



Wilfrid Laurier University | Muslim Student Association

Constitution

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muslim students' association

WILFRID LAURIER UNIVERSITY 

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Article 1 – Definition & Vision

Part 1: Definition

For purposes of this constitution:

1. The MSA shall be deemed to refer to the Muslim Students' Association of Wilfrid Laurier University.
2. The terms 'University' and 'WLU' shall be deemed to refer to the Wilfrid Laurier University's Waterloo Campus.
3. The term 'Executive' shall be deemed to refer to the body of the MSA appointed by the President.
4. The terms 'general body,' 'general member(s),' and 'general membership' shall be deemed to refer to general and associate members of the MSA.
5. The 'Qur'an' shall be deemed to refer to the Holy Book of Islam, considered to be the Word of Allah (Arabic term for 'God').
6. The 'Sunnah' shall be deemed to refer to the way of life of the Prophet Muhammad (peace be upon him), considered to be a guide to the personal and communal behavior of Muslims. In particular, it consists of what the Prophet (peace be upon him) said, did or actions witnessed by the Prophet (peace be upon him) and not objected to by him, as agreed upon by the majority of Muslim scholars.
7. 'Dawah' shall be deemed to refer to the practice of educating the public about Islam.
8. Articles or Subheadings with an *asterix* (*) to the right of it can be changed as the President deems fit for the term they are leading. These portions of the constitution constitute matters that may differ every year. For example, meeting dates, open positions, and responsibilities. Refer to Article 7, for more details.

Part 2: Vision

The purpose of the Muslim Students' Association at the Wilfrid Laurier University shall be to promote a positive image of Islam by bringing together communities through the principles of Islam. This Constitution is enacted for the purpose of establishing a representative body based on merit to help: (a) encourage and facilitate the practice of Islam on campus, and (b) promote awareness of Islam among the University community. The MSA will organize events in accordance with the Qur'an and Sunnah.



Article 2 – General Regulations & Eligibility

1. General Regulations

2.1.1 A student shall be deemed to be a full-time/part-time undergraduate student, or a full time/part-time graduate student of the University provided that they have paid their incidental fees.

2.1.2 Undergraduate and graduate students are allowed to be general members of the MSA. Faculty, alumni, staff and members of the community at-large are allowed to be associate members of the MSA.

2.1.3 Associate members will have all the same privileges and responsibilities as regular members, except for the right to be appointed to an executive position.

2.1.4 All Executive and General Members of the MSA shall be students while in office. Co-op students, working students, and/or out-of-town students may hold an Executive position provided that they are able to fulfill their Executive obligations.

2.1.5 Being unable to fulfill Executive obligations may result in the immediate termination from one's position.

2. Eligibility

2.2.1 To be eligible for MSA General Membership, the following conditions must be met: can be a student (Muslim or non-Muslim), and must have submitted the required information to the MSA as requested (General Membership form). Can be a non-student for an associate member position.

2.2.2 Eligibility for President: To be eligible for the role of the President, the following conditions must be met:

1. Must be a Muslim student. Must keep in mind the Qur'an and Sunnah when representing the MSA.
2. Must be a current student at WLU.
3. Must have been a returning member of the MSA.
4. Must have held an Executive Position for at least one (1) term in the past without resigning or being removed from Office from that term.
5. Must meet Article 6.1 criteria.



2.2.3 Eligibility for VP Position: To be eligible for nomination as a VP, the following conditions must be met:

1. Must be a Muslim student. Must keep in mind the Qur'an and Sunnah when representing the MSA.
2. Must be a current student at WLU.
3. Must fill out an application form and go through an interview with the President and EVP.
4. Must meet Article 6.2 criteria.

Article 3 – Legislation & Positions

3.1: Legislation

The MSA shall base rulings and legislation on the Qur'an and Sunnah on all matters within its jurisdiction. The constitution is a reference document for roles, responsibilities, and overall MSA operations.

3.2: Positions, Duties and Responsibilities

In addition to being responsible for his/her individual duties to Allah, the Most Gracious, as illustrated by example of Prophet Muhammad (ﷺ), each Executive has certain professional responsibilities.

