

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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



MUSLIM STUDENTS ASSOCIATION
UNIVERSITY OF WINDSOR

CONSTITUTION

وَلْتَكُنْ مِنْكُمْ أُمَّةٌ يَدْعُونَ إِلَى الْخَيْرِ وَيَأْمُرُونَ بِالْمَعْرُوفِ وَيَنْهَوْنَ عَنِ الْمُنْكَرِ وَأُولَئِكَ هُمُ الْمُفْلِحُونَ ﴿١٠٤﴾

“And let there be [arising] from you a nation inviting to [all that is] good, enjoining what is right and forbidding what is wrong, and those will be the successful.”

The Holy Qur'an, 3:104

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Article 1: Basis

- 1.1 The Muslim Students Association (MSA) is the union of Muslim students at the University of Windsor in the city of Windsor, Ontario, Canada.
- 1.2 The MSA shall serve as the official representative body for all Muslims on campus.
- 1.3 The MSA shall uphold the Islamic principles established in the Quran and in the teachings of Prophet Muhammad (peace be upon him) and his Rightly-Guided Successors.
- 1.4 The MSA is a ratified club through the University of Windsor Students' Alliance (UWSA). The MSA is not an agent or representative of the UWSA and the views and actions of the MSA in no way represent the UWSA.
- 1.5 The MSA shall not carry out any activities that infringe upon the rights and privileges of others or violate any federal or provincial laws, municipal by-laws, or university regulations.

Article 2: Purpose and Objectives

- 2.1 The purpose of the MSA is to facilitate the practice of Islam for Muslims on campus.
- 2.2 The main objectives of the MSA are:
 - 2.2.1 Represent the Muslim students at the University of Windsor and advocate for their needs.
 - 2.2.2 Provide religious and social services for Muslims on campus.
 - 2.2.3 Shall promote the true teachings of Islam to both Muslims and non-Muslims on campus.

Article 3: Membership

- 3.1 An official MSA Member must satisfy the following conditions:
 - 3.1.1 Be a full-time or part-time, undergraduate or graduate Muslim student at the University of Windsor.
 - 3.1.2 Agree with the Basis and Purpose and Objectives of the MSA as stated in Articles 1 and 2.
 - 3.1.3 Be registered onto the official MSA Membership List.
 - 3.1.4 Pay any membership fees established by the Shura Board for that year.
- 3.2 MSA Members have the following rights:
 - 3.2.1 To request access to MSA information, documents, and services.
 - 3.2.2 To be eligible for Executive and Directorship positions.
 - 3.2.3 To vote in the Executive Elections that take place at the end of each year.
 - 3.2.4 To attend and have speaking rights at General Body Meetings.
 - 3.2.5 To mandate the Shura Board to make a decision with a petition of 30 MSA Members provided that the decision does not violate the MSA Constitution.

- 3.2.6 To overturn any Shura Board decision with a petition of 30 MSA Members provided that the Shura Board's decision violated the MSA constitution.
- 3.3 MSA Members shall fall under one of the three categories:
 - 3.3.1 Executives: Elected, acclaimed, or appointed MSA Members serving on the Shura Board.
 - 3.3.2 Directors: Appointed MSA Members delegated to fulfilling specific MSA roles and responsibilities outlined in the Director Handbook.
 - 3.3.3 Members at-large: All other members who satisfy the membership requirements of Article 3.1
- 3.4 Any Muslim that is present at the University of Windsor but does not fulfill all the membership requirements in Article 3.1 will have access to MSA services provided that they do not infringe upon the rights of MSA Members as stated in Article 2.

