



Muslim Students' Association  
University of Waterloo

<http://www.waterloomsa.com>

## UW MSA Handbook

Last Updated: September 1<sup>st</sup>, 2009

Verily, the religion with Allah (God) is Islam  
-Al-Qur'an, 3:19

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UNIVERSITY OF  
Waterloo



[www.uwmsa.com/handbook.pdf](http://www.uwmsa.com/handbook.pdf)

UW MSA Handbook

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## UW MSA Handbook

### I. Purpose

The UW MSA Handbook:

- (a) shall act as a secondary guide for the Advisory and Executives after the Constitution,
- (b) contain important information of various MSA resources/activities for the general body that are not included in the Constitution,
- (c) shall not override any policy stated in the Constitution,
- (d) will serve as a secondary policy-making document for the Advisory and Executives.

### II. Amendments

Amendments to the Handbook can be made using the following procedure:

- (a) Amendments made to this document shall be presented by any member to the current Executives for discussion and review.
- (b) Will require approval from the majority of the Executives for the amendments to become immediately effective.
- (c) The Handbook shall be updated within one (1) week of the amendments meeting and shall reflect this new information on the MSA web page.

### III. Acceptance

- (a) As for September 1<sup>st</sup>, 2006 this document shall be known as the UW MSA Handbook
- (b) All current Executives and Directors should be given a soft copy of this document for reference purposes.
- (c) An updated copy shall also be kept on the MSA web page for the convenience of the general body.
- (d) The Handbook will need to be reviewed at the beginning of every term and ratified by a majority of the Executives of that term.

### IV. Director Positions/Descriptions

#### (a) The Da'wah Director

The Da'wah Director:

- (i) shall be responsible for all MSA Da'wah activities,
- (ii) shall be responsible for maintaining contacts with the various faith-based groups on-campus,
- (iii) shall be responsible for the distribution of Islamic material amongst Muslims and non-Muslims after seeking approval from the Executives,
- (iv) should be comfortable speaking amongst Muslims and non-Muslims,
- (v) shall know and understand the fundamentals of Islam,
- (vi) shall attend all necessary meetings as requested by the Executives,
- (vii) shall ask the Executives for additional assistance, if necessary.

#### (b) The Orphan Sponsorship Director

The OSP Director:

- (i) shall be responsible for all of the OSP activities,
- (ii) shall be responsible for maintaining contacts with organizations that directly deal with the OSP,
- (iii) shall be responsible for the advertising and marketing of the OSP program and its activities,
- (iv) shall attend all necessary meetings as requested by the Executives,
- (v) shall ask the Executives for additional assistance, if necessary.

(c) The Frosh Director

The Frosh Director(s)

- (i) shall be in charge of all Frosh activities,
- (ii) should have an open personality to attract the Frosh to the MSA,
- (iii) should encourage the Frosh to attend all MSA events,
- (iv) shall convey any Frosh questions or concerns to the Executives,
- (v) should coordinate with the Advertising Director to develop an advertising plan for the Frosh,
- (vi) shall do their best to attend all MSA events,
- (vii) must be informed of all MSA events for the term,
- (viii) shall design a schedule per term for Frosh activities and seek approval with the Executives,
- (ix) shall attend all necessary meetings as requested by the Executives,
- (x) shall ask the Executives for additional assistance, if necessary.

(d) The Ramadan Director

The Ramadan Director:

- (i) shall be in charge of coordinating the MSA Ramadan Program on-campus
- (ii) shall receive necessary training from the previous Ramadan Director,
- (iii) shall look over the Ramadan Summary document for all information regarding the Ramadan Program
- (iv) shall attend all necessary meetings as requested by the Executives,
- (v) shall ask the Executives for additional assistance, if necessary.

(e) The Islam Awareness Week (IAW) Director

The IAW Director:

- (i) shall be responsible for all activities related to the IAW,
- (ii) shall be responsible for the advertising and marketing of the IAW events,
- (iii) shall be responsible for maintaining contacts with any organizations that directly deal with the IAW
- (iv) shall attend all necessary meetings as requested by the Executives,
- (v) shall ask the Executives for additional assistance, if necessary.

