

Article 1 – Definition

1. There shall exist a club in Western University's club society known as the Muslim Students' Association, which for the purposes of abbreviation shall be referred to as the MSA.
2. The trademark of the MSA's logo shall include the letters 'M', 'S', 'A' and the word 'Western'.
3. The Muslim Students' Association shall not be a representative of the University Students' Council (USC) as its views and actions may not fully complement MSA's purpose.
4. Western MSA is governed by the USC and the MSA seeks approval from its governing system before organizing any activities.
5. The mission statement of the MSA is as follows:

The mission of the MSA is to provide an Islamic environment conducive to reativity, leadership, excellence and professionalism to empower students to reach their potential: physically, emotionally, socially, mentally and spiritually.
6. The general belief system under which the MSA runs as an organization is:
 - a. There exists only one God: Allah, the most Gracious and Almighty, who is the true creator and sustainer of the universe, and that Muhammad, may the peace and blessings of Allah be upon him, is the last Prophet and Messenger of Allah to humanity.
 - b. The salvation of all human problems is only possible through the total implementation of His guidance, which is found in the Holy Qur'an and the prophetic teachings and traditions.
 - c. The life and teachings of his servant and messenger Muhammad, peace be upon him, is the ideal example for all humanity. The Prophet's companions are the best people after the messengers of Allah, and they are to be respected for conveying the message of Islam to us.

Article 2 – Objectives and Aims

Part 1: The MSA

1. Shall aim to organize and unite Muslims at Western University, Canada
2. Shall promote the teachings and practices of Islam to the members of the organization, fellow students, and members of the university community.
3. Shall represent MSA members in various forums at Western University, Muslim organizations in London, the City of London, and at conferences and other functions to the outside community.
4. Shall promote awareness of Islam as a complete way of life to individuals and groups.
5. Shall establish and maintain relationships with other groups and associations inside and outside Western University.

Article 3 – Membership

1. There shall be three categories of members in the MSA:
 - a. Student members: Students who are interested in the activities of the MSA.
 - b. Community members: Any Muslims in agreement with Article 2: Part 1.

- c. Honorary members: Individuals who are not Muslim and are interested in the activities of the MSA.
- 2. All members shall pay an annual membership fee at a minimum of \$5, with the exception of Community Members, which is determined annually by the Executive Committee.
- 3. Only paid Student Members are eligible to vote, hold Executive Office positions and Manager positions. See Article 8.

Article 4 – Executive Committee

Part 1: Purpose and Structure

- 1. The Executive Committee for the purposes of abbreviation shall be referred to as the executive.
- 2. The executive shall as a whole have the direction and management of the MSA subject to such directions as the Council (Executive Committee members, Managers and Committee members) may give.
- 3. The executive shall administer the finances of the club, manage its properties and implement the policies of the MSA.
- 4. The executive shall be responsible to the managers and members and shall act in accordance with any decisions of the Council.
- 5. Shall actively invite, recruit, and encourage the engagement of new members.
- 6. The executive committee shall consist of:
 - a. The President; one (1)
 - b. Executive Vice President; two (2)
 - i. Brothers'
 - ii. Sisters'
 - c. Vice President Communications; one (1)
 - d. Vice President Finance; one (1)
 - e. Vice President Internal; one (1)
 - f. Vice President External; one (1)
- 7. The executive shall **meet at least once a week, or as necessary.**
- 8. The President or their designate shall chair executive committee meetings.
- 9. Each Executive member shall be responsible for submitting a budget to the Vice President Finance (VP Finance) at a time determined by the VP Finance.
- 10. Each Executive member shall be responsible for creating one thorough transition documents as outlined by Article 11.

