

In the Name of Allah, Most Gracious, Most Merciful



**The Constitution of the
Muslim Students' Association of the University of Waterloo**

Last Amended: May 30th, 2009

***Let there arise from among you a group of people inviting to all that is good,
enjoining what is right, and forbidding what is wrong:
They are ones that shall be successful.
(Al-Qur'an, 3:104)***

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In the Name of Allah, Most Gracious, Most Merciful

The Constitution of the Muslim Students' Association of the University of Waterloo

I. DEFINITIONS

1.01 For purposes of this constitution, (a) The 'Qur'an' shall be deemed to refer to the Holy Book of Islam, considered to be the Word of *Allah* (Arabic term for 'the God'). (b) The 'Sunnah' shall be deemed to refer to the way of life of the Prophet Muhammad (peace be upon him), considered to be a guide to the personal and communal behavior of Muslims. In particular it consists of what the Prophet (peace be upon him) said, did or actions witnessed by the Prophet and not objected to by him, as agreed upon by the majority of Muslim scholars. (c) The 'Shariah' shall be deemed to refer to the religious code of laws and rules governing the life of all Muslims. (d) 'Dawah' shall be deemed to refer to the practice of educating the public about Islam. (e) the MSA shall be deemed to refer to the Muslim Students' Association of the University of Waterloo. (f) The terms 'Advisor' or 'Advisory' shall be deemed to refer to the body of senior members playing a guiding role for the Executives and the general membership of the MSA. (g) The term 'Executive' shall be deemed to refer to the elected body of the MSA. (h) The term 'Director' shall be deemed to refer to the body of individuals nominated by the Executives to carry out various functions in the MSA. (i) The terms 'general body,' 'general member(s),' and 'general membership' shall be deemed to refer to every member of MSA, regular and associate. (j) 'MSA-Net' shall be deemed to refer to the various local e-mail lists maintained by the MSA for its members. (k) The 'Member Database' shall refer to the master list of all members of the MSA. (l) The 'Handbook' shall refer to a document which will contain any general information about the MSA that are deemed important by the Executive Committee and that the general body should know about. The Handbook contents can only be changed by a majority vote by the current Executive Committee, and its policies cannot override the policies of the Constitution. (m) The terms 'University' and 'UW' shall be deemed to refer to the University of Waterloo. (n) 'FEDS' shall be deemed to refer to the UW Federation of Students,

II. STATEMENT OF OBJECTIVES

2.01 The purpose of the Muslim Students Association at the University of Waterloo shall be to serve *Allah* in the best way possible through the principles laid out in the Qur'an and Sunnah.

2.02 This Constitution is enacted for the purpose of establishing a representative body of elected members to help: (a) bring together the Muslim community on campus, (b) encourage and facilitate the practice of Islam on campus, and (c) promote awareness of Islam among the University community.

2.03 The MSA will organize events in accordance with the Shariah. Any interference on the pretext of "modernization" or any such ideas will not be acceptable, as Islam is a way of life for all times and places and hence is not subject to being outdated or needing reform. Where differences of opinion arise on Islamic thought and practice, the MSA shall adhere to principles recognized by the majority of Sunni Muslims in Canada.

2.04 (a) The MSA shall maintain an active affiliation with the Muslim Students' Association of U.S.A. and Canada. b) The MSA shall maintain an active affiliation with the Muslim Students Association of Universities across South Western Ontario. This coalition will be known as South Western Ontario Muslim Students Association, or SWO-MSA.

2.05 The UW MSA is not an agent or a representative of the Federation of Students or the University of Waterloo, and the views and actions of the UW MSA does not necessarily represent those of the Federation of Students, University of Waterloo, and/or its associates.

III. GENERAL REGULATIONS

3.01 (a) A student shall be deemed to be a full-time/part-time undergraduate student, or a full-time/part-time graduate student of the University provided that they have paid their incidental fees. (b) As per FEDS regulations, an individual is deemed a student, even if not on co-op or not on a study term, as long as he/she has enrolled in the term preceding or succeeding the current term. As a result, members of the MSA who fall under these criteria are eligible to run for an Executive position subject to section [3.03-b].