(f) The *Muslimprint* Magazine Editor

The *Muslimprint* Editor:

- (i) shall be responsible for all activities related to *Muslimprint*,
- (ii) shall be responsible for the advertising and marketing of the Magazine,
- (iii) shall be responsible for maintaining contacts with any organizations that directly deal with the Magazine,
- (iv) shall attend all necessary meetings as requested by the Executives,
- (v) shall ask the Executives for additional assistance, if necessary.

(g) The Socials Director(s)

The Socials Director(s)

- (i) shall be in charge of all socials activities,
- (ii) shall work alongside the Executives, or the Vice-President Brothers/Sisters to initiate and organize activities for the respective genders,
- (iii) shall be responsible to recruit volunteers to help organize the events,
- (iv) shall design a monthly plan for all social events and receive approval from the Executives,
- (v) shall advertise all social events in coordination with the Advertising Director and the Public Relations Officer,
- (vi) shall have an open personality and be able to speak clearly with enthusiasm,
- (vii) shall attend all necessary meetings as requested by the Executives,

(viii) shall ask the Executives for additional assistance, if necessary.

(h) The Advertising Director

The Advertising Director

- (i) shall be responsible for all advertising material needed by the MSA,
- (ii) shall be aware of all advertising locations and the necessary process to post in those locations,
- (iii) shall be given at least a 72 hour notice for a regular event poster and a week's notice for a special event poster,
- (iv) shall have experience in different imaging programs for help with designing posters,
- (v) shall provide a shrunked version of the poster to the IT Director for posting on the MSA web page,
- (vi) shall attend all necessary meetings as requested by the Executives
- (vii) shall ask the Executives for additional assistance, if necessary.

(i) The Fundraising Director

The Fundraising Director

- (i) shall be in charge of all MSA fundraising activities,
- (ii) should be creative and establish innovative methods for fundraising,
- (iii) shall establish one fundraising activity per term, not including the Masjid collections,
- (iv) shall work alongside the Treasurer to ensure the funds have been properly represented,
- (v) shall attend all necessary meetings as requested by the Executives,
- (vi) shall ask the Executives for additional assistance, if necessary.

(j) The Library Director

The Library Director:

- (i) shall maintain and operate the Library system,
- (ii) shall keep a record of all Library transactions,
- (iii) shall assess the need for further books as they arise and discuss with the Executive future library needs,
- (iv) shall abide by and enforce the Library Policies,
- (v) shall establish regular weekly Library Hours,
- (vi) shall report any abuse of any MSA property to the Executives,
- (vi) shall ensure all MSA property is clearly identified as such,
- (vii) shall attend all necessary meetings as requested by the Executives,
- (viii) shall ask the Executives for additional assistance, if necessary.

(k) The IT/Website Director

The IT/Website Director

- (i) shall maintain the MSA web page at <http://www.uwmsa.com>, ensuring frequent updates of web page content to reflect planned MSA events and projects,
- (ii) shall ensure all content has been reviewed by the Executive Committee and/or any other knowledgeable parties selected by the Executive Committee,
- (iii) shall inform the Executives of any potential problems related to the web page immediately,
- (iv) shall maintain complete security over the various MSA-operated IT Projects,
- (v) shall ensure a current copy of the Constitution and the Handbook exists on the MSA web page at all times,
- (vi) shall attend all necessary meetings as requested by the Executives,
- (vii) shall ask the Executives for additional assistance, if necessary.

(l) The South Western Ontario-MSA Rep

The South Western Ontario-MSA Rep:

- (i) shall act as the official representative of the UW MSA to the SWO-MSA Council,
- (ii) shall ensure that the Executives receive regular updates on the SWO-MSA decisions/activities
- (iii) shall attend all necessary meetings as requested by the Executives,
- (iv) shall ask the Executives for additional assistance, if necessary.

