

Muslim Student Association Constitution

Lakehead University

Article I: Name

The name of the organization shall be the **Muslim Student Association (MSA) of Lakehead University**.

Article II: Purpose

The purpose of the MSA is to:

1. Promote understanding of Islam among the student body and the community.
2. Provide a support network for Muslim students at Lakehead University.
3. Organize religious, educational, and social activities in accordance with Islamic values.
4. Foster relationships between the MSA and other student organizations and the university administration.
5. Serve as a representative body for Muslim students on campus.

Article III: Membership

1. **Eligibility:** Membership is open to all students of Lakehead University, regardless of race, gender, or religion, who support the objectives of the MSA.
2. **Active Membership:** Members are considered active if they attend at least 50% of the meetings and events held during the academic year.
3. **Voting Rights:** Only active members are eligible to vote in MSA elections and meetings.

Article IV: Executive Board

The Executive Board will consist of the following positions:

1. **President**
 - a. Acts as the official representative of the MSA.
 - b. Oversees all MSA activities and ensures the organization's objectives are met.
 - c. Calls and presides over meetings.
2. **VP Operations Responsibilities**
 - a. Record Meeting minutes and have them available to all executive members.
 - b. Coordinate cross-department communication. Plan and develop initiatives to increase team cohesion and collaboration.
 - c. Plan MSA wide socials under the direction of the Presidents.
 - d. Event bookings are submitted to the university for all MSA events and meetings.
 - e. Create all relevant forms for MSA activities.

3. VP External Affairs

- a. Responsible for all communication to external parties/organizations with a high degree of respect and professionalism. These parties may include, but are not limited to:

Sponsors

University Administration

Any organization/club that the MSA may collaborate with

- b. Reported instances of Islamophobia that warrant action are addressed through relevant channels.
- c. Be in charge of high-level initiatives such as (Ramadan accommodations)
- d. LU-MSA prayer spaces are kept clean and organized.
- e. Hold “MSA office hours” on a recurring basis and report back to the President as necessary.

4. VP Marketing

- a. Responsible for all social media postings on Instagram, WhatsApp
- b. Design graphics for upcoming events and create reels/recaps for events.
- c. Find new ways to increase engagement on social media and at events.
- d. Printing and posting posters in both prayer rooms and around campus regarding MSA events and initiatives.
- e. Proficiency in video editing/canva is required.

5. VP Charity

- a. In charge of all charity-related events that the MSA throws (Orphan Sponsorship, Pink Hijab Day)
- b. Responsible for monthly boothings to raise funds for various causes.

6. VP Religious Affairs Brother/Sister

- a. Responsible for facilitating and organizing halaqas, Quran circles and other religious services.
- b. Organizing Jumu'ah Prayers and Khateeb.
- c. Organize Dawah Booths.
- d. Researching and approving religious posts including important Islamic days and Islamic reminders (communicating with marketing).
- e. Contacting scholars for advice on rulings and permissibility of relevant matters.

- f. Contacting scholars for guest speaker initiatives.

7. **VP Events**

- a. Plan, develop, and execute events to connect members of the LU-MSA community and develop brotherhood and sisterhood
- b. Ensure efficient execution of events in alignment with university, Islamic and MSA policies
- c. Communicating with different departments to facilitate events (including but not limited to finance, religious affairs, or marketing).
- d. Event logistics planning (space, time etc.).

Article V: Elections

- 1. **Election Process:** Elections for the Executive Board will take place at the end of each academic year during a general body meeting. Candidates must be active members.
- 2. **Eligibility:** To be eligible for a position, candidates must be active members of the MSA for at least one semester.
- 3. **Voting:** Elections will be decided by a simple majority vote of active members.

Article VI: Meetings

- 1. **General Meetings:** General meetings will be held at least once a month during the academic year.
- 2. **Executive Meetings:** Executive Board meetings will be held bi-weekly or as needed to plan and discuss MSA activities.
- 3. **Special Meetings:** The President may call special meetings as required.

Article VII: Finances

- 1. The MSA will maintain a bank account through Lakehead University.
- 2. The President will manage all funds and ensure transparency in financial matters.
- 3. A detailed financial report will be presented at the end of each academic semester.

Article VIII: Amendments

- 1. Any member may propose an amendment to the constitution.
- 2. Proposed amendments must be submitted in writing and discussed in a general meeting.

3. Amendments must be approved by a two-thirds (2/3) majority of active members present at the meeting.

Article IX: Dissolution

In the event of the dissolution of the MSA, any remaining funds will be donated to a charitable organization chosen by the Executive Board, in accordance with Islamic principles.