant position must be reopened and made public.

Article 7 – Elections

Section 7.1. Chief Electoral Officer

A Chief Electoral Officer (CEO) shall be selected by the Executive Board to oversee, explain, and perform the election process in accordance with the Constitution. The CEO is preferred to be an alumnus.

The CEO shall review the member signatures collected on any nomination form and shall announce nominees that meet eligibility requirements and have accepted the nomination.

The CEO shall not be eligible to run for an Executive position. The CEO is only eligible to vote in the case of a tie between two candidates.

Section 7.2. Election Dates

All members of the MSA must be informed of the Election Dates a minimum of fourteen (14) days before the dates.

Elections must be held for the Executive Board in the winter semester of each academic year.

The Executive Board in office will set the Election Dates.

Section 7.3. Eligibility Rules for Executive Board Positions

- Candidates seeking an Executive position must be registered Members and have completed one year on the MSA Council.
- Candidates seeking an Executive must have at least two semesters of study remaining at Carleton University
- Candidates seeking an Executive position must collect 20 signatures of Association members. These signatures must include at least 5 signatures from the current Executive Board.
- Candidates must submit a platform of objectives for the next academic year. The platform is to be made public by the Chief Electoral Officer.

In the case of any vacant position on the Executive Board, the CEO shall announce the vacant position and offer it to CU-MSA Members to apply. The CEO shall then set the application process and dates, form a committee to review the applications and conduct interviews with the applicants. This committee must consist of the CEO, an outgoing Executive and the Advisory Body and shall appoint one of the applicants to the vacant position.

Section 7.4. Regulations for Nomination and Voting

- Attending the elections is open to all Carleton University Students, but only CU-MSA Members are eligible to vote or nominate others for an Executive position

- Each Member of CU-MSA is eligible to elect only one person for each position via secret ballot
- Executives are elected based on the candidate with the highest number of votes
- If there is only one nominee for an Executive position, there must be a vote of Yes or No for the acclaimed position
- Valid vote counts are performed by the CEO who officially announces the election results to all members and candidates
- Online and phone voting shall be permitted and members who would like to vote by phone or online should notify the CEO within the deadline that is announced by the CEO for this purpose

Article 8 – Meetings

Section 8.1. Executive Meetings

- Executive meetings shall be held bi-weekly.
- Two-thirds of the Executive Board shall be present for official decisions to be made.
- When making decisions, Executive Board members shall aim to reach an agreement through discussion. If the issue seems to be irresolvable, the Chair shall end the discussion and call for a vote. For a decision to be made via voting, two-thirds of the Executive Board must vote Yes in favor of the decision.

Section 8.2. Committee Meetings

- Each Executive responsible for a committee shall hold at least bi-weekly meetings with the committee Directors.
- During committee meetings, the Executive responsible for the committee shall discuss plans, create strategies, and delegate tasks with the committee Directors.

Section 8.3. Council Meetings

- All Executives and Directors shall meet once each month. Attendance is mandatory unless a valid reason for absence is submitted to the Administrator.
- During Council meetings, the overall direction of the Association and the decisions made by the Executive Board shall be discussed, as well as all past and ongoing projects and activities organized by the Directors.

Section 8.4. General Body Meetings

- A General Body Meeting shall be held at least once during the academic year.

- During General Body Meetings, the Executives shall present the goals of the Association for the academic year and explain the process and rights of the membership, as well as provide opportunity for member registration.

Article 9 – Amendments to the Constitution

Section 9.1. Authority

- Amendments to the Constitution shall have the full authority of the Constitution.

Section 9.2. Proposal of Amendments

- Any member of the Association may propose an amendment to the Constitution at any meeting of the Executive Board, Advisory Board, or MSA Council.
- In order for a motion to be passed, at least a two-thirds majority vote of present members at a Council Meeting must be reached.
- In the event that a proposed motion to amend the constitution fails to pass through the MSA Council meetings, a petition signed by at least one-third of all CU-MSA current members shall require the Constitutional Board to reconsider the proposed amendment, within two meetings of the Executive Board, Advisory Board and MSA Council.

Section 9.3. Enactment by MSA Council

- An amendment to the constitution must be approved by CUSA, which must be presented in a formal document of the proposed amendments as well as minutes from the meeting when the amendment was passed in order to prove that the amendment was passed.
- An amendment may be enacted at any meeting of the Executive Board, Advisory Board and MSA Council by a majority of all members of council and attendees, provided that proper and public notice has been given.

Article 10 – Impeachment

Section 10.1. Member Impeachment

- Any member of the Association who commits an act that negatively affect the interests and the mission of the Association as well as its members may be given a notice of impeachment.
- The impeached individual shall have the right to defend their actions.
- Executive Board votes can and will result in the removal of the impeached individual from the Association and the loss of any privileges associated with membership.

Section 10.2. Executive Impeachment

- Any Executive who commits any of the following shall be given a notice of impeachment:
 - Is absent for two consecutive meetings without proper notice and without sending a proxy.
 - Is out-of-reach for over a week and no work is completed during that time period.
 - Commits an act that negatively affects the interests and the mission of the Association as well as its members.
- The impeached individual shall have the right to defend their actions.
- Executive Board votes can and will result in the removal of the impeached individual from the Association and the loss of any privileges associated with membership.

Article 11 – Dissolution of the Association

In order for the dissolution to occur a minimum of two-thirds of the Association's members shall be in consent at a meeting specified for this purpose.

In the case of dissolution of the Association, any assets gained through CUSA shall be returned to CUSA. Any remaining assets or financial gains shall be given to a charitable organization with similar aims to MSA.