(m) The Jumu'ah Directors

The Jumu'ah Directors:

- (i) shall be in charge of coordinating the MSA Friday Prayers on-campus,
- (ii) shall arrive at least 20min before the prayer,
- (iii) shall place appropriate signs on the floor (eg. 'Do not lean on wall' signs),
- (iv) shall ensure that Qur'ans are available for reading and that the Khateeb's podium has been setup
- (v) shall make announcements after the Friday Prayers, as per discretion of the Executives,
- (vi) shall assist the Donation collectors if necessary,
- (vii) shall attend all necessary meetings as requested by the Executives,
- (viii) shall ask the Executives for additional assistance, if necessary.

(n) The KW-MSA Liaison

The KW-MSA Liaison:

- (i) shall be in charge of maintaining contacts with all local Muslim organizations and MSAs in Kitchener-Waterloo
- (ii) shall advertise all MSA events to the K-W community,
- (iii) shall update the Executives with information of events from the K-W Community
- (iv) shall attend all necessary meetings as requested by the Executives,
- (v) shall ask the Executives for additional assistance, if necessary.

(o) The FEDS Liaison

The FEDS Liaison:

- (i) shall be in charge of all liaison activities between FEDS and the MSA,
- (ii) shall work with the MSA PR Officer in dealing with FEDS issues,
- (iii) shall be aware of all FEDS meetings and report them regularly to the Advisory and Executives,
- (iv) shall attend all FEDS meetings as required by the Advisory and/or the Executives,
- (v) shall provide a bi-weekly or monthly update to the Advisory and Executives regarding all FEDS decisions, by-laws, elections, votes, referendums, along with any other issues,
- (vi) shall attend all necessary meetings as requested by the Advisory or Executives,
- (vii) shall ask the Executives for additional assistance, if necessary.

(p) Coordinators/Managers

Coordinators/Managers are picked by the Directors and/or Executives to lead a sub-committee. They are responsible for specific tasks within a committee. (eg. the Da'wah Director leads the Da'wah Committee and may assign a Da'wah Booth Coordinator to take charge of all Da'wah Booth activities)

(q) Volunteers

Active volunteers are an essential component of the MSA. There are lots of positions that you can take up in the MSA, so get involved now! Just email the MSA Executives and list your interests and we will gladly assign you to a Director/Coordinator/Manager position. All the Executives today were once active volunteers just like you, so take up a position and become a leader in your MSA! People with new ideas

are as important to us as pizza sauce on pizza! See what your MSA has in store for you!

## V. MSA Administrative Committees

### (a) Advisory Board

The Advisory Board is elected at the annual UW-MSA Convention held during the summer and consist of some of the most experienced members in the MSA. The Advisory Board ensures that the MSA Execs receive the proper training to effectively carry out their duties during their tenure while at the same time coordinating a smooth transition from one Exec body to the next. The Advisory is responsible for approving the termly Executive budget and outlining all major events during the course of the year. For more information regarding Advisory duties, please review the Constitution.

### (b) Executive Committee

The MSA Executives consists of a team of experienced MSA members whose task it is to ensure that the term's activities are effectively executed in an organized fashion. Due to the 4-month turnover period, elections for Exec positions occur every term. The Executive body consists of the President, VP-Brothers, VP-Sisters, Secretary, Treasurer, Education Officer, and Public Relations Officer. The MSA Executives and the Advisory Board continuously work closely with each other to ensure that the needs of Muslim students are met on-campus. For more information regarding position descriptions, please review the Constitution.

### (c) Directors' Committee

The MSA Directors form the backbone of the MSA. They are responsible for coordinating specialized tasks with consultation from the MSA Execs. There are two types of Director positions within the MSA: Project Directors and General Directors. For a more detailed list please review [IV. Director Positions/Descriptions]. Anyone wishing to get involved with the MSA for the first time should start off by being a MSA Director!

### (d) Elections Committee

#### (i) Elections Officer(s)

An Elections Officer:

- (a) must maintain his/her neutrality at ALL times until Election Day
- (b) can either be a undergraduate, graduate, community member, or alumni
- (c) can be nominated by either the President or the majority of Executives
- (d) must be able to work under pressure
- (e) can be removed at any time, subject to article [IXX. Removal from Office in the Constitution] and the discretion of the current President.