3.02 (a) Undergraduate and graduate students are allowed to be regular members of the MSA. (b) Faculty, alumni, staff and members of the community at-large are allowed to be associate members of the MSA. (c) Only regular members will be allowed to hold voting Executive positions. (d) Associate members will have all the same privileges and responsibilities as regular members, except for the right to be elected to the Executive Committee.

3.03 (a) All elected members of MSA shall be students while in office. (b) Co-op students, working students, and/or out-of-town students may hold an Executive position as long as their workplace or residence is located in the Region of Waterloo provided that they are able to fulfill their Executive obligations. Co-op students, working students, and/or out-of-town students who do not work or live in the areas listed above cannot run for any Executive position. Exceptions to section [3.03-b] can be made by the Elections Committee.

3.04 Interpretation: In the case of ambiguity regarding the interpretation of any sections of this Constitution or a possible conflict between one or more sections, the majority of the current Advisory's interpretation will rule. If editing or rewording is necessary the Advisory should follow the procedures for an amendment subject to article [XXIII. Constitutional Amendments Procedure].

IV. ELIGIBILITY

4.01 Eligibility for MSA Membership

To be eligible for the MSA Membership, the following conditions must be met:

- (i) can be a student as defined under section [3.01],
- (ii) can be a non-student as defined under section [3.02-b],
- (iii) must have paid the membership fees for that term subject to section [6.02], and
- (iv) must have submitted the required information to the MSA Member Database.

4.02 Eligibility for Executive Position:

To be eligible for nomination to the Executive, the following conditions must be met:

- (i) must be a Muslim,
- (ii) must be a student as set out in article [III. General Regulations],
- (iii) must be a member of the MSA as set out under section [4.01],
- (iv) must have Director experience in the MSA within the past four (4) terms,
- (v) cannot be a student in term 1-A of University.
- (vi) For a Presidential nominee only,
 - (a) must be at least in term 2-B of University,
 - (b) must have held an Executive Position for least one (1) term in the past four (4) terms, one

of them being the Vice-Presidency or Presidency position, without resigning or being removed from Office from that term as set out in article [XXI. Removal From Office].

4.03 Eligibility for Director Position:

To be eligible for a Director position, the following conditions must be met:

- (i) must be a student as set out in article [III. General Regulations],
- (ii) must be a member of the MSA as set out under section [4.01],

V. AREAS OF LEGISLATIVE RESPONSIBILITY

5.01 MSA shall legislate on all matters within its jurisdiction as set out by this constitution.

5.02 MSA shall amend or append this constitution only in accordance with article [XXIII. Constitutional Amendments Procedure].

VI. MEMBERSHIP FEE

6.01 The semesterly membership fee to MSA shall be \$5 subject to section [22.02].

6.02 The membership fee can be changed to a different amount or waived entirely by a 2/3rd majority vote of the Executive Committee.

VII. PROCEDURE FOR CALLING MEETINGS

7.01 General Body Meetings (GBM):

(a) General Body Meetings shall take place at least once a term in order to provide the general body with an avenue to express their ideas or share their concerns with the execs. (b) Meetings shall be called by the Presidency, by a petition signed by 2/3 of the Executive, or a petition signed by ten general members and three executive members of the MSA. (c) Members shall be notified of a General Body Meeting by email at least a week in advance. (d) Emergency GBMs shall be permissible in extenuating circumstances, provided notice is posted in prominent places on campus, and every attempt is made to ensure that members receive 24 hours notice. (e) The agenda shall be made available via the MSA web page at each meeting, subject to the discretion of the Executive.

7.02 Executive Meetings:

(a) Meetings shall take place on a weekly basis during the Fall and Winter terms. (b) Meetings may take place on a biweekly basis during the Spring term. (c) Meetings shall be closed excepting when the Executives decide by majority vote that a particular meeting shall be open to the general membership. (d) Meetings shall be called by the President or by a petition of 2/3 of the Executive. (e) The agenda of each meeting shall be made available one (1) day prior to each meeting subject to availability and the discretion of the chair. (f) Emergency meetings shall be permissible in extenuating circumstances provided notice is posted on relevant executive e-mail lists 24 hours prior to meeting. (g) In the case the President cannot be contacted any member of the Executive shall reserve the right to call an emergency meeting, subject to section [6.02-e]. All efforts must be made to contact the President.

