

## Club Bylaws for Muslim Students' Association of UBC

Name of AMS Club

### Administrative Details

*The date when your club was constituted with the AMS, and the date when your bylaws were last updated.*

Constituted as an AMS Club on 1994-01-01 (YYYY-MM-DD).

Club Bylaws were last updated on 2022-03-18 (YYYY-MM-DD).

### Bylaw 1: Name

*Clubs constituted after January 2018 are required to follow the naming convention, "AMS [club name] at UBC".*

The name of this AMS Club shall be the Muslim Students' Association of UBC.

### Bylaw 2: Club Purpose

*Describe your club's purpose. Add or remove rows below as needed.*

The purpose of the MSA is to perform the following functions:

1. Providing information regarding the Islamic faith, relative to the Qur'an and the teachings of Prophet Muhammad (Peace Be Upon Him) [Hadith] based upon the understanding of his immediate successors, to all members of the UBC community.
2. Providing a prayer space to conduct the five daily prayers; all materials, posters, pamphlets and flyers posted in the prayer space shall be subject to approval by MSA executives strictly for religious purposes.
3. Providing a place, as well as a capable Imam to conduct Jumuah prayers on Friday afternoons.
4. Assisting any member of the UBC community who expresses a desire to learn more about the Islamic faith.
5. Communicating with the AMS as well as UBC Services regarding the specific needs of Muslim students.
6. In adhering to the roles above, the MSA may organize various activities throughout the year which can serve any three of the following objectives:
  - 6.1. **Religious** – Intended to explore religious, spiritual or theological themes and to foster a better understanding of the Islamic way of life.
  - 6.2. **Educational** – These activities shall focus on providing information regarding the Islamic faith to the UBC community to achieve a better understanding of various concepts, traditions, ideas, achievements, events and historical phenomena in Islam.
  - 6.3. **Social** – MSA UBC shall strive to provide an enjoyable atmosphere by providing events that encourage socializing and meeting other members, taking part in games and sports activities, organizing off and on-campus leisure activities, as well as organizing activities intended to raise community awareness. MSA UBC shall commit to promoting community engagement and raising awareness on

contemporary social issues. It is the board's responsibility to ensure that these events occur in accordance with Islamic principles derived from the Quran and Prophetic Tradition.

### **Bylaw 3: Executives**

*All AMS Clubs are required to at least have a President and Treasurer as their Executives. Add or remove rows below as needed.*

The Executives of this AMS Club shall be elected annually and shall be as follows:

1. President
2. Treasurer
3. Brothers' Vice-President
4. Sisters' Vice-President
5. Secretary

### **Bylaw 4: Executive Duties**

*The numbers for each Executive in this section should correspond to the numbers for each Executive in Bylaw 3 above. Add or remove rows below as needed.*

The duties of each Executive shall be as follows:

1. President
  - a. Ensure sufficient passage of knowledge between the previous team and current team, and current team to future team to maintain the standards of the club;
  - b. Ensure that the established bylaws and additional policies of this AMS Club are properly implemented;
  - c. In charge of overseeing everything related to the MSA.
  - d. Is the public face of the MSA.
  - e. In charge of maintaining contact with the UBC Muslim Community, the AMS and UBC Administration, and facilitating communication between them.
2. Treasurer
  - a. In charge of all financial record-keeping [i.e. budgeting, reimbursements].
  - b. In charge of providing a clear record of what all sources of funding are being used for.
  - c. In charge of collecting donations during Jumu'ah prayers.
  - d. In charge of seeking sponsorship for large-scale events.
  - e. Point of contact for FinCom and AMS Finances.
3. Brothers' Vice-President
  - a. In charge of taking care of the issues and concerns of the UBC Muslim community, specifically the brothers.

- b. Works closely with all executives to ensure each portfolio is moving along at a consistent pace.
  - c. In charge of getting feedback from club members to determine how to improve the MSA.
  - d. Will assume all the duties of the President in their absence.
4. Sisters' Vice-President
  - a. In charge of taking care of the issues and concerns of the UBC Muslim community, specifically the sisters.
  - b. Works closely with all executives to ensure each portfolio is moving along at a consistent pace.
  - c. In charge of getting feedback from club members to determine how to improve the MSA.
  - d. Will assume all the duties of the President in their absence.
5. Secretary
  - a. Calls MSA meetings.
  - b. In charge of sending out an agenda [pre-meeting] and minutes [post-meeting].
  - c. In charge of taking attendance during meetings to ensure that quorum is met.
  - d. In charge of all non-financial record-keeping [i.e. membership, inventory].

## **Bylaw 5: Electoral Procedures**

*Elections of Executives shall be held in accordance with electoral procedures set out in this section of your Club Bylaws.*

1. Club elections must:
  - 1.1. be verifiable through documented vote counts or similar methods;
  - 1.2. be conducted by voting with a secret ballot; and
  - 1.3. results submitted to the AMS Clubs Administrator with the Club Renewal submission by the submission deadline.
2. MSA Executives must be part-time or full-time UBC students, or UBC Co-op students, in the year that they will be in office. The Executive Positions that are up for election are as follows:
  - 2.1. President
  - 2.2. Brothers' Vice-President
  - 2.3. Sisters' Vice-President
  - 2.4. Treasurer
  - 2.5. Secretary
3. Executives:
  - 3.1. Must have leadership experience, defined as meeting at least one of the following criteria:
    - 3.1.1. 1-year as an MSA UBC lead volunteer.
    - 3.1.2. 1-year relevant experience working in an external Islamic organization.

- 3.1.2.1. Nominees should be prepared to provide references and evidence of their related experiences outside the MSA, upon request.
    - 3.1.2.2. Non-MSA leadership experience must be approved by a simple majority of the current executives.
  - 3.2. Must be available a weekend close to the start of the new election term for a training session.
  - 3.3. Must be willing to devote 10 – 15 hours per week on MSA-related matters (this may increase or decrease depending on the time of year).
4. Elected Executive positions shall be voluntary and AMS Club Executives shall not receive honoraria or salary from this AMS Club for their Executive role.
5. The removal of an Executive requires a quorate General Meeting to be held with a motion to remove on the agenda
  - 5.1. the motion to remove must receive two-thirds approval to pass; and
  - 5.2. the Executive in question must receive at least two (2) weeks notice of a General Meeting with a motion to remove an Executive cannot be called from the floor.

### **Bylaw 6: Membership Fees**

*Changes in membership fees shall not become binding on the established members until the termination of the current membership period. Also, membership classes may be differentiated if criteria are clearly stated in your Club Bylaws.*

1. Active membership fees shall be (minimum \$1.00 CAD): \$1.00 CAD.
2. Associate membership fees shall be at least one and a half times (1.5x) more than the Active membership fees (minimum \$1.50 CAD): \$1.50 CAD.

### **Bylaw 7: Membership Privileges**

*Reminder: AMS Clubs are prohibited from removing members from their membership. The AMS Operations Committee may remove a member from an AMS Club(s) upon a resolution of the AMS Operations Committee.*

1. Only Active Members of this AMS Club shall be eligible to vote.
2. Only Active Members of this AMS Club shall be eligible to hold lead volunteer positions in the club.
3. Only Active Members of this AMS Club shall be eligible to receive discounts for (special) events.
4. Only Active Members of this AMS Club shall be eligible for key card access to the campus prayer space.