

THE MUSLIM STUDENTS' ASSOCIATION
OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

CONSTITUTION

ARTICLE 1: NAME

The name of the Association is the "Muslim Students' Association of UBC". The abbreviated name which it will be referred to in this constitution is: "MSA UBC" or just "The MSA".

ARTICLE 2: LOCATION

The main location of the MSA's operations is room 4302-C in the AMS Student Nest. However, our focus applies to all UBC campuses as well as the directly surrounding areas

ARTICLE 3: PURPOSE

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

- a. 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
- b. 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.
- c. Providing a place, as well as a capable Imam to conduct Jumuah prayers on Friday afternoons
- d. Assisting any member of the UBC community who expresses a desire to learn more about the Islamic faith
- e. Communicating with the AMS as well as UBC Services regarding the specific needs of Muslim students
- f. In adhering to the roles above, the MSA may organize various activities throughout the year which can serve any three of the following objectives:
 - i. **Religious** – Intended to explore religious, spiritual or theological themes and to foster a better understanding of the Islamic way of life
 - ii. **Educational** – These activities shall focus on providing information regarding the Islamic faith to the UBC community in order to achieve a

better understanding of various concepts, traditions, ideas, achievements, events and historical phenomena in Islam

- iii. **Social** – MSA UBC shall strive to provide an enjoyable atmosphere by, in part 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 awareness on a variety of issues. It is the board's responsibility to ensure that these events occur within the confines of what is permissible in Islam.

ARTICLE 4: MEMBERSHIP

Membership follows the following structure:

- a. Membership is open to all of the community at large of which only UBC Students (graduate and/or undergraduate) may hold executive positions.
- b. The membership fee is free. Membership fee is subject to change
- c. Membership benefits include:
 - i. Discounts on MSA events and activities
 - ii. Ability to borrow/use items belonging to the MSA
 - iii. Ability to vote in MSA elections [limited to AMS members i.e. students]
- d. Only MSA Executives are eligible to vote on club decision making measures
- e. MSA Executives must be Muslim.

ARTICLE 5: DUTIES OF MEMBERS

- a. All members of the MSA, including executives, shall operate according to the club's goals and present Constitution
- b. Members are expected to maintain proper Islamic etiquette and to be respectful to other members of the club as well as the entire campus community.

ARTICLE 6: ELECTION OF EXECUTIVES

- a. MSA Executives must be part-time or full-time UBC students in the year that they will be in office. The Executive Positions that are up for election are as follows:
 - President
 - Vice-President Brothers'
 - Vice-President Sisters'

- Treasurer
 - Secretary
- b. These positions are referred to as the Table Officer positions
- c. Table Officers:
- i. Must have at-least 1 year MSA experience or related experience
 - ii. Must be available a weekend close to the start of the new election term for a training session
 - iii. 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)
 - iv. Must be a full-time UBC student (9 credits or more)
- d. The remainder of the executive positions will be selected through application/interview process
- Prayer Services Representative(s)
 - Webmaster(s)
 - Outreach Director(s)
 - Da’wah Director(s)
 - Chaplaincy Assistant(s)
 - Booking Representative
 - Education Director(s)
 - Graphic Design Director(s)
 - Marketing Director(s)
 - Social Director(s)
 - Sports Director(s)
- e. Candidates will be elected for the following year, in the current year
- f. Club members must be notified of the results of the vote
- g. The term of office shall be for one year
- h. Nominations can be made from any club member

- i. If a current executive would like to remain in their position for the upcoming year, they must reapply to that position
- j. Club members are encouraged to state why they nominate a person for a particular position.
- k. All table officers are required to have majority of the votes cast by the MSA members

ARTICLE 7: DUTIES OF EXECUTIVES

The roles of the Executives are outlined as follows:

Social/Sport Director(s):

- i. Works closely with Marketing Director(s) to promote MSA Events throughout UBC as well as online
- ii. In charge of coming up with ways to further engage both the Muslim and larger campus community.
- iii. Takes the lead with respect to organizing social or sport related activities
- iv. Point of contact for UBC Intramurals

Education Director(s):

- i. Organizes educational circles/halaqahs for the UBC community
- ii. Organizes educational seminars by contacting other organizations, guest speakers, and/or students of knowledge
- iii. Works closely with Da'wah Director(s) to ensure all educational material owned by the MSA is authentic and/or up-to-date.

Booking Representative(s):

- i. In charge of managing all booking requests for the MSA
- ii. Point of contact for AMS Booking Services and UBC Classroom Services

Chaplaincy Assistant(s):

- i. Advocates the religious needs of the UBC Muslim community to the Muslim Chaplain as well as the Chaplaincy Association
- ii. Organizes and promotes interfaith activities

- iii. Works closely with the President to promote greater participation of graduate students and staff members in the affairs of the UBC Muslim community
- iv. Point of contact for the Chaplaincy Association

Outreach Director(s):

- i. Creates and organizes opportunities to engage and give back to the UBC Community
- ii. Connects the MSA with positive campus initiatives [i.e. environmental or social causes]
- iii. In charge of reaching out to and building ties with Islamic organizations throughout the Lower Mainland
- iv. Point of contact for UBC Support Groups

Da'wah Director(s):

- i. Establishes a consistent platform through which the MSA can spread the message of Islam on campus
- ii. Organizes Da'wah workshops through which the MSA can recruit and train volunteers
- iii. Works closely with Education Director(s) to ensure all educational material owned by the MSA is authentic and/or up-to-date.

