



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah, the Most Gracious, the Most Merciful

## University of Regina Muslim Students' Association Constitution

*Last Amendment made on: May 2, 2026*

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## **ARTICLE I: NAME AND PURPOSE**

### **I.I Name**

The organization will be referred to as the University of Regina Muslim Students' Association. Other commonly used names that will be used to reference the organization will be UR MSA or simply as the MSA.

### **I.II Objectives and Goals**

The MSA is committed to seeking the pleasure of Allah (SWT) by adhering to the teachings of the Qur'an, the Authentic Sunnah, and by following the guidance of esteemed scholars within the Muslim community. The organization will adhere to all regulations defined by the **University of Regina Students' Association** and the rules and regulations set out the by the administration of the University. Under these guidelines, the MSA exists:

- i) To address the needs of the Muslim population within the University of Regina, and work to improve the quality of their post-secondary experience.
- ii) To serve as a powerful voice and advocate for all Muslims.
- iii) To work on educating the general student population on the religion of Islam.

## **ARTICLE II: OPERATIONAL STRATEGIES**

### **II.I Prayer**

Given the importance of the Salah (prayer) within Islam, the MSA:

- i) Will work to provide and maintain a permanent prayer hall(s), or Musallah, for the Muslims to establish prayers and facilitate other functions of the MSA.
- ii) The MSA will work to provide an ablution, or wudu, area for the Muslims.
- iii) The MSA is responsible for ensuring a space is provided for Jummah Prayer (Friday sermons) that accommodates all those who wish to attend. Given the significance of prayer and the high attendance, the prayer may occur multiple times or at other areas of campus to ensure all can attend.

- iv) The MSA is responsible for ensuring that a Khateeb is present to give the sermon and lead the prayer.

## **II.II – Relations**

To fulfil the roles listed in article one, the MSA will maintain constant relations and a mode of communication with other organizations in order to:

- i) Ensure halal foods options are made available throughout the food outlets on campus.
- ii) Organize various Islamic, academic and non-academic activities and events to fulfill its purpose to the Muslim students on campus.
- iii) Promote connections between Muslims at the University of Regina, to encourage academic cooperation, tutoring, interest groups, etc.
- iv) See to the circulation of relevant, Islamic publications to those who request it.
- v) Promote respectful interfaith dialogues and have knowledgeable MSA candidates and/or guests.
- vi) Participate in campus events and cooperate with campus interest groups to promote shared values.
- vii) Play a leading role in organizing events that deal with public outreach, helping others, and raising awareness on campus.

## **ARTICLE III: MEMBERSHIPS**

Membership in the MSA is obtained by signing up for the mailing list, by expressing interest via email, social media, or at any MSA event. Members will be tracked under the systems set out by the **University of Regina Students' Association**.

### **III.I – General Body**

Members of the general body are any actively enrolled students or non-students (University faculty and staff) who desire to be a participant in the MSA. Members are entitled to all MSA privileges.

### **III.II – Executive Team**

Members of the Executive Team are individuals elected by the members of the General Body. These members are individuals who form a team that will aim to accomplish the objectives set out above. These members assume their respective roles and will operate the MSA.

### **III.III – Volunteer Team**

#### 1) Purpose

- a. The Volunteer Team shall serve as a core committed group of members who support the operations and initiatives of the URMSA, with the purpose of increasing organizational capacity and fostering greater member involvement and leadership development.
- b. The Volunteer Team may be referred to by an alternate name as determined by the Executive Team.

#### 2) Composition

- a. The Volunteer Team shall consist of general members selected and appointed by the Executive Team at any time during the academic year.

#### 3) Structure and Roles

- a. The Volunteer Team shall operate under the direction of the Executive Team. Any specific roles, responsibilities, and internal structure may be defined and adjusted by the Executive Team based on organizational needs.

#### 4) Expectations and Commitment

- a. The Volunteer team is expected to maintain consistent participation in assigned duties, be responsive in communication, and uphold the values and standards of the URMSA.
- b. A member may be removed from the Volunteer team due to poor participation or conduct inconsistent with the organization's values, as determined by the Executive Team.

## **ARTICLE IV: EXECUTIVE TEAM**

**“Honour Allah’s covenant when you make a pledge, and do not break your oaths after confirming them, having made Allah your guarantor. Surely Allah knows all you do.”**

**(Quran 16:91)**

The URMSA Executive Team, consisting of seven formal members elected by general members, is responsible for leading the organization. They will develop and implement a plan of activities and

programs throughout their term. The executive team will be put into place by the end of May and will remain on the team until the next elections, to be held at the start of May. The executive team will hold in-person meetings at least twice a month unless otherwise justified by the Executive Team.

The following will outline the duties and responsibilities of each of the seven of the URMSA Executive Team:

1) President

- a. This position is held by a previous Executive who has acknowledged and adhered to the MSA objectives. The President's Role will consist of the following:
  - i. Serve as the main spokesperson for the URMSA.
  - ii. Forge strategic partnerships with other clubs and societies.
  - iii. Lobby for the URMSA at the **University of Regina Students' Association** and to the Board of Directors of the University of Regina
  - iv. Oversee the general operations of the URMSA and will ensure that other executive members are fulfilling their tasks. It will be the role of the president to ensure appropriate delegation of work among the Executives.
  - v. The President may be given signing authority of the bank accounts upon request.
  - vi. Ensuring that the UR MSA remains ratified with the **University of Regina Students' Association**.