VIII. GENERAL BODY MEETING PROCEDURE

8.01 (a) The President of the MSA preferably shall be the chair of the GBM, unless he or she decides to assign the duties of chair to another member of the Executive Committee. (b) The President will be

responsible for the agenda of the meeting. (c) The President will direct the flow of the meeting, resulting in members of the General Body speaking only when the President gives permission.

8.02 Rules of conduct shall be outlined by the Presidency at the beginning of the first meeting of MSA each year, such as: (a) Respecting seating arrangements. (b) Speaking only when called upon by the President. (c) In the absence of the President, the Vice-President shall moderate the meeting. (d) In the event that neither President nor Vice-President is available for the meeting, it is the President's responsibility to appoint a moderator for the General Body Meeting at least 24 hours prior to meeting time. The chosen moderator shall be from the Executive only.

IX. EXECUTIVE MEETING PROCEDURE

9.01 This Constitution, established in accordance with the Quran and the Sunnah, shall be the sole document governing MSA's behavior.

9.02 Quorum shall consist of five (5) members of the Executive, including the Presidency and/or the Vice Presidency.

9.03 Meeting timings and location can only be changed with the approval of the majority of the Executives.

9.04 Only the Executive shall reserve the right to vote.

9.05 The Executive, by a majority vote, may open issues for discussion and/or an Executive vote.

9.06 Any inter-executive conflict, complaint or disagreement shall be brought up in an Executive meeting, and shall be kept in strict confidence by the Executive.

9.07 Any Executive member who is absent from three (3) consecutive meetings shall be deemed to have resigned, unless satisfactory reason for such an absence is given to the President, no later than two (2) days prior to a meeting.

9.08 Chairing: (a) Meetings shall be chaired by the President. In the absence of the President, the Vice President shall chair all meetings. (b) The Chair shall be responsible for maintaining order subject to section [9.03], and ensuring that the agenda is discussed in a complete and efficient manner. (c) The Chair reserves the right to open issues for discussion and/or an Executive vote. (d) The Chair shall reserve the right to veto any vote, excepting when the rest of the Executive present at the meeting unanimously agrees that the veto is unwarranted.

9.09 (a) Attendance is highly encouraged at all meetings for the Executive, the general body, and all members holding non-Executive positions. (b) Attendance is mandatory for all meetings where the announced agenda includes discussion or review of items that explicitly fall within each Executive/Non-Executive's responsibilities, as set out in this section.

9.10 Failure to attend three (3) consecutive meetings, where attendance was deemed mandatory (subject to section [21.01]) will lead to automatic resignation of the member, subject to the majority vote of the Executive.

9.11 Non-Executive positions may not vote on any motions or items, unless the subject of the vote falls explicitly within their bounds of responsibilities, as defined in this Constitution and where they are asked by the chair to participate.

X. CONVENTION PROCEDURE

10.01 The purpose of the Convention is as follows: (a) To set a guideline for events/committees for future Executives and Directors to follow-up on on a term by term basis, (b) To establish a set of policies to increase the efficiency of the MSA, (c) To list and resolve outstanding issues pertaining to the MSA, (d) To build a general body consensus on the objectives the MSA needs to accomplish in the coming terms.

10.02 (i) The Convention Committee shall follow the guidelines mentioned in the 'UW MSA Convention' documentation. (ii) The Convention must be held once a year.

XI. DUTIES AND STRUCTURE OF THE EXECUTIVE

11.01 The Executive shall consist of the following positions:

- (i) The President
- (ii) The Vice-President, Brothers
- (iii) The Vice-President, Sisters
- (iv) The Treasurer
- (v) The Secretary
- (vi) The Public Relations Officer
- (vii) The Education Officer

11.02 The total number of Executive members for a term shall be an odd number between five and nine. During the summer term only, an individual may be nominated and elected to more than one position, provided he/she does not assume more than one of the following three positions: President, Vice President, and Treasurer.

