

The Constitution of the Muslim Students' Association

Carleton University

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Article 1 – The Association

The organization shall be known as the Carleton University Muslim Students' Association, hereinafter referred to as 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 well-functioning and well-tailored association.
- We strive to strengthen the bonds between the members of the Association, and ensure teamwork to allow for a productive, healthy and safe environment.

- 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 volunteer duties of CU-MSA.
- We believe in freedom of expression, 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 CU-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 Membership, the Administrative Body, and the Advisory Board.

Section 3.1. Paid Membership

- The paid membership consists of all members of the Association who have purchased a paid membership card and are entitled to discounts and incentives decided by the incumbent council each year.
- Any Carleton student is eligible to have a paid membership given they pay the membership fee decided by the incumbent council

Section 3.2. Administrative Body

The Administrative Body consists of the Executive Body and is outlined in Article 5.

Section 3.3. Advisory Board

- The Advisory Board consists of three members chosen via voting between the CU-MSA executives at the beginning of their term. The Advisory Board is responsible for advising the Executive Board as needed.
- The first member of the Advisory Board shall be a previous Executive who is returning to campus for studies during their advisory term. If an individual fitting this criterion 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 second member of the Advisory Board shall be a local Imam who is affiliated with the United Muslim Organization of Ottawa-Gatineau (UMO-OG) and/or Council of Imams of Ottawa-Gatineau (CIOG).
- The third member of the Advisory Board shall be a current Muslim faculty member/chaplain teaching at Carleton University. If a current Carleton University faculty member/chaplain is not available to join the Advisory Board, the Executive Body may choose a previous faculty member/chaplain of Carleton University. The selected faculty member/chaplain does not have to be a full-time faculty member/chaplain. The faculty members role may also be filled by a Muslim Contract Instructor.
- In the event that one of the roles defined cannot be filled, the seat on the Advisory Board shall remain vacant until an individual fitting the criteria can fill the position.

Article 4 – Membership

Section 4.1. Paid 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 Body for membership.
- The duration of membership shall be from the date of registration to the end of the academic year.

Section 4.2. Paid membership Rights

- Members may nominate themselves or other members for an executive or council position provided they meet any applicable eligibility criteria (Section 7.3).
- Members may receive other benefits of membership, as determined by the incumbent Executive Body.

Article 5 – Executives

Section 5.1. The Executive Body

The Executive Body 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 Body shall consist of eight (9) 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 Body 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 Body 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 also holds signing authority for the Association's bank account.

The duties of the President are the following:

- Oversee all administrative matters of the Association
- Assume the duties of any member of the Executive in the case of their inability to perform their duties 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, Equity Services, and Student Affairs
- Prepare a guide book 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 Bodies

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 administrator is the chair of the administrative committee.

The duties of the Administrator are the following:

- 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.
- Ensure the development of the website to accommodate for advertising strategies required
- 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
- Lead a successful plan for the Administrative Committee with its members

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 VP Internal is also the chair of the equity committee.

The duties of the Vice President Internal are the following:

- 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 Body
- Ensure the Constitution is revised at least every three years and all committees and subcommittees are provided with notice of any changes
- Coordinate with the President any constitutional update(s) or policy alteration(s)
- Lead a successful plan for the Equity Committee with its members

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 also the Chair of the External Affairs Committee.

The duties of the Vice President External are the following:

- 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 the following:

- 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 board once each term
- Prepare budget presentation for any funding opportunities
- 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 the following:

- Provide the necessary services and support for Muslim Students religiously, educationally and academically
- Oversee the maintenance of prayer services, including the 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
- Oversee the administrative requirements of the Friday prayer and secure a preacher that follows the teachings of Islam

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 the following:

- 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:

- 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, photography, and videography
- Lead a successful plan for the Communications Committee with its members

Section 5.4. Executive Accountability

- All executives must sign the volunteer contract found on CU-MSA's website, if violated, a notice of impeachment may occur (See Article 10)

- Each member of the Executive Body shall submit an end-of-term office report with all their platform points, whether accomplished or unaccomplished, as well as transitory documents for the upcoming executive respective to their position
- 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
- Each executive member is responsible for training the incoming executive in their respective position

Section 5.5. Removal or Resignation of Executives

- An Executive willing to resign must submit a letter of resignation to the Executive Body for approval.
- In the case of removal of an impeached Executive via Executive Body voting (Article 10), a nomination process shall occur from the respective committee. Any committee member can nominate themselves or any other member of the committee for the position pending an approval process by the Executive Body
- In the case of resignation, the outgoing executive may nominate a member of their respective committee for the position pending an approval process by the Executive Body
- All approved nominees for the vacant position shall go through an internal election within their respective committees to rectify their appointment. The internal election shall be administered by the President
- In the case of resignation of the President in the first six months of the Executive term, the VP Internal will be appointed President. Internal Elections between all council members will be held thereafter for the VP Internal position. In the case of the VP Internal turning down the position, then a nominee shall be appointed by the outgoing President and internal elections between all council members shall occur to accept the nominee