2) Vice President of Finance

- a. The member holding this position is responsible for:
  - i. Managing MSA finances, including fundraising (donation boxes), budgeting, preparing financial reports and statements.
  - ii. All financial related requests are made through this member. Nothing should be purchased or expensed unless there is direct approval from this member.
  - iii. This is the only member who will automatically have signing authority on all the MSA bank accounts.
  - iv. This member is responsible for the collection and recording of funds including cash and online transactions.
  - v. If members of the general body requests access to the MSA financials, this member must deliver the reports in a timely manner.

- vi. Ensuring that PEC funding and operational funding requests are made to the **University of Regina Students' Association.**

3) Vice President of Communication

- a. The member holding this position is responsible for:
  - i. The key responsibility of this member is to coordinate the Jummah Salah. This will include finding the Khateeb for each Salah. If one cannot be found, the role of Khateeb will fall upon a male member of the MSA executive team.
  - ii. This member will take on the role of sending out weekly announcements through multiple channels including emailing a newsletter, updating social media platforms (Facebook, Instagram, WhatsApp) and updating the website. Weekly announcements will be done on Thursdays.
  - iii. Taking meeting minutes for all general, council, or executive meetings.

4) Vice President of External Affairs

- a. The member holding this position is responsible for:
  - i. Acting as a bridge of communication between the members and the MSA executive team.
  - ii. Proposing events and activities that will engage the members– discussions, sports intramurals, and tournaments, etc.
  - iii. Contacting any local individual, group, or organization on behalf of the MSA.
  - iv. Organizing and directing volunteers for all events.

5) Vice President of External Affairs – Only a sister can hold this position.

- a. The member holding this position is responsible for:
  - i. Acting as a bridge of communication between the sisters (Muslim female) and the MSA executive team.
  - ii. Proposing events and activities that will engage the sisters– discussions, sports, tea and talk, etc.
  - iii. Contacting any local individual, group, or organization on behalf of the MSA.
  - iv. Organizing and directing volunteers for all events.
  - v. Moderate the Sisters WhatsApp chat.

6) Vice President of Social Affairs (Two Positions) – One spot is reserved for a Sister. The other spot can be held by either a brother or sister.

- a. The member holding this position is responsible for:

- i. Creating all posters and other social media posts relating to the events
- ii. Will work out the logistics of these activities and reserve the appropriate facilities.
- iii. Will help to organize general social events for both Muslims and non-Muslims.
- iv. Will handle all social media platforms and update them accordingly.

## **ARTICLE V: ELECTIONS**

### **V.I – Elections Procedures**

Elections will be held in May of each year. The election process for the **URMSA Executive Team** starts with a nomination period, where nominees, who must be active members of the MSA, submit a summary of their experience and participation. Unless stated otherwise, both males and females can run for a position on the board. The **Executive Team** appoints an election committee to oversee the electoral process, ensuring only valid members vote.

### **V.II - Resignation**

Resignation from the **Executive Team** is contingent on providing acceptable reasons approved by the remaining members of the executive team. In the event of a resignation or **removal**, the **Executive Team** will determine the most appropriate method for appointing a replacement, either through interviewing and/or an electoral process.

### **V.III – Inactive Board Members**

- 1) Definition of Inactivity
  - a. An Executive Team member will be considered inactive if they fail to attend 3 board meetings in a row, or 5 board meetings in a single academic term (Fall, Winter, or Spring/Summer), without providing a valid reason and prior notice to the President or designated Executive.
- 2) Notice of Inactivity
  - a. Upon reaching the inactivity threshold, the Executive Team member will receive a formal written notice from the President (or designated Executive) outlining the concern and providing an opportunity to respond within 7 days (Notice Period).
- 3) Review and Decision

- a. Following the Notice Period, the Executive Team may review the Board Member's participation and determine appropriate action, which may include:
  - i. Continued monitoring
  - ii. Recommendation for Removal
- 4) Removal Process
  - a. A Board Member may be removed from their position due to inactivity following a two-thirds majority vote of the Executive Team, provided that the Board Member has been notified and given an opportunity to respond.
- 5) Exceptional Circumstances
  - a. Exceptions may be made for extenuating circumstances at the discretion of the Executive Team.

## **ARTICLE VI: ADVISORY BOARD**

The advisory board will consist of four individuals who will remain on the board until one decides to step down. The four individuals will consist of:

- i) A Muslim professor at the University of Regina.
- ii) A Muslim professor at the University of Regina.
- iii) A previous MSA Executive team member who has been out of the team for at least three years.
- iv) A local Imam or Sheikh.

This board will be in place as a point of reference/contact for the MSA executive team. This board holds no official power or voting rights; however, they do reserve the right to meet with the executive team at any time.

## **ARTICLE VII: GENERAL MEMBER MEETINGS AND CONSTITUTION AMENDMENTS**

The MSA Executive Team must hold at least one general body meeting annually with every newly elected board. Additional meetings can be held at the discretion of the MSA Executive Team or if at least 25% of members of the general body request one.. Amendments may only be made to the constitution with a

simple majority vote at a General Body Meeting. The amendment must be proposed by an executive member and will be put into effect after a voting process is done during the meetings.

If members of the general body wish to make changes to the constitution, a formal proposal must be made at least 48 hours prior to the general meeting.

***“Indeed, Allah commands justice, grace, as well as generosity to close relatives. He forbids indecency, wickedness, and aggression. He instructs you so perhaps you will be mindful.”***

***(Quran, 16:90)***