Article 4: Organization

- 4.1 The Executives are the student leaders of the MSA.
 - 4.1.1 All Executives shall:
 - 4.1.1.1 Be elected, acclaimed, or appointed according to Article 7.
 - 4.1.1.2 Fulfill a one year term ending on April 30 of the following year.
 - 4.1.1.3 Resign or be removed from office according to Article 9.
 - 4.1.1.4 Be knowledgeable of and uphold the MSA Constitution, the Director Handbook, and all other MSA policies.
 - 4.1.1.5 Uphold the highest Islamic morals and values while fulfilling the duties entrusted to them.
 - 4.1.1.6 Serve all Muslims on campus to the best of their abilities.
 - 4.1.1.7 Fulfill their duties with initiative, communication, professionalism, trustworthiness, accountability, and respect.
 - 4.1.1.8 Attend Shura Board and General Body Meetings.
 - 4.1.1.9 Assist the President in shaping the overall direction of the MSA.
 - 4.1.1.10 Appoint, supervise, and assist all Directors to ensure that the Directors fulfill their roles and responsibilities according to the Director Handbook.
 - 4.1.1.11 Fulfill the roles and responsibilities of their respective Directors working with them in the event that the Director positions are vacant or the Directors are temporarily unable to perform.
 - 4.1.1.12 Request the Shura Board to approve of new Director positions that will assist them in fulfilling their mandate.
 - 4.1.1.13 Recruit and coordinate volunteers to assist with their roles and responsibilities.

- 4.1.1.14 Submit an Executive Report to the VP Administration at the end of each semester according to Article 5.
- 4.1.2 The seven Executives of the MSA are the:
 - 4.1.2.1 President
 - 4.1.2.2 Vice-President Administration
 - 4.1.2.3 Vice-President Finance
 - 4.1.2.4 Vice-President Communications
 - 4.1.2.5 Vice-President Events
 - 4.1.2.6 Vice-President Internal Affairs
 - 4.1.2.7 Senior Advisor
- 4.1.3 The President shall be responsible for:
 - 4.1.3.1 Shaping the overall vision and direction of the MSA.
 - 4.1.3.2 Acting as the official spokesperson of the MSA, representing the MSA with the University Administration, the UWSA, and other groups and organizations on campus and in the community, and managing all public relations and community outreach events for the MSA.
 - 4.1.3.3 Ensuring that all MSA Executives, Directors, and Members abide by the MSA Constitution, the Director Handbook, and other MSA policies.
 - 4.1.3.4 Chairing all Shura Board and General Body Meetings.
 - 4.1.3.5 Appointing MSA Members to fill all vacant Executive positions throughout the year with the assistance of the Senior Advisor as stated in Article 4.1.9.5 and the Election Director in the instance stated in Article 7.6.1.
 - 4.1.3.6 Fulfilling all the responsibilities of an Executive in the event that the Executive position is vacant or the Executive is temporarily unable to perform.
 - 4.1.3.7 Assisting the VP Administration in maintaining and updating the MSA archives and History Document at the end of the year.
- 4.1.4 The Vice-President Administration shall be responsible for:
 - 4.1.4.1 Being the official Vice-President of the MSA.
 - 4.1.4.2 Managing all Documentation of the MSA as outlined in Article 5.
 - 4.1.4.3 Preparing and distributing agendas for all Shura Board and General Body Meetings.
 - 4.1.4.4 Transcribing the minutes for all Shura Board and General Body Meetings.
 - 4.1.4.5 Ensuring that MSA Documents and meeting minutes are regularly published onto the MSA website.
 - 4.1.4.6 Managing all bookings on campus for the MSA.
 - 4.1.4.7 Registering MSA Members onto the official MSA Membership List.

- 4.1.4.8 Collecting and compiling the MSA Executive Reports at the end of each semester.
- 4.1.4.9 Organizing the end of semester General Body Meetings.
- 4.1.4.10 Ratifying the MSA with the UWSA at the start of each year.
- 4.1.5 The Vice-President Finance shall be responsible for:
 - 4.1.5.1 Managing all the finances for the MSA according to Article 6.
 - 4.1.5.2 Performing all necessary funding requests from the UWSA.
 - 4.1.5.3 Overseeing all fundraising initiatives for the MSA.
 - 4.1.5.4 Maintaining a detailed log of all MSA financial transactions.
 - 4.1.5.5 Create an estimated budget for the year based off of previous year's spending.
 - 4.1.5.6 Creating a Financial Report at the end of each semester and presenting it at the end of semester General Body Meeting.
 - 4.1.5.7 Signing all UWSA forms as "Treasurer" of the MSA.
- 4.1.6 The Vice-President Communications shall be responsible for:
 - 4.1.6.1 Being knowledgeable of all MSA news, events, activities, and initiatives on campus and in the community and advertising them appropriately.
 - 4.1.6.2 Managing the official MSA email account, sending out mass emails and responding to or forwarding received emails as necessary, keeping the MSA Mailing List updated, renewing the MSA email address with IT services every year.
 - 4.1.6.3 Distributing a weekly electronic newsletter advertising all MSA news, events, activities, and initiatives.
 - 4.1.6.4 Promoting and marketing the MSA to the largest possible audience in the most effective and professional manner.
 - 4.1.6.5 Managing the MSA website, social media, and other technological services on a regular basis.
 - 4.1.6.6 Maintaining an MSA Events calendar on the website.
- 4.1.7 The Vice-President Events shall be responsible for:
 - 4.1.7.1 Planning, organizing, and executing all MSA events, initiatives, and activities on campus.
 - 4.1.7.2 Ensuring that the MSA provides social events which bring together all types of Muslim students to increase the brotherhood and sisterhood among them in an Islamic environment.
 - 4.1.7.3 Ensuring that the MSA provides educational events which increase the Islamic and general knowledge of Muslim students and strengthens their relationship with Allah and Islam.