11.03 (a) Term of office for each Executive shall be eight (8) consecutive months, if elected in Fall and/or Winter, and four (4) months, if elected in Spring, subject to section [3.03-b]. (b) After four (4) months, an Executive officer may choose to continue with his/her same position (as the previous term). In this case, the individual will not have to run for the same Executive position as the previous term and will automatically be granted the same Executive position for the next term, subject to article [XXI. Removal From Office]. (c) An Executive officer may choose not to continue with his/her same position (as the previous term) after the completion of four (4) months. In this case, the Executive position will be open for election and normal election procedures will follow for this position as set out under article [XX. Elections Procedure]. (d) Sections [11.03-b] and [11.03-c] only apply to Officers elected in Fall and/or Winter terms subject to section [3.03-b].

11.04 (a) The Executive shall be responsible for the direction and management of the affairs of MSA in accordance with the provisions of this constitution. (b) The Executive shall strive to adhere to an Islamic code of conduct at all times that will positively influence the rest of the membership. (c) Every Executive member shall be responsible for security at all MSA events.

11.05 (a) No member of the MSA Executive shall be part of the executive of FEDS and/or any other on-campus religious club. (b) MSA Executives can be a part of the executive of any other on-campus club provided they are able to fulfill their MSA Executive obligations.

XII. THE ADVISORY

12.01 Eligibility: (a) New Advisors: i. must have been an Executive for one term and an Executive/Director for two terms in the past four (4) terms, ii. must have been President for one term in the past, or must have approval of the current Advisory, iii. must be a resident of the Region of Waterloo for the majority of his/her tenure, iv. must be considered knowledgeable and trustworthy by the UW community. (b) Past Advisors: i. must have been an Advisor once or more in the past year, ii. must have held at least another non-Executive position for two terms in the past year, iii. must be considered knowledgeable and trustworthy by the UW community.

12.02 Nomination: (a-i) Two Advisors shall be nominated and elected by the general body of the Convention. (a-ii) The term limit shall be until the next Convention. (b-i) One (1) Advisor shall be nominated by the President or the Executives of the current term for that term only (b-ii) The Advisor shall require the approval of the President. (c) Are subject to removal as per article [XXI. Removal from Office] in the Constitution

12.03 Duties: (a) shall breakdown the suggestions of the Convention for the coming terms, (b) shall work with the outgoing President in building a Handover document for the incoming Execs, (c) shall carry out or arrange concise Executive training sessions at the beginning of every term for new Executives, (d) shall be requested for advice for any MSA event or initiative which has a budget greater than or equal to \$1,000, (e) shall maintain charge of the Email Committee, (f) shall supervise all communications with external organizations, (g) The Advisors nominated by the Convention and the termly advisor elected by the President may establish an Advisory Committee of no more than 5 eligible members whose term must not be longer than one year, subject to section [12.01], (h) If the President is unavailable, the President may hand over the governance of the MSA to one of the Advisors, if either of the VP(s) is not capable of taking on the governance.

XIII. THE PRESIDENCY

13.01 The President shall:

(a) Act as the official representative of MSA at all occasions. (b) Provide leadership and guidance to the Executive and MSA. (c) Be responsible for ensuring that the Executive carry out their respective duties as outlined in articles [XIV – XVIII]. (d) Supervise and ensure the smooth operation of MSA, which includes peacefully resolving any inter-executive conflict and reviewing all MSA documentation. (e) Chair each Executive and General Body meeting, subject to section [9.08]. (f) Present the secretary with information in order to set the agenda for future meetings. (g) Have certain veto-powers subject to section [9.08-d)]. (h) Act on his/her own authority only if an Executive or General meeting cannot be called. This may include making emergency decisions such as delegating duties and/or special powers to an Executive member. (i) Be responsible to the Executive and MSA for all of his/her actions as their representative. (j) Be a signing officer of MSA. (k) Be responsible for appointing the third advisor for each term. (l) Be responsible for appointing an Elections Committee or Elections Officer, subject to the approval of the Executive Committee. (m) Be responsible for appointing a Convention Committee, depending on the availability of qualifying individuals, subject to the approval of the Executive Committee. (n) Have the power to appoint any general member to an Executive position that has not been filled in by a by-election, subject to the approval of the Executive by a 2/3 majority vote. (o) Be responsible for arranging a proper transition of responsibilities at the end of the term, including scheduling of the first general body meeting of the subsequent term. (p) At the end of term, ensure any reports required by the FEDS are completed and handed in on time.