President*

The President Shall:

1. Act as the official representative of MSA on all occasions.
2. Provide leadership and guidance to the Executives and MSA.
3. Be responsible for ensuring that the Executives carry out their respective duties as outlined in Article 3.2.
4. Supervise and ensure the smooth operation of the MSA, which includes peacefully resolving any internal conflict and reviewing all administrative documentation.
5. Communicate each executive's responsibilities at the beginning of the term and remind them when necessary.
6. Chair each Executive and General Member meeting.
7. Act on their authority in emergencies or circumstances whereby an executive or general meeting cannot be called for deliberation.
8. Be responsible for the Executives and MSA and their actions as their representative.
9. Be a signing officer of MSA.



10. Have the power to appoint any General Member to an executive position that has not been filled after a screening (interview, past experience, application form, etc) and department consensus.
11. Be responsible for arranging a proper transition of responsibilities at the end of the academic year. This includes hiring a new President and Executive Vice President (EVP), as well as, proper training to prepare the new president for any scenarios they may encounter.
12. Address both internal and external affairs. May delegate these responsibilities to two other individuals (Internal and External Affairs positions are described in more detail below).

Executive Vice President*

To ensure a level of equity and representation for community members, the EVP should be of the opposite gender of the President. The EVP shall:

1. Assist the President with all designated duties and responsibilities.
2. Be responsible for any administrative correspondence not handled by other Executive members. This can include coordinating executive meetings, creating meeting agendas one day before the meeting, completing minutes, and booking locations for all events and meetings.
3. Coordinate any ticket sales for special events with the rest of the Executive.
4. Maintain communication between VP's and keep track of any event they would wish to hold, or times that they are available for events, or any concerns that they might have etc.
5. Maintain communication between General Members and the team. This can include sending out general member emails about upcoming events and providing them with a monthly summary of the MSA's initiatives.
6. Be aware of all deadlines, events, planning and processes, etc. in the event of the President's absence.
7. If the President steps down, the EVP will be assigned the role of the President.

Vice President of Finance*

The Vice President of Finance shall:

1. Be responsible for all financial affairs of the MSA, including the maintenance and security of the financial records.
2. Be a signing officer of MSA.
3. Identify grant opportunities from on/off-campus sources to help fund initiatives run by the MSA (e.g PennyAppeal assisting MSA's program).
4. Maintain, if necessary, a maximum of \$100.00 in petty cash at MSA events involving general cash sales (e.g., sale of food or books by the MSA, ticket sales for events).
5. Reimburse Executive and General Members for expenses paid out-of-pocket only when



proof of purchase is provided.

6. Reimbursement shall only occur if the expense (on behalf of the MSA) was pre-authorized or approved by the President and EVP, as well as, the Centre for Student Equity and Inclusion (CSEDI) coordinator.
7. Be responsible for the security and deposit of any cash funds received as revenue at any MSA events and ensure the deposit is made on a timely basis.
8. Prepare the term budget, in conjunction with the Executive Team, and submit it to the Waterloo CSEDI coordinator for approval.
9. Abide by any financial guidelines set by the student centre (Student Union or CSEDI) that the MSA operates under for the given Academic year.
10. Disburse no funds of the MSA unless authorized by the President or the majority of the Executive team.
11. Transfer all assets, books, and other financial records to the incoming Finance Executive.
12. Keep track of all incoming, outgoing, and withstanding money in a shared Google sheet or Excel file online.
13. Ensure the signing officers recorded by the bank are the chosen Executive officers (preferably the President and Finance Executive).
14. Maintain liaison with the appropriate body under which the MSA operates (e.g., CSEDI).
15. Play an active role in all MSA fundraising activities.
16. Should be creative and establish innovative fundraising methods.