- 4.1.7.4 Ensuring that the MSA provides dawaa events which raise awareness, promote understanding, and educate Muslims and non-Muslims about Islam.
- 4.1.7.5 Presenting event proposals for all MSA events to the Shura Board for approval. The presentations must address how the event fulfills the objectives of the MSA and projects all possible costs for the event.
- 4.1.7.6 Working with the VP Administration to arrange all bookings on campus.
- 4.1.7.7 Working with the VP Communications to advertise all MSA events, initiatives, and activities on campus.
- 4.1.7.8 Creating an Event Report at the conclusion of each MSA event, may task other Executives or Directors to create event reports for specific events if necessary.
- 4.1.7.9 Compiling all Event Reports into one document and presenting them at the General Body Meeting at the end of each semester.
- 4.1.8 The Vice-President Internal Affairs shall be responsible for:
 - 4.1.8.1 Keeping detailed inventory of all MSA property and providing it to MSA Executives, Directors, and MSA Members when necessary.
 - 4.1.8.2 Organizing all prayer services on campus.
 - 4.1.8.3 Overseeing the use of the Multi-Faith Space (MFS) by Muslims and ensuring that the MFS is always booked, organized, and ready for Muslim use.
 - 4.1.8.4 Overseeing the Friday Prayers on campus and arranging the bookings, setup, cleanup, and appointment of Khateeb for the Friday prayers.
 - 4.1.8.5 Accommodating the special needs of Muslims on campus, dealing with issues like Halal food and assisting first years and new Muslims on campus.
- 4.1.9 The Senior Advisor shall be responsible for:
 - 4.1.9.1 Providing advice and assistance to all the Executives and Directors.
 - 4.1.9.2 Helping the President resolve any conflicts within the MSA.
 - 4.1.9.3 Providing training for Executives and Directors.
 - 4.1.9.4 Assisting the President in appointing the Executives when necessary, as stated in Article 4.1.3.5.
- 4.2 Directors shall:
 - 4.2.1 Be appointed according to Article 7.
 - 4.2.2 Remain in office indefinitely until they resign or are removed from office according to Article 8.
 - 4.2.3 Fulfill specific roles and responsibilities assigned to them in the Director Handbook.