XIV. THE VICE-PRESIDENCY

14.01 The Vice President shall:

(a) Assist the President with all designated duties and responsibilities. (b) Assume all duties and responsibilities of the Presidency in the President's absence. (c) Chair the Directors' Meetings and prepare an Agenda and distribute Meetings Minutes for the Directors' Meeting. (d) Ensure the equipment is safely used during the event and returned on a timely basis to avoid penalties by the University. (e) Be responsible for any administrative correspondence not specifically handled by other Executive members. (f) Be a signing officer of MSA, pending approval by the President.

XV. THE SECRETARY

15.01 The Secretary shall:

(a) Prepare and type an accurate account of each Executive and General Body meeting in the minutes to be distributed to the Executive and, if requested, to general members, at the next meeting. (b) Post meeting minutes to the Executive and other mailing lists (as decided by the Executive) no later than 2 days after the actual meeting. (c) Prepare the agenda for each Executive and General meeting in consultation with the Executive and the general membership. (d) Type and distribute the agenda for each Executive meeting subject to section [7.02 -d]. (e) Transfer all minutes and other records to the msaexecs files section. (f) Work with the Executive to ensure University facilities and equipment are properly booked in advance of their need. This includes bookings for all meetings, lectures, halaqas, and on-campus social gatherings held by the MSA. (g) Maintain liaison with the FEDS on any secretarial matters, with the cooperation of the Public Relations Officer. (h) Be responsible for handing in the mandatory Clubs Package and Office/Locker Access List(s) to FEDS at the beginning of the term.

XVI. THE TREASURER

16.01 The Treasurer shall:

(a) Be responsible for all the financial affairs of MSA, including the maintenance and security of the financial records. (b) Be a signing officer of MSA. (c) Maintain, if necessary, a maximum of \$100.00 in petty cash at MSA events involving general cash sales (e.g., sale of food or books by the MSA, ticket sales for events). (d) Reimburse Executive and general members for expenses paid out-of-pocket only when proof of purchase is provided. Reimbursement shall only occur if the expense (on behalf of the MSA) was pre-authorized or approved by either the President or the Vice President. (e) Be responsible for the security and deposit of any cash funds received as revenue at any MSA events and ensure deposit is made on a timely basis. (f) Prepare the term budget of MSA, in conjunction with the Executive, and submit it to the FEDS prior to the budget submission deadline posted by the FEDS (obtain budget form and submission deadline from FEDS office). (g) Abide by any financial guidelines set by the FEDS. (h) Disburse no funds of MSA except as authorized by the majority of the Executive or the President. (i) Transfer all assets, books and other financial records to the incoming secretary/treasurer. (j) If requested, present monthly bank statements to the Executive, including a financial report and bank statement following every major event. (k) Prepare a term report of the financial position of MSA for the term General Body Meeting. (l) Ensure the signing officers recorded by the bank are the chosen Executive officers (preferably the President and Treasurer). (m) Maintain liaison with the FEDS on any financial matters, with the cooperation of the

Public Relations Officer.

XVII. THE PUBLIC RELATIONS OFFICER

17.01 The Public Relations Officer shall:

(a) Act as a liaison between the MSA and the KW community, including the Waterloo Masjid, other on-campus groups and regional MSAs. (b) Be responsible for advertising and publicity of MSA events in the community. (c) Coordinate any ticket sales for special events with the rest of the Executive. (d) Maintain discussions with FEDS, the SLC management and other student clubs on prayer room use and arrangements. (e) Be responsible for dealing with on-campus publications such as the Imprint, the Gazette and the local media. (f) Acknowledge receipt of external MSA inquiries within 48-hours. (g) Provide FEDS with any meeting minutes received from Secretary as required.