Part 2: Duties and Responsibilities

- 1. President:
 - a. Shall be responsible for his/her individual duties to Allah, the Most Gracious, as defined by Prophet Muhammad, peace be upon him.
 - b. Shall be responsible for the planning, organizing, directing, and controlling of MSA activities, both directly and indirectly.
 - c. Shall be responsible for ensuring that the other members of the executive are instructed properly on their duties and responsibilities.
 - d. Shall be responsible for ensuring that the constitution of the MSA is respected, upheld and enforced by all Council.

- e. May act on behalf of Council and members between meetings –i.e. Annual General Meetings (AGM), Executive Meetings, Council Meetings– and shall only represent the majority opinion of the Council and members but such actions shall be subject to ratification of the executive.
 - f. Shall call and preside over meetings of the executive and the AGMs.
 - g. Shall be responsible for external MSA relations with Western and the University Students’ Council (USC).
 - h. Shall be responsible for ensuring that Western MSA is represented at all appropriate external meetings and conferences.
 - i. Shall ratify the appointment of all manager positions of the MSA upon the recommendation of the respective VP.
 - j. Shall have the authority to call meetings of any body of the MSA committees and managers.
 - k. Shall attend social and professional functions upon invitation as the MSA representative.
 - l. Shall be responsible for organizing weekly meetings of the executive.
 - m. Shall be directly responsible for MSA’s relationship with the USC.
 - n. Shall be responsible for incorporating the MSA in Orientation Week activities
 - o. Shall appoint a Chief Returning Officer (CRO).
 - p. Shall insure all other VPs and Managers are performing their duties to an acceptable standard.
 - q. Shall establish an efficient network between the MSA, scholars, organization, etc. by his/her involvement, promote the teachings of Islam
 - r. Shall delegate his/her power to any member of council.
 - s. Shall summarize the periodical written reports on the state of the MSA to the incoming council.
2. The Executive Vice Presidents – respective to gender:
- a. Shall be responsible for his/her individual duties to Allah, the Most Gracious, as defined by Prophet Muhammad, peace be upon him.
 - b. Shall be responsible for advising the president in the appointment of:
 - i. Welcome Week Managers
 - ii. Recreation Managers
 - iii. Prayer Room Managers
 - iv. Friday Congregation Prayer Managers
 - c. Shall be responsible for conducting and co-chairing meetings regularly with the above managers to provide leadership and direction for the manager and his/her committee.
 - d. Shall actively invite, recruit, and encourage the engagement of new members.
 - e. Shall strengthen the sense of brotherhood and sisterhood through conducting activities and facilitating communication.
 - f. Shall ensure all managers are performing their duties to an acceptable standard.
3. Vice President Communications:
- a. Shall be responsible for their individual duties to Allah, the Most Gracious, as defined by Prophet Muhammad, peace be upon him.

- b. Shall be responsible for preparing the agenda for executive, Council, and Annual General Meetings and shall send it out to the respective parties.
 - c. Shall be responsible for recording minutes of all executive and Council meetings and AGMs.
 - d. Shall send meeting minutes and attendance to the MSA Website Manager to be posted on the MSA website.
 - e. Shall maintain a current copy of the MSA constitution and ensure it is posted on the MSA website.
 - f. Shall maintain a list of all Council members including e-mail addresses and post it on the MSA Website.
 - g. Shall maintain a list of MSA Managers and Committees and their respective members.
 - h. Shall be responsible for advising the President in the appointment of the Advertising Manager and the Social Media Manager.
 - i. Shall be responsible for conducting and co-chairing meetings regularly with the above managers to provide leadership and direction for the manager and his/her committees.
 - j. Shall be responsible for calling the Constitutional Review meeting at least each academic year.
 - k. The outgoing VP Communications must transfer WesternLink access to the new Executive members by April 30th of the current academic year. Should the outgoing VP Communications not fulfill her responsibilities owed to the new Executive, with respect to transfer of WesternLink access, the incoming VP Communications must seek assistance from the Student Organizations Advisors.
 - l. Shall perform the duties of the President in the event of the absence of the President and VP Finance.
 - m. Shall be a signing officer of the MSA in the President's absence.
4. Vice President Internal:
- a. Shall be responsible for his/her individual duties to Allah, the Most Gracious, as defined by Prophet Muhammad, peace be upon him.
 - b. Shall be responsible for activities related to the promotion of spirit and traditions in the MSA members.
 - c. Shall be responsible for MSA relations within Western University.
 - d. Shall be responsible for facilitating communication with other clubs within Western University.
 - e. Shall be responsible for advising the President in the appointment of the Islamic Education Manager and Humanitarian Manager.
 - f. Shall be responsible for conducting and co-chairing meetings regularly with the above managers to provide leadership and direction for the manager and his/her committees
 - g. Shall be responsible for creating and maintaining a list of ways to contact Managers and Committees within the MSA and ensure that the list is accessible to all MSA members.