- 4.2.4 Be knowledgeable of the MSA Constitution, the Director Handbook, and all other MSA policies.
 - 4.2.5 Uphold the highest Islamic morals and values while fulfilling the duties entrusted to them.
 - 4.2.6 Fulfill their duties with initiative, communication, professionalism, trustworthiness, accountability, and respect.
 - 4.2.7 Maintain appropriate communication with their respective Executive as necessary.
 - 4.2.8 Assist the appropriate Executive in any other tasks that fall under the mandate of the Executive.
 - 4.2.9 Recruit and coordinate volunteers to assist with their roles and responsibilities.
- 4.3 The Shura Board is the meeting of MSA Executives. It is the highest decision making body of the MSA.
- 4.3.1 The Shura Board is chaired by the President. If the President is unable to chair the meeting, the President shall delegate another Executive to chair the Shura Board instead for that particular meeting.
 - 4.3.2 Quorum of the Shura Board is 5 Executives including the President or appointed chair.
 - 4.3.3 At least one Shura Board meeting must be held per month.
 - 4.3.4 All decisions of the Shura Board must be in the form of a motion or an approval. These decisions form the policies of the MSA and are binding until May 1 when a new Shura Board takes office.
 - 4.3.5 The Shura Board cannot make any decisions that violate the MSA Constitution.
 - 4.3.6 All decisions made by the Shura Board must be through majority voting.
 - 4.3.7 All financial transactions within the MSA must be approved by the Shura Board following all the procedures outlined in Article 7.
 - 4.3.8 All event proposals must be presented to and approved by the Shura Board. The presentation must address how the event fulfills the objectives of the MSA and must project all possible costs for the event.
- 4.4 General Body Meetings (GBM) are meetings open to all MSA Members.
- 4.4.1 The General Body Meeting is chaired by the President. If the President is unable to chair the meeting, the President shall delegate another Executive to chair the General Body Meeting instead only for that particular meeting.
 - 4.4.2 All MSA Members have speaking rights at the GBM.
 - 4.4.3 A GBM can be called at any time of the year through a decision from the Shura Board or a petition signed by 30 MSA Members given to the VP Administration.
 - 4.4.4 Once a GBM is decided, the VP Administration must prepare the agenda and make all appropriate bookings and arrangements for the GBM.
 - 4.4.5 Once a GBM is booked, the VP Communications must advertise it through the MSA electronic mailing list and all other MSA media providing the agenda, location, date, and time of the meeting with at least 7 days' notice.

- 4.4.6 At least two GBMs must take place every year, one at the end of the fall semester and one at the end of the winter semester.
- 4.4.7 The Executives shall present their respective Executive Reports at these two meetings. The VP Finance shall present the Financial Report at these two meetings. The VP Events shall present the Events Reports at these two meetings.
- 4.4.8 At the end of winter semester GBM, election results will be announced the Executives for the upcoming year according to Article 9.
- 4.4.9 If at least 30 MSA Members are present at the GBM, the MSA Members at the GBM may vote to mandate the Shura Board to make a decision provided that this decision does not violate the MSA Constitution and a two-thirds majority votes to approve the mandate.
- 4.4.10 If at least 30 MSA Members are present at the GBM, the MSA Members at the GBM may vote to overturn any Shura Board decision provided that the Shura Board's decision violated the MSA constitution and a two-thirds majority votes to overturn the Shura Board decision.

Article 5: Documentation

- 5.1 The following are the official documents of the MSA:
- 5.2 Director Handbook
 - 5.2.1 The Handbook contains the titles, roles and responsibilities for Directors.
 - 5.2.2 The Handbook cannot contradict anything in the MSA Constitution.
- 5.3 General Body Executive Reports
 - 5.3.1 Each Executive shall submit one Executive Report at the end of the fall semester and one at the end of the winter semester to the VP Administration.
 - 5.3.2 The VP Administration will compile the Executive Reports at the appropriate end of semester General Body Meeting.
 - 5.3.3 The Executive Report should contain the following:
 - 5.3.3.1 All accomplishments and tasks performed by the Executive in that semester.
 - 5.3.3.2 The names and titles of all Directors that reported to the Executive for that semester.
 - 5.3.3.3 The names of all volunteers who assisted the Executive in any tasks throughout that semester.
 - 5.3.3.4 All difficulties encountered in that semester and how they can be solved in the future.
 - 5.3.3.5 Future plans or recommendations for the following semester.
- 5.4 Event Report
 - 5.4.1 All events by the MSA require an Event Report at the conclusion of the event.

5.4.2 The Event Reports are to be created by the VP Events or any Executive or Director delegated by the VP Events.

5.4.3 The Event Reports must consist of (but is not limited to):

5.4.3.1 All preparations for the event.

5.4.3.2 List of all volunteers and their roles in organizing the event.

5.4.3.3 A detailed summary of the event as it occurred.

5.4.3.4 A detailed summary of the cost of the event.

5.4.3.5 Any feedback from the event.

5.4.3.6 Recommendations on how the event can be improved in the future.

5.5 Financial Report

5.5.1 The Financial Report is to be prepared throughout the year and presented at each of the end semester's General Body Meeting by the VP Finance. All entries into the Financial Report must be dated.