#### (ii) Elections Procedure

The Elections Procedure applies to all Elections Officers and is divided into three stages:

(1) Pre-Election duties, (2) Election Day duties, (3) Post-election duties:

(1) Pre-Election duties:

-gain access to the msavote yahoogroups list and ensure that the Elections Officers are the only ones on that list

-announce the Elections for next term and send out the Nominations email template to msaevents at least three (3) weeks before the beginning of next term

- receive all Nomination responses until the nomination deadline of one (1) week
- send out emails to all Nominees requesting their acceptance or rejection of the position
- request all nominees to send in their Candidate Information Forms to the Election Committee with their acceptance
- verify the information on the Candidate Information Form and the nominees' qualifications for that position
- forward the Candidate Information Forms to the IT/Website Director to post on the MSA web page
- verify that all Candidates have been published on the MSA web page
- update, print, and cut-out ballots using the template
- verify the GBM details with the Executives of the previous term (eg. room, date, time)
- nominate an MC for the GBM
- book all A/V equipment from FEDS Office
- ensure the GBM Powerpoint presentation has been updated by coordinating with the Executives
- establish an agenda for the GBM and post on the MSA web page. Agenda should be no more than 1hr
- order any refreshments for the general body
- Recommended: Candidate Q&A Session
- Inform candidates of the rules regarding Q&A Session.
- Questions from general body should be in written format and will be read out by one of the Election Officers to the Candidates

(2) Election Day duties:

- ensure the room has been set-up with the necessary A/V equipment
- ensure refreshments have been taken care of (if any)
- ensure ballots are being brought by an Election Officer only
- ensure voting is being done in secret ballot
- ensure each individual (except 1A students: they can't vote at all) has a Watcard before giving him a ballot

(3) Post-Election duties:

- ensure all A/V equipment has been returned to its appropriate location
- ensure room is clean after the GBM
- announce the newly elected Executives on msaevents and the MSA web page
- ensure ballots have been stored in a secure location in the MSA Office.

(e) Email Committee

(i) Email Committee Guidelines

Please refer to the 'Email Committee Guidelines' for detailed information regarding the functions of the Email Committee.

## VI. MSA Project Committees

(a) Da'wah Committee – [dawah@uwmsa.com](mailto:dawah@uwmsa.com) | [www.uwmsa.com/islam](http://www.uwmsa.com/islam)

Da'wah is not only a part of the MSA's mandate, but it is also an Islamic obligation. The da'wah committee fulfills this mandate by organizing regular da'wah activities on campus for non-Muslims. The Da'wah Director chairs the committee and is someone who has a sound understanding of Islam, is passionate for da'wah work, and is comfortable with talking about Islam with different audiences.

(b) Orphan Sponsorship Program (OSP) Committee – [orphans@uwmsa.com](mailto:orphans@uwmsa.com) | [www.uwmsa.com/orphans](http://www.uwmsa.com/orphans)

The OSP is the MSA's on-going charity program which collects funds through different means to

sponsor needy orphans from various countries. In just over 2 years, the program has been able to sponsor 44 orphans and it's still growing! The committee is chaired by the OSP Director, elected by the committee for the term.

(c) Frosh Committee – [frosh@uwmsa.com](mailto:frosh@uwmsa.com) | [www.uwmsa.com/frosh](http://www.uwmsa.com/frosh)

The transition from high school to university is definitely not an easy one! The MSA Frosh Committee actively works towards making the settling process easier for Muslim frosh. The committee is responsible for reaching out to the new students by organizing events and activities especially for the frosh, as well as developing a plan to effectively advertise the MSA and its services to the Muslim frosh. The committee is chaired by the Frosh Director.

(d) Ramadan Committee – [donations@uwmsa.com](mailto:donations@uwmsa.com) | [www.uwmsa.com/ramadan](http://www.uwmsa.com/ramadan)

The MSA's Ramadan committee works hard to ensure a comfortable Ramadan experience for students living away from home. The committee organizes free iftars on-campus, taraweeh prayers, and corresponds with UW Food Services for the Residence Suhoor service. The committee is chaired by the Ramadan Director and depends on dedicated member, volunteers and generous donors to make this program successful.