5. The Vice President Social Outreach
 - a. Shall be responsible for his/her individual duties to Allah, the Most Gracious, as defined by Prophet Muhammad, peace be upon him.
 - b. Shall be responsible for all MSA relations outside Western University
 - c. Shall be responsible for external MSA relations with Western and the University Students' Council (USC).
 - d. For representing the MSA in all contacts with other student clubs, the USC and other organizations, including both Muslim and not Muslim organizations, in the City of London and in the region, and at conferences and other functions outside the Western University community, alongside the President.
 - e. Shall be responsible for advising the President in the appointment of the Interfaith and Multifaith Ambassador and Muslims Live Managers.
 - f. Shall be responsible for conducting and co-chairing meetings regularly with the above managers to provide leadership and direction for the manager and his/her committees
 - g. Shall give assistance in booking rooms and venues for various MSA activities within and outside of Western University.
 - h. Shall work closely with VP Communications to ensure proper advertising.
 - i. Shall maintain contact with MSA National.
 - j. Shall maintain contact with the Gazette, CHRW, Mustang Athletics, MAC Give, and other USC services.

6. The Vice President Finance:
 - a. Shall be responsible for his/her individual duties to Allah, the Most Gracious, as defined by Prophet Muhammad, peace be upon him.
 - b. Shall assist the President with any legal matters of the MSA.
 - c. Shall oversee the finances of the MSA in accordance with established policies.
 - d. Shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the MSA and, under the direction of the executive, shall control the deposit of money, the safekeeping of securities, and the disbursement of funds of the MSA.
 - e. Shall reimburse approved receipts within 30 days.
 - f. Shall work with individual VPs and managers to assign budgets to individual activities planned by Managers and Committees.
 - g. Shall keep the executive informed of the financial position of the MSA and ensure that the executive is aware of the financial implications of any decisions being considered.
 - h. Shall ensure that all expenditures are properly authorized and documented.
 - i. Shall ensure that all authorized accounts are paid for in an appropriate and legal manner.
 - j. Shall ensure that all money received by the MSA is deposited in the USC account, as appropriate.
 - k. Shall present to the Council at the summer meeting, a preliminary budget for the ensuing year.
 - l. Shall present to the Executive two semi-annual budget reports both before the AGMs including original net worth, revenue generated, expenditures incurred,

amount owing, accounts receivable and funds remaining and submit it to the USC.

- m. Shall be responsible for advising the President in the appointment of the Orphan Sponsorship Manager and Islam Awareness Manager.
- n. Shall be responsible for conducting and co-chairing meetings regularly with the above managers to provide leadership and direction for the manager and his/her Committees, or can be appointed to another executive upon their approval.
- o. Shall be a signing officer of the USC account, along with the President, of all withdrawal checks on behalf of MSA.
- p. Shall render, on one week's notice, a financial statement to the executive.
- q. If incoming, shall audit the report given by the outgoing VP.
- r. Shall disburse no funds of the MSA except as authorized by the executive.
- s. Shall overlook both the general MSA account and the Orphan account with the USC.
- t. Shall perform the duties of the President in the event of the President's absence.

