

## Muslim Students of Lethbridge (MSL) Constitution

1. Name: Muslim Students of Lethbridge (MSL)
2. Mission Statement:
  - 1- To preform charity in the city of Lethbridge and beyond, primarily through raising funds but also through actions such as garbage clean-up
  - 2- To provide diverse socialisation and learning opportunities centred around the Muslim community at the university, including tea or coffee breaks, practising calligraphy and potlucks.
  - 3- To advocate for the needs of Muslim students on campus, such as accommodations for obligatory prayers as well as support during the month of Ramadan.
3. Membership: Membership is available to all students, faculty, staff and citizens of Lethbridge without discrimination against ethnic origin, colour, religion, nationality, sexual orientation, age or beliefs. Membership is free of charge, to anyone who abides by the rules of the constitution. Voting is restricted to current students at the University of Lethbridge.
4. Accountability Clause: We acknowledge that the club will abide by all Students' Union and University of Lethbridge bylaws and policies unless otherwise approved by the GA, and acknowledges that the club may face de-ratification if a bylaw is contravened without GA authorization. We also acknowledge that the club will act in accordance with the Alberta Human Rights Act at all times.

### 5. Executive Positions:

President – the president is responsible for organising events and is the face of the group. He or she is responsible for

1. Being attentive to the needs and wants of the members, whilst also exerting firm and focused leadership.
2. Delegating any authority to any of the officers as needed.
3. Calling and presiding over meetings of the Executive Committee and the General Body.
4. Finalising the agenda for the Executive Committee and the General Body meetings and notifying the members of the Executive Committee and the General Body, respectively, of it.
5. Forming various Ad Hoc Committees with the approval of the Executive Committee.
6. Controlling the spending of major funds as defined in this article.
7. Presenting reports on the state of the association to the annual meeting.

8. Being the spokesman, representative and correspondent for the association in external activities.
9. Training the new president once elected and handing over the responsibilities.

Vice-President – assists the president with necessary side-tasks, with a focus on community feedback. He or she is responsible for:

1. Assisting the president in accomplishing the purpose of the association.
2. Temporarily assuming the functions of the president when requested by the president, or in the event that the president is incapacitated or otherwise absent.
3. Maintaining a list of the members with their names and email addresses and updating the list at least once every three months.
4. Sending the weekly email as needed.

Treasurer – ensures records be kept of incoming and outgoing funds. He or she is responsible for:

1. Maintaining the record of all the financial transactions of the association—including systematic up-keep and writing reimbursements, receipts, banking reconciliation and showing of increase of funds in statements to be made public.
2. Controlling minor funds and expenses of the association. A minor expenditure is one requiring the use of less than CAD \$50. Any minor funds should be spent with the finance secretary's discretion and is subject to review by the president.
3. Controlling and major expenditure with the written agreement of the president. Any expense requiring the amount of CAD \$50 or more is defined as a major expenditure. The signature of the president or the vice president on the cheque signifies his or her agreement with the expenditure. All spending is subject to review by the cabinet and any mismanagement of funds is punishable by the removal of the persons involved.

#### 6. Executive Procedure:

1. Election season commences at a minimum of two weeks before the final exam break of the spring semester.
2. Nominations will be accepted over a two-week span after the executive committee has sent out an email informing the membership of elections. Members are allowed to submit a nomination, allowing just one nomination per individual per position.
3. Nominations will be done exclusively via email.
4. If a current officer has been nominated, he or she may not vote for himself or herself to validate screening processes for elections.
5. The executive committee must request the secondary advisor and an additional member of the community (non-student as selected by the secondary advisor) to supervise the elections. The executive committee members shall not be involved with the elections and may not serve as supervisors.

6. There shall be a minimum of one election day. The membership will be given a minimum of a fortnight's notice concerning election day and no new membership may be registered for at this point. Elections shall be conducted via standard secret balloting.

7. The executive committee must take the necessary measures to ensure the election process is fairly done. In the event of suspected misconduct, the election results shall be invalidated and the secondary advisor must assign a new election day. Should misconduct be perpetrated by nominees, he or she shall be disqualified from candidacy.

8. In the event of a tie, the victor shall be decided by the newly elected officers. The officers must agree on a consensus vote for the nominee under dispute. If this does not occur, the decision will be made by the previous executive committee.

7. Amendment of the Constitution: Any amendments of the constitution must be approved by a majority of the executive council and 50% plus one of voting members present at the time of the meeting. In accordance with Students' Union policy, all amendments will be submitted to the VP Student Affairs.

Registration with the university's religious umbrella, opening the accounts and implementation of other matters as required by the constitution shall be accomplished within three months after the constitution has been adopted.