XVIII. THE EDUCATION OFFICER

18.01 The Education Officer shall:

(a) Be responsible for looking after all arrangements for daily prayers and Jumu'ah (Friday Prayer) organized by the MSA, subject to sections [12.01-d]. (b) Establish the criteria and procedure for enforcing Islamic conduct at events in consultation with the Presidency. (c) Enforce Islamic conduct in absence of the President, in case of emergency. (d) Monitor use of Multi-Faith Prayer Room and Alternate Prayer Room and bring up any concerns to the Executive Committee. (e) Shall be responsible for organizing a series of weekly Halaqas (study circles) held on-campus. (f) With regards to the Halaqas: (i) a separate series of Halaqas shall be organized for the brothers and/or the sisters, (ii) organization of Halaqas including ensuring proper booking of weekly Halaqa locations by the secretary, advertising timings and locations to the general membership and deciding on Halaqa contents including which texts to be used and topics to be covered, (iii) the content coverage shall be decided based on discussions with the Executive and participants, (iv) any change in venue or timing shall be communicated through various mediums to the general body as soon as possible.

XIX. NON-EXECUTIVE POSITIONS

19.01 These shall be the following non-Executive positions:

- (i) The Advisor(s) to the Executives
- (ii) The Islam Awareness Week (IAW) Director
- (iii) The Orphan Sponsorship Program (OSP) Director
- (iv) The Da'wah Director
- (v) The Socials Directors
- (vi) The Advertising Director
- (vii) The Fundraising Director
- (viii) The Jumu'ah Directors
- (ix) The Office Director
- (x) The IT/Website Director
- (xi) The *Muslimprint* Editor
- (xii) The Ramadan Director
- (xiii) The Frosh Directors
- (xiv) The KW-MSA Liaison
- (xv) The FEDS Liaison

- (xvi) The South Western Ontario-MSA Representative(s)
- (xvii) The Elections Officers
- (xviii) The Email Committee

19.02 Descriptions and duties of all non-Executive positions will be transferred to the MSA Handbook and be available on the MSA website for reference. The Executive Committee may change the duties and description of each Director and/or Committee by a majority vote, as they see fit for the current term.

XX. ELECTIONS PROCEDURE

20.01 Semesterly elections of MSA shall take place during the first General Body Meeting to be held within two weeks of the first day of official classes for the term. These elections will be used to appoint Executive positions as defined in section [11.01].

20.02 Appointment of an Elections Committee or Elections Officer. Subject to section [13.01-k], the President shall appoint an Elections Committee or sole Elections Officer, depending on the availability of qualifying individuals subject to the approval of the majority of the Executives. To qualify for this appointment, an individual needs to be a neutral undergraduate/graduate student, alumni, or local community member who the majority of members would confirm as being neutral.

20.03 The Elections Committee or Officer shall be responsible for the scheduling, advertising and carrying out of all election-related activities. The Elections Committee may request the outgoing Executive for any assistance in the carrying out of these responsibilities.

20.04 Notice of the date of elections shall be posted in prominent places no less than three (3) days in advance of said elections. Similar notices shall also be posted to the relevant MSA-Net lists.

20.05 All Nominees must read and agree to implement the principles in this Constitution if they are elected to office. The Elections Committee must make clear to all candidates:

(a) They must meet the Executive eligibility requirements as set out in section [4.02]. (b) Before accepting any nomination, the candidate must read and agreed to the duties and responsibilities of that position as outlined in this Constitution. (c) Nominees must submit a Candidate Information Form to the Elections Committee. The Candidate Information Forms will be posted on the MSA website 72 hours before the first General Body Meeting of the term. (d) No individual shall be denied the right to an elected Executive position based on gender, colour, race, or ethnicity subject to section [11.01 and 4.02]. (e) Nominees must understand the seriousness of the position, what each position exactly entails, and the responsibility to *Allah* that each candidate will have after accepting that position.

20.06 Voting Procedure: The exact voting procedure shall be determined by the Elections Committee or Elections Officer. The following rules shall apply regardless of actual voting procedures: (a) General members may elect members of the incoming Executive. (b) Voting shall be conducted by secret ballot.

20.07 (a) The Treasurer & PR Officer shall be appointed by the incoming Executives after the termly Elections. (b) The Treasurer and PR Officer shall only be appointed from the list of individuals nominated by the general body.

20.08 Any Executive position(s) which become vacant during the academic year for any reason must be filled through an appointment of a regular member by the President, with ratification by a majority of the Executive.

20.09 In the case that only one sister is elected to the Executive Committee, the Executive Committee must do everything in its power to appoint another sister to the Executive Committee without forcing another committee member to resign, subject to section [11.01]. If this is not possible, then other accommodations must be made.