Vice Presidents of Religious Affairs (Brother & Sister)*

The VP's of Religious Affairs shall:

1. Be responsible for looking after all arrangements for daily prayers and Jumu'ah (Friday Prayer) organized by the MSA.
2. Establish the criteria and procedure for enforcing Islamic conduct at events in consultation with the Presidency.
3. Shall be responsible for organizing a series of weekly Halaqas (study circles) held on-campus for both the brothers and sisters side.
4. Organizing Halaqas including (i) ensuring proper booking of Halaqa locations by the EVP, advertising details of the Halaqa to general members, deciding on Halaqa contents including which texts to be used and topics to be covered; content shall be discussed with the Executives and participants. Any change in venue or timing shall be communicated through various mediums to the general body as soon as possible.
5. Be responsible for coming up with exciting new ways of giving Dawah.
6. Responsible for the distribution of Islamic material amongst Muslims and non-Muslims after seeking approval from the Executives.
7. Responsible for Islamic Awareness events and all Dawah related initiatives including but



not limited to guest speaker events, national hijab day, etc.

Vice President of Marketing*

The VP of Marketing shall:

1. Be responsible for all advertising material required by the MSA and creating engaging content approved by the President
2. Be aware of all advertising locations and the necessary process to post in those locations.
3. Be given at least one week's notice to complete all posters by the given deadline.
4. Have experience in different imaging programs such as Canva, photoshop, etc.
5. Attend all necessary meetings as requested by the Executives when collaborating with other MSA's to create marketing material.
6. Be responsible for the advertising and publicity of MSA events in the community.
7. Be responsible for dealing with on-campus publications such as the Cord, the Gazette, and other local media.
8. Maintain the MSA social media pages, ensuring frequent updates of the content to promote planned MSA events and projects.
9. Ensure all content has been reviewed by the Executive Team before posting.
10. Be responsible for communicating MSA events and activities consistently with the Muslim community online.
11. Be responsible for communicating with community members or external parties who reach out to the MSA through social media pages; answer any questions they have and ask the President or Executive team when clarification or approval is needed.
12. Redirect external parties who would like to collaborate with the MSA to the President/VP of External Affairs.

Vice Presidents of Events (Brother & Sister)*

The VPs of Events shall:

1. Work with the EVP to ensure University facilities and equipment are properly booked well in advance of upcoming events. This includes bookings for all meetings, lectures, and on-campus social gatherings held by the MSA.
2. Obtain any equipment required for events from the University to guarantee its proper set-up and function.
3. Ensure the equipment is safely used during the event and returned on time to avoid University penalties.
4. Confirm booked rooms for events are suitable (e.g., room for Jummah should not have any unmovable tables or chairs, ensure all equipment required for events, such as a projector, are present).
5. Be responsible for leading event planning processes and their implementation.
6. Act as a representative for the WLU MSA when collaborating with different MSA's or



clubs for social events.

7. Responsible for Charity Week and communicating with the President/VP of External Affairs to collaborate with Islamic Relief.

VP of External Affairs*

The VP of External Affairs shall:

1. Maintain relations with all external parties that the MSA may work with to carry out events or share information; this includes checking and responding to emails regularly.
2. Communicate external party matters with the Executive team.
3. Act as an OMSAC representative in the executive chats; must attend meetings and communicate on behalf of the WLU MSA.
4. Act as an NCCM representative in the executive chats; must attend meetings and communicate on behalf of the WLU MSA.
5. Take part and lead in promoting and organization events initiated through external parties (i.e. Know your rights workshop through NCCM, OMSAC Ski Trip, etc)

VP of Internal Affairs*

The VP of External Affairs shall:

1. Plan, organize and executing activities for team development amongst MSA Executives
2. Is responsible for administrative roles such as taking meeting notes and following up with executives regarding pending tasks
3. Facilitating interdepartmental communication through the MSA teams main communication platforms
4. Providing support to other departments as a means of guidance

VP of Technology*

The VP of Technology shall:

1. Maintain and develop WLU MSA Official website
2. Incorporate technologies and softwares to assist other team members
3. Create and maintain documentation for other executives in regards to technologies being used
4. Have experience in different languages and frameworks such as HTML, CSS, JavaScript, ReactJS, NextJS, TailwindCSS, Firebase to name a few
5. Ability to create visually appealing a UX/UI
6. Periodically analyze process within the organization and come up with solutions using technology
7. Be able to manage directors/leads under them in a suitable manner, and able to delegate tasks



VP of Professional Development*

The VP of Professional Development shall:

1. With the help of President and EVP, take on a lead role in the upcoming MSA Mentorship and Mentee program
2. Plan, develop, and execute events for the community with the goal to nurture Islamic and career path development under the Mentor/Mentee
3. Organization and execution for events tailored to career style events for the needs of the community and vision of the club.
4. Communicating with different departments to facilitate events (including but not limited to finance, religious affairs, or marketing)

CSEDI Responsibilities:

1. Liaise between the Centre for Student Equity, Diversity and Inclusion (CSEDI) and the Executive team through the President and Executive Vice-President.
2. Attend weekly meetings with the CSEDI coordinator to relay the MSA's and General Members concerns to the CSEDI, and vice versa.
3. Maintain thorough and close communication with the staff from the CSEDI to ensure smooth execution of events.
4. Hand in reimbursement forms to the CSEDI on behalf of the Director of Finance if delegated.

Muslim Chaplaincy Responsibilities:

1. Communicating with the Muslim chaplain to execute events and activities that involve both parties.
2. Redirecting students who need support (e.g., financially, mentally, spiritually, etc.) to the Muslim chaplain.
3. Working with the chaplain and Executive team to create a more welcoming and supportive environment.

Other Duties of President and Executive Vice-President:

1. Communicating with the university for university wide programs (SU, O-Week, Club Collaborations, etc).

Directors*

Directors shall:

1. Work directly under the supervision of the VP in a given department.
2. Attend Executive and General meetings upon request.



3. In case the VP of a department resigns, the coordinator shall take all responsibilities of that person.

Leads*

Leads shall:

1. Work directly under VPs of the MSA who may require additional support throughout the year.
2. Attend Executive and General meetings upon request.

General Members*

General Members may:

1. Participate and assist at events when necessary and when they are available through open volunteer positions.
2. Receive an invitation to add any experience with the MSA on their LER. General Members must participate in at least 3 events per academic term - three in the fall and three in the winter.

3.3: Executive Information

3.3.1 Term of office for each Executive shall be up to twelve (12) consecutive months before a new hiring term will begin during the period of April (in which a new President and Vice President will be appointed) and May (in which the years executive team will be hired), all other positions will be hired at the discretion of the President and VPs and their needs. Spring term is the hiring, transitioning, training, and planning period to progress into the Fall and Winter terms.

3.3.2 After the completion of four (4) months or one term, an Executive officer may choose to resign from his/her position. In this case, the Executive position will be open for the appointment of a General Member who is deemed to be eligible and merits to fill the vacant position.

3.3.3 An executive may not leave in the middle of a term; they must wait to transition into the next term to give the team the time to adjust and fill the executive's position. This should be made very clear prior to hiring. Exceptions include very extreme circumstances that must be approved by the President and EVP.

3.3.4 The Executive shall be responsible for the direction and management of MSA affairs following the provisions of this constitution.

3.3.5 The Executive shall strive to adhere to an Islamic code of conduct at all times that will



positively influence the Muslim student body.

3.3.6 Every Executive member shall be responsible for security at all MSA events.

3.3.7 MSA Executives can be a part of the executive of any other on-campus club provided they are able to fulfill their MSA Executive obligations.

3.3.8 Executives must maintain a level of professionalism when working with their peers; this entails listening to all ideas and opinions shared by each team member, respectful conflict resolution, and valuing everyone's time and dedication.

3.4: Removal From Office

3.4.1 An Executive member shall be reprimanded by the Executive Team, and upon repetition, be subject to dismissal for misrepresenting the MSA in an inappropriate fashion that is uncharacteristic of the General Muslim Body and Islamic Principles. The decision must be made collectively as a team unless otherwise deemed a private matter in which case the dismissal will be at the discretion of the President, Executive Vice-President, VP of Internal Affairs, and any other impacted member.