5.5.2 The Financial Report must consist of (but is not limited to):

5.5.2.1 Part 1: Income

5.5.2.1.1 Membership Fees: Cost per member, total members, total income

5.5.2.1.2 Donations: Jumuah/Weekly donations, miscellaneous donations

5.5.2.1.3 Events: should come directly from the Event Report

5.5.2.2 Part 2: Expenses

5.5.2.2.1 Events: should come directly from the Event Report

5.5.2.2.2 Miscellaneous costs

5.6 History Document

5.6.1 The MSA shall maintain one official History Document, passed along from year to year.

5.6.2 The document should be updated on a regular basis by the President and VP Administration at least once per year.

5.6.3 The History Document shall contain the names of all Executives and Directors for that semester, and the dates of all major milestones for the MSA in that semester.

5.7 Archives

5.7.1 The Archives shall contain all electronic documents of the MSA from previous years.

5.7.2 The archives should contain the MSA Constitution, the Director Handbook, the History Document, all Shura Board minutes, General Body Meeting minutes, Executive Reports, Directorship Reports, Event Reports, Financial Reports, and any other documents of the MSA.

5.7.3 The VP Administration shall regularly update the Archives during the year.

5.7.4 All MSA Executives should keep an electronic copy of the Archives.

- 5.7.5 At the end of the Executive term, the VP Administration shall add all the documents of the MSA from that term to the Archives and provide the updated Archives to all the Executives for the following year.

Article 6: Financial Policy

6.1 Documentation

- 6.1.1 All Event Reports and physical receipts should be submitted to the VP Finance to keep records of all financial transactions.
- 6.1.2 All transactions, including, but not limited to, purchases, expenses, and donations, should be recorded in an organized, timely, and electronic fashion by the VP Finance.
- 6.1.3 All Executives and Directors are required to inform the VP Finance of all financial transactions.

6.2 Purchases

- 6.2.1 All purchases need receipts for reimbursements.
- 6.2.2 Financial decisions of more than \$50 must be approved by the Shura Board before any actions can be taken.
- 6.2.3 Financial decisions of less than \$50 can be approved by the VP Finance but must be brought up at the next Shura Board meeting.
- 6.2.4 Financial decisions of less than \$25 can be approved by Executives immediately for their Directors but must be reported to the VP Finance within 3 days for further approval.
- 6.2.5 All Executives must report all costs incurred within their committee within 14 days of the transaction and submit the receipt within 28 days to VP Finance.
- 6.2.6 All reimbursements must be submitted to the UWSA within 14 days of receiving the receipts.
- 6.2.7 From among the President, VP Administration, and VP Finance, any two can approve urgent financial decisions of more than \$50, but the decision must be brought up at the next Shura Board meeting.
- 6.2.8 From among the President, VP Administration, and VP Finance, any one of them can approve of urgent financial decisions of less than \$50, but the decision must be brought up at the next Shura Board meeting.

6.3 Donations

- 6.3.1 Required to be documented in all cases by the VP Finance (e.g. Jumuah, Ramadan, etc.)
- 6.3.2 VP Finance must be aware of all donations that the MSA receives.
- 6.3.3 Only means consistent with the purpose of the MSA and in accordance with Islamic Law can be used to raise funds.
- 6.3.4 UWSA guidelines for donations must be read, understood, and implemented by the VP Finance.