XXI. REMOVAL FROM OFFICE

21.01 An Executive member shall be reprimanded by the Executive, and upon repetition, be subject to dismissal for: (a) violating any Islamic Principle or Law that deems them unworthy to serve as a leader of the UW Muslims and/or representing the MSA in a fashion that is uncharacteristic of the General Body and Islamic Principles, (b) slander against another Executive member or general member(s), (c) usage of profanities, derogatory or discriminatory language in conversation pertaining to MSA, its affairs, or membership, (d) incompetence or willful negligence of duty.

21.02 (a) Removal from office shall be accomplished by a consensus of the Executive Committee after charges and specifications against the affected member have been presented to him/her at a previous Executive meeting, subject to section [21.03]. (b) The General Body can lobby to remove any Executive from the Executive Committee at any given time, provided that three (3) Executives and thirty (30) General Body Members support the removal and sign a petition for it.

21.03 After consultation with the aggrieved parties, the President shall write up and present a list of charges against the affected member, to the Executive, at the next meeting. This shall activate section [21.02].

21.04 Any Executive member shall be deemed to have resigned, subject to section [9.07].

XXII. FINANCES

22.01 The signing officers of MSA shall be the Treasurer and any one of the President or the Vice-President. In the unavoidable absence of the Treasurer, the President and the Vice President will be the signing officers.

22.02 The Executive shall determine the semesterly MSA membership fee each term.

22.03 (a) A budget of MSA's revenues and expenditures for the term shall be prepared by the incoming Executives within two weeks of their election and submitted to the Advisory for approval.

(b) A budget of the MSA's revenues and expenditures for the previous term shall be prepared by the outgoing Executives and submitted to the Advisory before the election of the incoming Executives.

22.04 Once the semester budget is approved, expenditures that fall within the budget may be approved by a 2/3 majority Executive vote.

22.05 Extraordinary expenditures, not covered by the budget, must be approved by the majority of the Executives prior to being approved by the Advisory. If the Advisory fails to respond within 48 hours then the Executives may, by majority vote, approve the extraordinary expenditures.

22.06 The sum of all monetary loans and/or assets exceeding \$100 must be approved by 2/3 of the Executive (including the President and Vice-President) and shall require a written contract signed by the borrower(s) and two of the MSA's signing officers. Penalty of breach of contract shall be decided by 2/3 majority of the Executive.

22.07 Dissolution: If due to some extreme circumstance the UW MSA is forced to dissolve, then all assets of the organization must be relinquished by the last Executive Committee to the MSA of the

US and Canada after all debts to the UW MSA and/or its associates have been paid off.

XXIII. CONSTITUTIONAL AMENDMENT PROCEDURE

23.01 (a) If it becomes necessary to amend any part of this Constitution, a notice of intent to amend the Constitution, and written copies of the proposed amendment(s) must be presented to the Executive at an Executive meeting.(b) The general body must be informed of the amendments meeting by e-mail and a copy of the proposed amendment(s) must be posted on the MSA website at least three (3) days before the meeting.(c) Amendments may be made to this Constitution, subject to section [23.02], by vote of 60% or greater of a quorum of 60% of the members present at the first General Body Meeting, subject to section [3.04].

23.02 (a) Amendments to article [XXIII. Constitutional Amendment Procedure] may be made not more than once every two years starting from the time when this Constitution was most recently amended. (b) The quorum must follow the same exact procedure as section [23.01].

XXIV. ACCEPTANCE

24.01 As of September 1st, 1998 this constitution shall be known as the Constitution of the University of Waterloo Muslim Students' Association.

24.02 (a) A master copy of this constitution shall be kept in the MSA Office. All amendments and references shall be kept with the original document to ensure that a complete copy of this document is available at all times. The master copy shall be the responsibility of each Executive and shall not be allowed to leave the MSA Office except under the care of the President, who shall return it within 48 hours. (b) A current copy shall be filed with FEDS upon request.

XXV. CONSTITUTIONAL AMENDMENT DATES

25.01

(a) September 1st, 1996 – Constitution instated

(b) September 1st, 2006

(c) March 15th, 2008

(d) May 30th, 2009