3.4.2 An Executive may be removed upon backbiting or slandering another Executive member or general member(s).

3.4.3 An Executive may be removed upon the usage of profanities, derogatory, or discriminatory language in conversation pertaining to MSA, its affairs, or membership.

3.4.4 An Executive may be removed upon incompetence or willful negligence of duty.

3.4.5 Removal from office shall be accomplished by a consensus of the Executive Committee after concerns related to the affected member have been presented to him/her at a previous Executive meeting. The General Body can lobby to remove any Executive from the Executive team at any given time, provided that ninety (90) percent of the Executives support the removal and sign a petition for it.

3.4.6 After consultation with the affected parties, the President shall write up and present a consensus on the decision against the member, to the Executive, at the next meeting.

3.4.7 Any Executive member shall be deemed to have resigned upon the engagement of Article 3.4.6 of the constitution.



3.5 Conflict Resolution

3.5.1 Where differences of opinion arise on Islamic thought and practice, the MSA shall adhere to principles emanating from the Qur'an, Sunnah (All Authentic Ahadeeth), Consensus (Ijma'a) of the Sahaba, and Qiyas (Analogy).

3.5.2 If a difference of opinion occurs within the MSA team regarding religious practice, an inquiry from the local masjid's Imam will be made.

3.5.3 If a difference of opinion occurs outside of the Islamic context between VPs, this will be addressed by the President and EVP.

3.5.4 If a difference of opinion occurs outside of the Islamic context between a VP and the EVP, this will be addressed by the President and a related VP.

3.5.5 If a difference of opinion occurs outside of the Islamic context between a VP and President, this will be addressed by the EVP and a related VP.

3.5.6 If a difference of opinion occurs outside of the Islamic context between the EVP and the President, this will be addressed by the VP's.

Article 4 – Finances

4.1 The signing officers of the MSA shall be the VP of Finance and the President (or the EVP in the President's absence, with the President's consent).

4.2 In the unavoidable absence of the VP of Finance, the President and the Director of Finance shall be the signing officers.

4.3 A budget of the MSA's revenues and expenditures for the term shall be prepared by the Finance Team and approved by 2/3 of the VP team.

4.4 Extraordinary expenditures, not covered by the budget but relevant to the MSA events or expenses (for example: sponsorships) that benefit the Muslim community on campus, must at any time be approved by the VP team.

4.5 The sum of all monetary loans and/or assets exceeding \$200 must be approved by 2/3 of the VP team (including the President and Vice-Presidents) and shall require a written contract signed by the borrower(s) and two of the MSA's signing officers.



4.6 Dissolution: If due to some extreme circumstance, the WLU MSA is forced to dissolve, then all assets of the organization must be relinquished by the last Executive Committee to a credible Muslim Charitable Organization.

Article 5 – Meetings and Attendance

For all meetings, any Executive or General Member must request permission to interject from the President to ensure order and understanding during the meetings. The President reserves the right to call for a meeting consisting of whoever he/she deems necessary to the matter being discussed.

Asking permission consists of raising one's hand in person, and in a virtual meeting, may also consist of typing one's name in a group chat.

5.1: Executive Meetings *

1. Take place as per the President's request and when deemed necessary.
2. Open to only invited Executive members.

5.2: General Meetings *

1. Shall occur based on the Executive team's preference on how to communicate with general members.
2. Open to all.

5.3: Constitutional Review Meetings

1. This meeting will be called for by the President upon the request of a constitutional amendment.
2. 90% of the VP Team and 60% of the Executives are required to be present for this meeting.
3. Any Executive of the MSA who is unable to attend a Constitutional Review Meeting shall contact the President or the EVP and inform them of the cause of their absence at least 24 hours prior to the meeting.
4. The President shall chair the meeting.

5.4: Absence From Meetings

1. In the event one cannot make it to a scheduled meeting, they must directly inform the Executive Vice President before the meeting occurs.