(e) Islam Awareness Week (IAW) Committee – [iaw@uwmsa.com](mailto:iaw@uwmsa.com) | [www.uwmsa.com/iaw](http://www.uwmsa.com/iaw)

The IAW is the MSA's grand da'wah event and is held once a year. The IAW Committee is responsible for all planning aspects for the upcoming IAW, which include advertising, fundraising, booth designing, and multimedia. During the 3 day event, the committee organizes various display booths, workshops and lectures to reach out to non-Muslims. The committee is chaired by the IAW Director.

(f) Muslimprint Magazine Committee – [muslimprint@uwmsa.com](mailto:muslimprint@uwmsa.com) | [www.uwmsa.com/muslimprint](http://www.uwmsa.com/muslimprint)

The *Muslimprint* Magazine is the newest MSA project! The Magazine is published once a term and provides an avenue for Muslims to express their voices in the University environment. The committee is directed by the *Muslimprint* Editor, who ensures that all content is in accordance with Islamic standards and leads the Committee in all *Muslimprint* discussions.

## VI. MSA Activities/Resources

(b) Da'wah/Outreach

(i) Da'wah Board

The Da'wah Board is located at the 3<sup>rd</sup> floor entrance of the MC (enter MC from main entrance). The Da'wah Board is divided into two sections. The left section lists current activities/events about the MSA. This section is constantly being updated to reflect the new events that have been planned. The right section gives information about the Islamic theme of the month/term. It includes basic information about Islam and is a good opportunity for the non-Muslims to be introduced to Islam. If there any questions/comments/suggestions please contact the Da'wah Director from the Contact page on the MSA website.

(ii) Islam Booth

The Islam Booth is the primary way of finding out about the basics of Islam and related events in your campus. Pick up a free Qur'an, read through an Islam brochure, or engage in informal and fun discussions about Islam...all of this at the MSA Islam Booth. Have questions about Islam or would like to know about other activities on-campus? No worries! Come out to the Islam Info Booth and we will try

our best to have your questions answered.

(iii) Visit the Mosque

The mosque (or *masjid* in Arabic) is a central part of a Muslim's life. It is a place of prayer, a meeting place for the city's Muslims, a centre for social activities, a school for Islamic education, and an environment of self-reflection. These are some of the many purposes fulfilled by the local mosque. Visit the local Waterloo mosque and experience the special bond that Muslims have with these places of worship.

(iv) Qur'an Study Circles

Gain an in-depth understanding of the holiest text in Islam. Sometimes classified as the 'world's most misunderstood book', these regular study sessions will focus on the recurring themes and messages mentioned in the Qur'an. Now for the first time on-campus, study the Qur'an! Don't miss out.

(v) Islam Awareness Week (IAW)

The Islam Awareness Week, or IAW, is the most important event done by the MSA every year. It is a week-long event filled with lectures, da'wah booths, and active volunteers called Du'ah (callers to Islam). The Du'ah are MSA members who have gone through many da'wah training sessions on how to give Da'wah to fellow non-Muslims. Islam is our identity and has to be taken seriously which requires that we train ourselves to give the Message of Islam in the best way possible. Other activities that are traditionally included in IAWs are Multimedia kiosks, Islam posters, World Food and much more!

(c) Education

(i) Daily Prayers

There are 4 daily prayer jama' (congregations) held on-campus. These are held in either the Multi-Faith Prayer Room on the 3<sup>rd</sup> floor, or the Alternate Prayer Room on the 2<sup>nd</sup> floor. Both are located in the Student Life Center (SLC). Dhuhr is the only prayer held in the Multi-Faith Prayer Room on the 3<sup>rd</sup> floor. 'Asr, Maghrib, and Isha are held in the Alternate Prayer Room. Prayer timings are updated every week on the MSA website, or you can sign up for MSA Events emails to receive weekly updates. Please ask the Turnkey if unsure of directions.