Article 7: Elections and Appointments

- 7.1 The Executives shall be elected at the General Body Meeting held at the end of the winter semester.
- 7.2 Elections Director:
 - 7.2.1 The Shura Board shall appoint an Elections Director (ED) to oversee the Elections.
 - 7.2.2 The ED shall report to the Senior Advisor of the MSA.
 - 7.2.3 The ED can be a current Executive or any other qualified MSA Member, on the condition that the ED cannot be contesting any position in the elections.
- 7.3 Nomination Period:
 - 7.3.1 The Elections Director (ED) shall open a Nomination Period for the Elections for at least 14 days accepting nomination forms for all Executive positions except for the Senior Advisor position.
 - 7.3.2 All MSA Members who are on the official MSA Membership List before the start of the Nomination Period shall be eligible to run in the Elections. Each MSA Member is only allowed to contest for one Executive position. The nominees are required to complete all information that is required in the nomination form as determined by the ED.
 - 7.3.3 Only MSA Members registered on the MSA Membership List before the start of the Nomination Period will be eligible to vote in the Elections and will be placed on the official Voters' List.
 - 7.3.4 Any MSA Member interested in running for the President position should have:
 - 7.3.4.1 One full year of experience as an Executive ,or
 - 7.3.4.2 One full year of experience as a Director with written recommendations from two current Executives.
 - 7.3.5 At the conclusion of the Nomination Period, the ED must verify that all nominees fulfill all the nomination requirements mentioned above. At this point, the nominees will be considered official candidates in the Elections.
- 7.4 Pre-Elections:
 - 7.4.1 The Elections Director (ED) shall announce the official Candidates list and the official Voters' List at least 7 days prior to the General Body Meeting and Elections. The ED may also send out any candidates' statements or biographies.
 - 7.4.2 There shall be no campaigning for or against any candidates apart from the information released by the ED.
- 7.5 Elections:
 - 7.5.1 The Elections Director (ED) will organize all aspects of the Elections. Executive positions that are contested by only one candidate will be an acclamation for that candidate.
 - 7.5.2 The ED shall ensure that each MSA Member who comes to the poll is on the Voters' List and submits only one ballot. The ED shall ensure that the polls allow voters to vote in privacy and without coercion from any of the candidates.

- 7.5.3 The chair of the GBM shall appoint a scrutineer to oversee the counting of votes with the approval of all candidates at the GBM.
- 7.5.4 The ED will count all the votes and announce all the results at the GBM. The candidate with the highest vote count for each position will be announced as the new Executive.
- 7.6 Post-Elections:
 - 7.6.1 The Senior Advisor position and any other vacant Executive positions after the Elections and will be appointed by the current President with assistance from the current Senior Advisor and the Elections Director before May 1. The President may request applications and conduct interviews for these positions.
 - 7.6.2 Once all Executives positions have been filled, the Shura Board shall approve of the new Executives. The Elections Director will be relieved of his/her duties at this meeting.
 - 7.6.3 The new Executives will begin their official terms on May 1.
 - 7.6.4 The previous Shura Board shall organize all necessary training and transitional sessions for the new Executives after May 1.
- 7.7 Filling vacant Executive positions during the Executive term:
 - 7.7.1 For all Executive positions that become vacant during the Executive term, the President shall appoint a qualified MSA Member to fill the positions with the assistance of the Senior Advisor. The President may request applications and conduct interviews for these positions. All appointments must be approved by the Shura Board.
 - 7.7.2 If the President position becomes vacant during the Executive term, the Senior Advisor shall appoint a current Executive, Director, or other MSA Member to fill this position. The Senior Advisor may request applications and conduct interviews. The new President must be approved by the Shura Board.
- 7.8 Appointment of Directors:
 - 7.8.1 All Directors shall be appointed by the appropriate Executive. The appointments may occur at any time during the year when necessary. The Executives may request applications and conduct interviews for the Director positions. All appointments must be approved by the Shura Board.

Article 8: Resignation or Removal from Office

- 8.1 Any Executive or Director may resign from their position by tendering their resignation to the Shura Board indicating the reasons for resignation. An Executive or Director may be removed from office for any of the following reasons:
 - 8.1.1 Failing to satisfy MSA Membership conditions.
 - 8.1.2 Committing flagrant violations of the MSA Constitution.
 - 8.1.3 Neglecting their duties as an Executive/Director as stated in the Article 4.1 or the Director Handbook.

- 8.2 The Shura Board may remove an Executive or Director from their position if one of the conditions in Article 8.2 is fulfilled. The Shura Board must vote to remove the Executive or Director from their position. Any Executive whose position is called into question must abstain from voting.
- 8.3 All resignations must go through the President or Senior Advisor before being brought to the Shura Board.

Article 9: Amendments

- 9.1 All amendments to the Constitution must be approved at a General Body Meeting. Quorum of 30 MSA Members is required at the GBM. All MSA Members at the GBM are eligible to vote, with a majority needed to pass any amendments.