Marketing Director(s):

- i. Works closely with Social/Sports Director(s) to promote MSA Events throughout UBC as well as online.
- ii. Maintains a consistent presence on social networks to inform the UBC community of the comings and goings of the MSA
- iii. Sends out weekly newsletters to inform the UBC community of the comings and goings of the MSA
- iv. Point of contact for the Ubyyssey

Webmaster:

- i. In charge of creating and maintaining the MSA website

- ii. In charge of communicating with the rest of the board to ensure the website is up-to-date.

Prayer Services Representative:

- i. Establishes and maintains Jumu'ah prayers on campus
- ii. In charge of maintaining the Musallah

Secretary:

- i. Calls MSA meetings
- ii. In charge of sending out an agenda [pre-meeting] and minutes [post-meeting]
- iii. In charge of taking attendance during meetings to ensure that quorum is met
- iv. In charge of all non-financial record-keeping [i.e. membership, inventory]

Treasurer:

- i. In charge of all financial record-keeping [i.e. budgeting, reimbursements]
- ii. In charge of providing a clear record of what all sources of funding are being used for
- iii. In charge of collecting donations during Jumu'ah prayers
- iv. In charge of seeking sponsorship for large-scale events
- v. Point of contact for FinCom and AMS Finances

Vice-Presidents:

- i. In charge of taking care of the issues and concerns of the UBC Muslim community
- ii. Works closely with all executives to ensure each portfolio is moving along at a consistent pace
- iii. In charge of getting feedback from club members in order to determine how to improve the MSA
- iv. Will assume all the duties of the President in their absence

President:

- i. In charge of overseeing everything related to the MSA
- ii. Is the public face of the MSA

- iii. In charge of maintaining contact with the UBC Muslim Community, the AMS and UBC Administration
- iv. In charge of expressing the concerns of the UBC Muslim community to the AMS as well as UBC Administration
- v. Ensures that the club operates according to the guidelines of its constitution

ARTICLE 8: IMPEACHMENT

- a. A movement to impeach an executive officer may be made by any executive officer or by petition from at least 40% of the general membership.
- b. When the motion is made the Executive Board will be informed
- c. An executive meeting will be called as soon as is reasonably possible. No club funds will be spent until the issue is resolved.
- d. At the impeachment meeting, the person or persons that initiated the process will state their case. Afterwards, the officer under impeachment will have an opportunity to reply.
- e. There will be a question period after which a vote will be taken by the executives who are neither initiator nor subject of the impeachment
- f. The vote will be a yes/no secret ballot. If at least two thirds of the votes are for impeachment, the officer will be immediately removed from his or her position
- g. The remaining executives may choose to call an immediate by-election to replace that officer
- h. A general meeting must be called to inform the members of the change in the board
- i. If the issue is not solved through this process everyone involved must go to the AMS Ombudsperson
- j. Grounds for impeachment include:
 - i. Breaking of trust with respect to Executive Duties
 - ii. Long periods of unexplained absenteeism

ARTICLE 9: MEETINGS

- a. As per AMS policy, there are two types of meetings:
 - i. General Meetings
 - ii. Executive Meetings
- b. There must be a minimum of one general meeting per semester to update the members of the direction in which the association is moving.

- c. General meetings may be called by the Secretary at the request of the executives
- d. A general meeting may also be called by a signed petition of 40% of the membership body
- e. General Meeting minutes must be emailed out to all members
- f. Notice of the general meeting must be presented to the public at least one week before the meeting date.
- g. Executive meetings may be called as the board sees fit.

ARTICLE 10: EXECUTIVE DISMISSAL

- a. The President and Vice Presidents, under the precondition of joint agreement, may, at their discretion, dismiss any individual holding an MSA Executive position from the MSA Executive given justified reason.
- b. Each member of the MSA Executive is expected to attend all MSA General meetings and Executive meetings. If an Executive member has missed two meetings and has neglected to notify a Table Officer within reasonable time, they will receive a warning from a Table Officer.
 - i. If, after the warning, the Executive member is absent from another meeting without notifying one of the Table Officers and without being explicitly excused by a Table Officer, then upon joint agreement of the President and Vice Presidents, the President or a Vice President may at their discretion dismiss the individual in question from their MSA Executive position, effective immediately. They may then re-open applications to refill the role of the excused individual.

ARTICLE 11: AMENDMENTS

Any amendment to this constitution requires a majority vote by the executives

ARTICLE 12: AFFILIATIONS

We are not currently affiliated with any organizations. Any further proposed affiliations whether long-term or temporary requires approval by the AMS as well as a majority vote by executive members.

ARTICLE 13: RIGHT TO ACT

MSA executives or members do not have the right to incur any debt or become involved in any business under the title or by implying the title of the MSA in any way unless given full authority to do so by the collective consensus of the Executive Board.

ARTICLE 14: RESPONSIBILITIES

The Muslim Students' Association accepts full financial responsibility for all on and off campus activities, events, spaces, and equipment which was booked through the AMS or UBC Services. The MSA also adheres to all of the AMS's by-laws, policies and codes.