(ii) Friday Prayers/Khutbah

There are two Friday prayers held on campus at two different times and locations. The 12:30pm Prayer is organized by the UW Muslim Graduate students and is held throughout the whole year. For prayer locations please visit the UW MSA website for more info, or sign-up for the MSA Events list for weekly updates. The 2:30pm Prayer is organized by the UW MSA and is held in the 3<sup>rd</sup> floor Multi-Faith Prayer Room for the whole term. The first 2:30pm prayer of the term begins during the first week school and the last prayer of the term is held during the last week of exams. The 2:30pm prayer location is the same throughout the term.

Friday Khutbahs (sermons) for the 2:30pm prayer are done mostly by Muslim Undergrads. If you're interested in giving a Khutbah please contact the Education Officer for more info. The MSA Khateeb (those who give khutbahs) are well-trained in the Islamic thought and any inconsistencies in their Khutbah should be reported to any of the Executives immediately. If you have any comments about the MSA Khutbahs please fill out the Khutbah survey on the MSA website.

(iii) Weekly Halaqas (study circles)

The weekly Halaqas are a proud tradition of the MSA. They are held on a weekly basis throughout the term (except exam time) and is a great opportunity for fellow Muslims to meet and share their knowledge of Islam with each other. Halaqas can either be gender specific, or general (both genders). General halaqas are held once a month so both brothers and sisters can get involved in Islamic discussions. If you have any comments about the MSA Halaqas please fill out the Halaqa survey on the MSA website.

(iv) Tajweed Classes

*Tajweed* means 'to improve or make better'. Tajweed of the Holy Quran is the knowledge and application of the rules of recitation just as the Prophet Muhammad (pbuh) taught us. Our MSA is blessed with people who are willing to help you improve your recitation of the Holy Qur'an. The MSA has also purchased brand NEW Qur'ans with color-coded Tajweed rules to make it easier for the students to learn this important science in Islam.

(v) Qiyam

Down with exams, busy with life, too much distractions?! Does this describe your situation? Then you need to attend the MSA Qiyam. The MSA Qiyam is held once a term especially after the rigorous midterms have taken their toll on you. Hey, we're all human beings; we have our low moments every once in a while. So why not attend the Qiyam to rejuvenate your Iman. Tazkiyah sessions, group Qur'an reading, and the all-anticipated late-night Qiyam ul-Layl prayers are all part of the program. All of this in the quiet environment of the Masjid. For the sake of your Iman, attend the Qiyam!

(vi) Seminars/Workshops

Seminars and workshops are a great way for Muslims to meet and gain knowledge from the scholars of Islam. One seminar/workshop is held each term and are usually held on a weekend. It is highly encouraged that Muslims attend these seminars/workshops. Past seminars have been on Islamic Political Theory, Usul al-Fiqh, Gender Relations, Activism in the Media, etc.

(d) Socials

(i) Brothers' Bash/Sisters' Party

The best of all Socials! Brothers' Bashes/Sisters' Parties are held at least once a term and this is the BEST place to get to know your fellow Muslims on-campus. Intro sessions are a must, followed by pizza, games, etc etc. This is one social you do not want to miss out on!

(ii) Sports

All Muslims, males and females, must keep in shape. That's why we have regular sports sessions! Basketball, squash, soccer, etc are just some of the many fitness activities that you can do on-campus...and the best aspect is that you can do this with your fellow Muslims! For sisters there is a special indoor facility where they have access to the same fitness activities as the brothers do. So hook up with your team-mates and join a sports session. Sisters, please contact the Sisters' Socials Director for more info on fitness activities.

(iii) Dinners

Dinners are a trademark event in the MSA. They are usually held twice a term (one at the beginning and one towards the end) depending on the Muslim population on-campus. Dress code is semi-formal,

meaning dress pants/khakis, and loose dress-shirts/golf shirts for brothers; and any modest clothing for the sisters which should include the hijab. The program usually contains a lecture by a guest speaker, amazing food, and an entertainment session followed by scrumptious dessert. Come out and enjoy!

(iv) BBQs

BBQs are a trademark event during Spring terms (May-Aug). No special dress-code required and everyone is advised to wear modest clothing. Besides eating juicy burgers and being in the company of Muslims, there are sports for brothers, and obviously chatting sessions for sisters, among sisters! So come out, bring your sneaks and sweats and enjoy the Halal environment!

