

The Constitution of the Muslim Students' Association of Windsor University

Article I: Name & Nature

The organization shall be called the Muslim Students' Association of Windsor University, or hereinafter referred to as the MSA. It shall be a non-for-profit organization. It shall establish and maintain continuous affiliation with the Islamic Organization of St. Kitts, hereinafter referred to as IOSK.

Article II: Aims & Purposes

The aims and purposes of MSA shall be to serve the best interest of Islam and Muslims in St. Kitts so as to enable them to practice Islam as a complete way of life. Towards this end, it shall, in cooperation with the Islamic Organization of St. Kitts

1. Help Muslim students carry out Islamic programs and projects;
2. Assist Muslim students organizing themselves for Islamic activities;
3. Mobilize and coordinate material resources of Muslim student organizations.
4. Assist the locals (i.e. orphan visits, fundraising) in order to give back to the community that has allowed us to be a part of them

Article V: Executive Committee

Section 1: Composition

The Executive Committee shall consist of the President, Vice-President, Event Coordinator, one Secretary, one Treasurer, and the outgoing President as an Ex-Officio member. **The purpose of the outgoing President is to help the incoming Executive Committee to learn the duties and responsibilities of MSA.**

Section 2: Functions

1. Implementing the Constitution of MSA.
2. Implementing the decisions of the Executive Committee
3. Establishing procedures in routine matters.
4. Appropriating funds for various committees and activities.
5. Selecting new members of Executive Committee in accordance with the provisions of its Constitution.
6. Formulating and supervising projects and programs to promote the aims and purposes of MSA.

Section 3: Meetings

1. There shall be a minimum of **two** Executive Committee meetings during the semester, called

by the President.

2. An emergency may be called at the request of a simple majority of the Executive Committee members. Such a meeting shall be held within two weeks but not earlier than one week from the receipt by the President of the written request of the members of the Executive Committee.

3. The presence of two-thirds of the members of the Executive Committee shall constitute a quorum at any duly called meeting.

4. When the Executive Committee is not in session, the President shall take decisions after consulting with at least two other Executive Committee members and present such decisions in the next Executive Committee meeting for endorsement.

Section 4: Term

Each member of the Executive Committee shall hold office for a period of two semesters provided that he does not hold the same office for more than four consecutive semesters.

Article VI: Removal and Succession

Section 1: Removal

Any member of the Executive may be removed from office by a vote of four of the Executive Committee members present at any of their meetings if charges of a direct violation of the Constitution or gross misuse of misappropriation of funds or obvious damage to the existence or interest of MSA are proven true.

Section 2: Succession

Upon a position becoming vacant on the Executive Committee, the order of succession shall be as follows:

1. A Vice-President, selected by the Executive Committee, shall succeed the President;
2. The position of the Vice-President shall be filled by a member of the Executive Committee selected by it;
3. Other position falling vacant shall be filled by the President from among the members of the MSA;
4. If the President is re-elected or is not otherwise available to take office as Ex-Officio member of the Executive Committee, the immediate past Ex-Officio may continue to serve as Ex-Officio. In case he/she is also not available, the Executive Committee may fill this vacancy according to Section 2.3 of this Article.

Article VII: Election

1. Election of Executive Committee members shall be held first by nomination from the general body membership

2. Non-nominated members of the Executive Committee (except the President) shall select the nominee best fit for each position taking into account their experience, religiousness, morals, and character.
3. The Executive Committee shall determine all other details of the election process.

Article VIII: Finance

1. All expenditures of the Association shall be budgeted by semester and shall be approved by the Executive Committee before the end of the first month of that semester.
2. The President and Treasurer shall be the only ones to allowed to handle funds, whether cash or bank assets.
3. Treasurer is liable for budget, except in case of theft or natural disasters.

Article IX: Amendments

1. Amendments must be submitted thirty days in advance to the Executive Committee and the the Executive Committee board members may decide to pass or veto
2. The Executive Committee, after approving a proposed amendment by a simple majority, shall adopt the amendment.

Windsor MSA Shura Position Roles

All Shura Members: Responsibilities that the whole board must do.

- Motivate and inspire the membership through heartfelt, passionate, positive speaking and actions
- Be accessible to MSA membership through a positive image, high visibility and approachability in the community, be a mentor and someone who can be turned to for help, act as a positive role model for everyone with a full understanding of how your actions directly affect the community
- Be aware of your world: Understand what's going on in all facets of MSA, understand what's going on around campus, read the news and be well-informed.
- Academics & Career: Assist and motivate MSA members towards academic and career success, including educating members about campus resources (career fairs, career center, etc.) as well as facilitate alumni and community mentoring/assistance.
- Have something to say at every shura meeting, email in advance what you'd like on agenda.
- Uphold coalitions and networks, professors, build relationships with community leaders and authorities on all levels
- Keep up with email and have good lines of communication with other board members
- Each shura brother MUST do 1 Friday Khutbah unless there are extenuating circumstances.
- Assist in major MSA events (regardless of position)
- Build brotherhood, sisterhood and loyalty towards MSA, bridge cliques, ensure the community is united, continually visit member, foster an environment in which members grow in faith and activism, build lasting relationships, and succeed in academics and career
- Be prepared to assist in tasks of other shura members as needed, such as public relations, representation to outside organizations, recruitment, publicity and emergency management
- Be involved in training and transition for new shuras
- Look out for other shura members and be supportive friends of one another
- Uphold MSA mission statement:

The Muslim Students Association (MSA) is a registered student organization at the Windsor University School of Medicine. MSA exists for the sake of Allah (swt). It is a social group for the Muslim students on campus; consisting of people of different origins, nationalities, and culture; serving the needs of students by the virtues of brotherhood and sisterhood; a means by which Muslim students maintain and increase their faith in a college environment as well as an expression of their creativity and ideas; a tool by which non-Muslims on campus learn about Islam and its beauty; a voice for the Ummah on this campus and of all Muslims worldwide.

Above all, MSA is the stepping stone by which students learn the techniques, develop the motivation, and acquire the passion to commit their lives for the sake of Allah (swt).

President: Responsible to represent the organization, including its values and constituency.

- Chief Officer of MSA, understands and directs to a certain extent all activities of MSA, overlooks and does what is best for shura members and the membership.
- Guides MSA with a vision and sets goals for the year, semester, and month according to the needs of the constituency
- Responsible for accountability of shura members and ensures tasks are completed and that MSA functions in a professional manner
- Decision protocol - Holds final say in all matters, can make decisions without consultation from other shura members if they aren't available during urgent situations
- Financially authorized to sign and deposit checks and withdraw from MSA bank accounts, send mass mails, and has access to all administrative and logistical functions and can use them as needed
- Handles important public relations, delegates and manages P.R. responsibilities
- Runs the organization, including: a.) leading effective shura and general body meetings, b.) maintaining open communication and positive relationships with all board members
- Monitor committee performance and state of the organization (including constituency and internal affairs)
- Communication and Visibility with membership, including beginning and end of semester messages at minimum.
- Assists in training and transitioning of new shuras
- Emergency management
- o Assist in aspects of development and fundraising of project in coordination with Islamic Organization of St. Kitts
- Assist with setting time, location and Imam for daily, Friday, taraweeh and Eid prayers
- Responsible for managing end of semester auction event

Brother/Sister Vice President: Responsible to assist and ensure President's responsibilities and to outreach to Muslims and non-Muslims on campus

- Decision protocol - If the president is absent for any reason, then the VP takes on the presiding

role, otherwise he/she has the same role as any other shura member

- Assist in Liaison role of coordinating interactions with affiliated campus organizations.
 - Halaqas - Establish monthly halaqas as basis for all basic spiritual uplifting for all members
 - Educate membership on universal, core topics of the Islamic faith, including the five pillars, basics of Quran & seerah through lecture series or classes
 - Make regular efforts to educate non-Muslims on campus about Islam through dawah tables, large lectures, creative displays, or large scale events such as Islamic Awareness Week (I.A.W.)
 - Coordinates interfaith initiatives, works with other religious groups, i.e. Fast-a-thon
 - Dawah events, free Qur'an distribution other creative dawah
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Brother/Sister Event Coordinator: Responsible for organizing social brotherhood and sisterhood activities

- Liaison role helps president and VP coordinate interactions with other campus organizations.
 - Coordinating brothers' MSA basketball tournament or other brothers events
 - Coordinating sisters' pool party event or other sister events
 - **Coordinate and organize orphan visit and donations**
 - Responsible for managing all inventory gathered for various MSA events
 - Work to establish grassroots events that provide places to socialize and be entertained on weekends (random apartment parties, night outings)
 - Sports and recreational events (weekly basketball, football, anything)
 - Field trips (hiking, wall climbing, etc.)
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Treasurer: Responsible for all MSA related financial planning and account management

- Responsible for funding all MSA activity expenses
- Applies for funding from the university for MSA activities
- Financially authorized to sign, deposit and withdraw checks from MSA account
- Documents and keeps track of all financial history
- Determines each semester budget to work with
- **Collaborate and inform the President of MSA**
- **Keep track of orphan donations and make sure orphanage gets donations**

- Informs shura of current budget status
 - Responsible for MSA t-shirt inventory and sales
 - Assist in funding strategy of St. Kitts masjid
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Secretary: Responsible for all MSA electronic correspondence and maintaining all MSA related documentation.

- Maintain and update MSA/masjid website- www.windsormsa.org
 - Maintain and update MSA facebook group (i.e. posts, pictures, etc.)
 - Responsible for all Windsor MSA correspondence via windsormsa786@gmail.com account
 - Manages all MSA related documents
 - To give reports of shura meetings decisions and action items
 - **Take minutes of general body meetings and email to all members**
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