2. An absence must be for a legitimate reason; having coursework to do for example is not a legitimate reason.
3. There will be a 3-strike system whereby those who fail to attend required meetings or events without properly informing the EVP as set out in this section will receive up to three “strikes” or warnings. Upon the third strike, the individual in question will be approached and asked to resign as per 3.4.7.

Article 6 – Placements

6.1: President

6.1.1 The selection of the President will be based on multiple factors including, application forms, nomination forms, interviews, and the judgment of the President, EVP (unless the EVP chooses to apply for presidency in which case they will only be in attendance for their interview), and an external party (CSEDI coordinator or Chaplain).

6.1.2 The President will create a set of questions for the application form which they believe will show the commitment and ideas of the future year’s leader. Refer to the Drive for previous examples.

6.1.3 The executive team will also have a chance to nominate team members they believe would feel confident in leading the Muslim community. The President and EVP will know who is nominating in case nepotism is involved in the nomination process. Nominees will then be contacted to apply if they have not done so already.

6.1.4 All applicants that pass the application form process will then be interviewed with a variety of situational and position based questions.

6.1.5 A professional judgment based on the application form, nomination form, interview, and past experience as an MSA executive will be used to appoint the new President.

6.2: Executive Positions *

6.2.1 Includes VP’s, liaisons, representatives, and coordinators.

6.2.2 No office may be held by the same person for more than three terms and any executive who wishes to reapply must undergo the same hiring application open to general members.

6.2.3 An exception can be granted to 6.2.2 if a position cannot be satisfactorily filled. Then, upon the consensus of the Vice Presidents, the President may consider to keep an individual for an additional term.



6.3: General Members *

6.3.1 Any student (Muslim/non-Muslim) attending the Waterloo Campus may sign up as a General Member. There are no minimum requirements for this position. However, an individual who would like to add this experience to their LER must commit to attending 3 fall and 3 winter events and/or meetings.

6.4: Application Procedures *

6.4.1 Applications for positions within the MSA must be sent out in May of the Calendar year.

6.4.2 Must be made available for at least one week.

6.4.3 Date may be extended.

6.4.4 Those with access to information regarding who has applied must keep all information regarding the application process confidential including; how many people have applied, who has applied, how many applications have been submitted, etc.

6.4.5 After the submission deadline has passed, the President shall hire, or create an ad hoc committee to hire individuals befitting the roles available.

Article 7 – The Constitution

Part 1: Amendments

7.1.1 This constitution may be amended at Constitutional Review Meetings. A minimum of 60% of the VP team must be present to constitute a quorum.

7.1.2 . Any proposal for amendment shall be submitted to the President at least one week in advance of the Constitutional Review Meeting.

7.1.3. The President must inform all Voting Members of the proposed amendments one week prior to the Constitutional Review meeting.

Article 8 – Team Transition *

8.1 All Executive Members are expected to submit a half-page summarized transition note to the President by May 1 of the calendar year. A transition note with no length restrictions will also be asked of any Executive members to aid the coming wave of new hires to fulfill their duties in the role.

8.2 A collective transition document shall be completed by the President or an ad hoc committee appointed by the president with any information they deem necessary to ensure proper transitioning of individuals in/out of the MSA and to promote sustainability of the WLU MSA for the years to come.

8.3 A transition document shall include but is not limited to a:



- a. Detailed summary of the Executives' positions, roles, and responsibilities.
- b. List of setbacks that occurred throughout the previous year.
- c. List of recommendations for the new year.

8.4 All transition documents shall be submitted to the President no later than the last week of April and documented in the WLU MSA Google Drive.

8.5 A transition meeting with current and incoming Executives shall be hosted on the WLU Campus in Waterloo or online if conditions do not permit.

***If any of the aforementioned articles contradict what has been revealed to us through the Quran and Sunnah, the Quran and Sunnah shall take precedence over whatever has been written in the constitution. Immediate correction of the document will then be done.*

*And Allah ﷻ is perfect.***

May Allah accept our efforts.

Ameen | آمين