(v) Movie Nights

Movie Nights are held at least once per term. Past movies have included *Lion of the Desert*, *Malcolm X*, *Legacy of Muhammad*, and more! So come out, bring your friends and enjoy a relaxing time eating popped popcorn!

(vi) Iftars

Alhamdulillah (Praise be to Allah), the MSA has had an Iftar Program running since 2003. This would not be possible without your du'a and support. We thank our sponsors who continuously and generously donate money and food to make it possible for hundreds of Muslims on-campus to break their iftars. As in any other event volunteers make-up the backbone of the Iftar Program, so if you would like to donate or help out with the iftar set-up, please contact the Socials Director(s) for more info.

(e) Library

The MSA Library is located in front of the Alternate Prayer Room. The Library boasts a wide selection of reading/multimedia material and is one of the largest libraries of any MSA in Ontario. The Library page is regularly updated to reflect the current status of books/multimedia. If you are interested in signing out any Library material, just visit the area during the Office Hours and someone will be able to assist you. If you cannot attend the Library during the open hours, then please e-mail the Library Director at [library@uwmsa.com](mailto:library@uwmsa.com) for alternative methods in signing out the material.

If you are interested in volunteering as a Library Manager then please contact the Library Director with your interest.

(f) K-W Community

(i) Masajid & Organizations

By the Mercy of Allah, both the Kitchener, Waterloo, and Cambridge cities have their very own masjid (mosques) as well as lots of beneficial Muslim organizations serving different purposes. For detailed information regarding the masjid services, please contact the respective management board. Please visit [www.uwmsa.com/mosques](http://www.uwmsa.com/mosques) for local listings.

(ii) Halal Food Places

Alhamdulillah (Praise be to Allah), the Kitchener-Waterloo community has been blessed with many Halal restaurants and meat stores. For a full listing please visit [www.uwmsa.com/halal](http://www.uwmsa.com/halal) or [www.uwmsa.com/campushalal](http://www.uwmsa.com/campushalal) If you find a restaurant/service that sells Halal items please send that information to the Executives and we will gladly update the page.

## VII. Policies for the Governance of MSA Committees

### Purpose of this Document

The objectives of this document are as follows:

- to outline the roles and responsibilities of each Committee and its members,
- to clarify any confusion with regards to the division of roles and responsibilities between the Executives and the Committee members, and
- to unite the goals and visions of the Executives and the Committee members with regards to the management and organization of each Committee.

### Committee Shadow System

- Each Committee has a designated individual from the Executives/Advisors – called the ‘Committee Shadow’ – who is responsible for knowing exactly what is going on with the Committee.
- The Shadow is the point of contact between the Executives and the Committee.
- The Shadow must be added to all Committee-related mailing lists and/or discussions.
- The Executives will inform all Committees who their Shadow is going to be at the beginning of every term.
- Committees must make an effort to appoint a rep who can update the Committee with any relevant information on other MSA Committees to allow possible collaborative efforts.

### Committee Member Management

- Committees may select their members based on who they feel is best suited for the Committee’s needs. The Executives may suggest potential members to a particular Committee.
- The Committee Head may be elected by the Committee members and must have Executive approval.
- Executives should be kept updated with the list of Committee members.
- Volunteer help for Committee tasks is to be organized by the Committee with assistance from the Executives, if needed.

### Committee Meetings

- The Shadow should make every attempt to attend all of the Committee's meetings.
- If unable to attend, then the Shadow must be kept updated through other means, such as meeting minutes, email updates, phone updates, etc.
- Committee meetings are generally open for Executives to attend; however, the Executives (other than Shadow) are requested to inform the Committee Heads of their attendance prior to the meeting.
- All attempts should be made to ensure that meeting times don’t conflict with other MSA events/activities. (exception: meeting times of other Committees)

### Events

#### *Event Proposal/Approval:*

- All Committee events will need to be approved by the MSA Executives before any planning meetings begin for that event. (Exceptions: Regular Meeting times or Committee Volunteer Meeting times)
- All Committees will need to prepare a brief Event Proposal to be sent to the Executives with at least the following information:
  - o purpose of event
  - o brief description of event
  - o coordinator of event
  - o date, time, location of event
  - o budget
    - expected revenue (how will the revenue be raised?)