Article 6 – Coordinators, Committee Members and General Members

Section 6.1. Role of Coordinators, Council members and Committee Body

- All directors must sign the volunteer contract found on CU-MSA’s website, if violated, a notice of impeachment may occur (See Article 10)
- The Directors and Committee Body shall execute CU-MSA projects and activities, as well as facilitate events and services.

Directors and Committee members shall provide assistance and help to other committee members.

- Once a Director or council member joins the CU-MSA Council, they shall be assigned to a specific committee.

Section 6.2. Positions Offering

- A separate document (See “The Directors & Committee Guidebook”) with a comprehensive list of all positions and their descriptions shall be announced publicly and made available online.
- Each year, different positions may be offered at the discretion of the Association based on its annual goals and objectives.
- Both the incoming and the outgoing Executives shall decide which positions to offer, and what the expectations and descriptions shall be.

Section 6.3. Coordinator Roles

- Assist their respective executive by leading a subset of committee members
- Fulfill the responsibilities outlined by their respective executive as outlined in the committee guidebook
- Maintain active communication with the executive regarding activities, updates and plans within their respective sub-committee
- Prepare relevant sub-committee updates for council meetings and send them to their executive at least 48 hours before the council meeting
- Conduct meetings when needed with their respective sub-committee
- Participate in a mandatory review of the activities by the sub-committee with their Executive

Section 6.4. Committee member Roles

- Maintain communication with their coordinator on planned activities
- Assist the coordinator in performing their outlined duties
- Engage with their executive in committee meetings to develop ideas for the planned year
- Participate in conducting committee initiatives

Section 6.5. General Members

- Act in accordance to the Qur'an, Sunnah, and the guidelines outlined by the CU-MSA constitution
- Act in accordance to the guidelines of CU-MSA outlined in Section 2.3

Section 6.3. Executive-Coordinator Relations

- Each Executive in charge for the oversight of a committee, shall be responsible for leading their coordinators in carrying out the planned activities and projects.
- Executives in charge of a committee shall keep their coordinators and committee members updated and informed about the decisions made by the Executive Body, and also ensure that the decisions made within the Committee are approved by the Executive Body.
- The coordinator shall relate ~~actively discuss~~ potential activities and plans discussed within their subcommittee to their executive. Both parties are expected to maintain a bilateral relationship to ensure effective coordination between both positions.
- Each coordinator shall supervise a subcommittee in carrying out the planned activities and projects assigned to the coordinator by the executive.

Section 6.6. Coordinator - Committee Member Relations

- Coordinators are responsible for leading a team of committee members for the purpose of fulfilling the goals of the respective subcommittee
- Committee members should support the coordinator with the duties of the subcommittee

- Committee members will be allowed to join more than one subcommittee if the executive that the committee member can cater to the needs of more than one subcommittee

Section 6.4. Appointment of Directors

- After the Executive Body's internal election results have been announced, the outgoing Executive Body shall recommend a list of Director positions to the incoming Executive and Advisory Board. Once an agreement is reached regarding the Director positions, the outgoing Executive shall arrange public announcements and organize the application process.
- After application submissions close, the incoming Vice-President, respective of the position, shall meet with the incoming President to review applications and conduct short interviews of the candidates. They will then appoint their selected candidates to the Director and committee positions. Once all positions are filled, the results shall be made public.
- When appointing Directors, applicants meeting the following criteria shall be given preference:
 - Previous CU-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 or Committee member willing to resign must submit a letter of resignation to the Executive Board for approval.
- In the case of removal of an impeached Director or Committee member via Executive Body voting (Article 10) or via resignation, the application for a vacant position must immediately 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 Body to explain, oversee and conduct the election process in accordance to the Constitution. The CEO is preferred to be an alumnus of the CU-MSA
- The CEO shall review the executive signatures collected on any nomination form and shall announce nominees which meet the eligibility requirements and whom have accepted their nomination.
- The CEO shall explain the rules and process to all candidates and must be present during internal elections to ensure that rules and processes are followed.
- The CEO shall not be eligible to run for any Executive position on the incoming Executive Body.
- The CEO is only eligible to vote in the case of a tie between two candidates.
- An executive member on the incumbent Executive Body is not eligible to be a CEO.