- expected expenses
- amount to be borrowed from the MSA
- amount to be spent by the MSA

*Event Coordinators:*

- If the event is being held by the MSA, then they reserve the right to pick the coordinator for the event.
- If the event is being held by the Committee, then they may pick a coordinator and include it in the Event Proposal to the Execs.

*Event Logistics/Planning:*

- All bookings for Committee events will be done by the Committee members.
- All volunteer help will be organized by the Committee members with assistance from the Executives, if needed.
- Committees are responsible for organizing proper advertising for Committee events. Committees are encouraged to contact the MSA's Advertising Director for related help.

*Islamic Regulation and Permissibility of Activities:*

- If an activity within an event does not fulfill the mandate of the event or of the Committee, or is an activity which does not obey the proper Islamic guidelines required of an MSA event then the Executives may choose to alter or cancel the activity.
- The minimum Islamic requirements required for each event is to be decided solely by the Executives in consultation with the Advisors, and if necessary, the Imam of Waterloo Masjid.

**Finance**

*Committee Finance:*

- Each Committee will be in charge of nominating its own Finance Manager.
- The Finance Manager will work closely with the MSA Treasurer and organize and update the Committee's financial information separate from the MSA Treasury documentation.
- The Committee Finance Manager is responsible for all of the Committee's funds at all times.

*Committee Settlements:*

- All Committees must list all 'administrative costs' of the previous term and send them to the Executives before the beginning of the next term.
- The Executives will allocate funding for each Committee for the next term after assessing the administrative costs of the Committee

*Administrative Cost:*

- Any administrative cost amounting over \$400 needs approval from the Execs
- All emergency items/costs between \$0 - \$100 may be approved by the Committee alone
- All emergency items/costs over \$100 may be approved by the Committee as long as they have consulted with their Shadow
  - The Shadow should be consulted using whatever means necessary before the emergency funding (of over \$100) is approved

*Events:*

- The budget for the event must be explained in the Event Proposal that is to be sent to the Executives. The budget section must include at least the following information:
  - Expected revenue
    - How will the revenue be raised?
  - Expected expenses
  - Amount to be borrowed from the MSA

- Amount to be spent by the MSA

## **Public Relations**

### *Inter-MSA Relations:*

- In the case where inter-MSA communication is necessary (between Committees or between a Committee and a director), the shadow executives of both parties are to be informed.

### *Internal Public Relations:*

- In general, all university-internal PR work shall be approved by the MSA's Executive team.
- This includes PR work with FEDS, UW clubs, community groups, and other internal groups.
- The PR work may be handled by the Executives or by the Committee, depending on the amount of work required and by the discretion of the Executives.

### *External Public Relations:*

- All external PR work shall be done through the MSA's Executive team, in particular, the Public Relations Officer.
- Exceptions to the above rule shall be made solely by the Executives.

### *Media Relations:*

- All media releases, interviews, and inquiries are to be directed to either the PR Officer of the MSA, MSA Executives, or the Committee Head. This includes university media.

### *Branding:*

- MSA Committees shall work under the name/logo of the MSA and/or a combination of both the MSA name/logo and the Committee's own name/logo.
- All Committee advertising material (eg. posters, banners, etc) and informational material (eg. brochures, packages, etc) must contain the full MSA name (i.e. University of Waterloo, Muslim Students' Association) and the MSA logo.
- Any new PR medium used by the Committees must first be approved by the Executives before going into effect.
- Exceptions to the above rules can only be made by the Executives.

## **Penalties**

- Any intentional breach of any of the above policies by the Committees shall result in penalties for the Committee.
- Committees may lose certain privileges as a result of the breach.
- The extent of the penalties shall be decided solely by the Executives after consultation with the Advisors.
- All appeals must be brought to the Executives for consideration.