Section 7.2. Election Dates

- All members of the CU-MSA must be informed of the Election Dates a minimum of one week before voting day.
- Elections must be held for the Executive Body in the winter semester of each academic year.
- The Executive Body in office will set the Election Dates.

Section 7.3. Eligibility Rules for Executive Board Positions

- Candidates seeking an Executive position must have completed two academic terms on the CU-MSA Council.
- Candidates seeking an Executive position must collect the signatures of the outgoing Executive of the position they are applying for and 5 other outgoing executives. In the case that the candidate cannot collect the signature of the outgoing Executive of their respective position, they must collect signatures of all the other outgoing Executive Positions.
- Candidates must submit a platform of objectives for the next academic year to the Chief Electoral Officer who will then make them available to the outgoing Executive body and council.

- In the case of any vacant position on the Executive Body, a by-election should be held prior to the start of the fall term otherwise the person leaving the position shall appoint a replacement and internal elections shall occur.

Section 7.4. Regulations for Nomination and Voting

- Results of the election must be made public and available to all CU-MSA members
- Candidates interested in running for the President position will fill out the application, which will be provided by the CEO. All approved applicants will then present their platform to the outgoing council and internal elections among the council members will follow, this is to be conducted by the CEO.
- Each individual on the council and Executive Body will be given one vote
- Voting will be conducted via secret ballot and the candidate with the most votes will be successful.
- Each of the outgoing executive's vote will be worth 5% of the total vote
- Coordinators must come to 2/3 of the council meetings/workshops to vote
- In order for a committee member to be eligible to vote, they must attend 2/3 of the council meetings/workshops and demonstrate engagement throughout the year
- If there is more than one candidate for the position of president, internal elections among the executive board will be conducted using a ranked ballot system.
- If there is one candidate for the position of president, there must be a vote of "yes" or "no" among the Executive Body. To be successful, the candidate must receive 75% "yes" votes. Should the only applicant not be successful, the CEO shall open up the position for another two weeks to allow time for additional applicants.
- Candidates interested in running for an Executive position other than President will fill out the application form, which will be provided by the CEO. All approved applicants will then present their platform to the outgoing executive board and council, and internal elections among the executive board and council will follow, this is to be conducted by the CEO.
 - Each individual on the council and executive board will be given one vote.
 - Voting will be conducted via secret ballot and the candidate with the most votes will be successful.

- The outgoing Vice-President of the respective committee shall be given 25% of the vote for the incoming Vice-President; however, this vote weight distribution is void in the case of an executive re-running for their position
- Should there be only one candidate running for a Vice-President position, there must be a vote of “yes” or “no” among the Executive Body and council. The candidate must receive a majority of “yes” votes to be successful.
- Valid vote counts are performed by the CEO who officially announces the election results to all members and candidates
- A list of council members who have been inactive throughout the year shall be submitted by each committee chair to the CEO. A council member shall be deemed inactive if they miss two-thirds of the council meetings without any documented reasons. Inactive council members shall have their voting privileges revoked

Article 8 – Meetings

Section 8.1. Executive Meetings

- Executive meetings shall be held at least once every two weeks.
- Two-thirds of the Executive Body must be present for official decisions to be made.
- When making decisions, Executive Body members shall aim to reach an agreement through discussion. If an issue seems to be unresolvable, the Admin 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.
- Executive meetings are open to all council members

Section 8.2. Committee Meetings

- Each Executive responsible for a committee, shall at least hold bi-weekly meetings with their committee Directors.

- During committee meetings, Executives whom are responsible for their committees shall discuss plans, create strategies, and delegate tasks amongst the committee Directors.

Section 8.3. Council Meetings

- All Executives and Directors shall meet at least 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 Body shall be discussed, including all past and ongoing projects and activities organized by committee Directors.
- Council meetings are open to all Carleton University students

Section 8.4. General Body Meetings

- A General Body Meeting must 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 due process and rights of the membership, as well as provide the 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 Body, Advisory Board, or CU-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 CU-MSA Council meetings, a petition signed by at least one-third of all CU-MSA current members shall reconsider the proposed amendment, within two meetings of the Executive Body, Advisory Board and CU-MSA Council.

Section 9.3. Enactment by CU-MSA Council

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

Article 10 – Impeachment

Section 10.1. Council member Impeachment

- Any council member of the Association who violates the volunteer contract or engages in an act that negatively affect the vision, mission and values 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 in front of the Executive Body. A vote between the Executive Body will determine whether to rectify the impeachment

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
 - Any council member of the Association who violates the volunteer contract or engages in an act that negatively affect the vision, mission and values 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 in front of the Executive Body. A vote between the Executive Body will determine whether to rectify the impeachment

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 CU-MSA.