Article 5 – Managers and Committees of the MSA

Part 1: Structure and Purpose

1. The decisions and actions of any manager or committee may be reviewed and reversed by the Council.
2. All managers and committee members must be paid members.
3. The following Committees shall each have a Manager (number of Managers: Section 5, Part 3):
 - a. Social Media Committee
 - b. Advertisement Committee
 - c. Orphan Sponsorship Committee
 - d. Islam Awareness Committee
 - e. Islamic Education Committee
 - f. Humanitarian Committee
 - g. Recreations Committee
 - h. Prayer Room Manager
 - i. Welcoming Week Committee
 - j. Friday Congregational Prayer Committee
 - k. Interfaith and Multi-Faith Ambassador
 - l. Muslims Live Committee
4. All Managers shall be recognized as voting members of the MSA Council and shall represent his/her Committee.
5. The above Committees and respective Managers shall work in coordination with the executive to establish the main goal of the MSA according to the Qur'an and the teachings and traditions of Prophet Muhammad, peace be upon him.

Part 2: General Responsibilities of Committee Managers

1. Required to attend all Council meetings.
2. Responsible for acting as resources for MSA members.
3. Responsible for reading and being familiar with the Constitution.
4. Responsible for abiding by, upholding and enforcing the Constitution.
5. Organize and head meetings for members of his/her committee.

6. Prepare a plan for the activities of the committee during each term and submit it for approval by the executives at the beginning of the term.
7. Attend the executive committee meetings as a non-voting member, when invited, and brief the executives about the work done so far.
8. Keep all the documents of the committee, i.e. letters, minutes of the meetings, etc.
9. Managers who do not fulfill his/her duties to the satisfaction of the Executive without sufficient cause shall be summoned before the Executive and may be impeached in accordance to article 10.

Part 3: Roles and Duties of Committees

1. Social Media Committee:
 - a. Shall have one (1) Manager who shall overlook the Committee and shall report to VP Communications.
 - b. Manager shall be in constant communication with the Advertising Manager
 - c. Manager shall assign three (3) committee members to be responsible for maintaining:
 - i. The MSA website
 - ii. The MSA Facebook page
 - iii. The MSA twitter account
 - d. Manager shall overlook the committee and report to VP Communications.
 - e. Shall manage social media outlets and shall readily be available to update information.
 - f. Manager shall be responsible for creating a transition report for each semester (further discussed in Article 10).
2. Advertising Committee:
 - a. Shall have one (1) Manager who shall overlook the Committee and shall report to VP Communications.
 - b. Shall ensure that all events held by the MSA are advertised effectively on and off campus.
 - c. Manager shall ensure that MSA events are prioritized over non-MSA events when advertising.
 - d. Manager shall assign six (6) committee members to be responsible for:
 - i. MSA Alerts e-newsletter; one (1)
 - ii. Graphic designing; two (2)
 - iii. The Muslim Word newsletter; two (2)
 - iv. Videographer; one (1)
 - e. Manager shall develop connections within the London community, both on- and off-campus in order to develop more options to promote MSA events.
 - f. Shall develop an advertisement strategy for MSA events and initiatives
 - g. Shall have knowledge in image editing programs such as Photoshop, etc.
 - h. Manager shall be in constant communication with the Social Media Managers.
 - i. Manager shall be responsible for creating a transition report for each semester (further discussed in Article 10).
3. Orphan Sponsorship Committee:
 - a. Shall have one (1) Manager who shall overlook the committee and report to VP Finance.
 - b. Shall co-host events with other committees to raise funds.

- c. Shall hold at least one event per month throughout the year.
 - d. Shall host a year-end event to raise funds.
 - e. Manager shall be responsible for creating a transition report for each semester (further discussed in Article 10).
4. Islam Awareness Committee:
- a. Shall have two (2) Managers respective to each gender to overlook the Committee and report to VP Finance.
 - b. Shall have six (6) to ten (10) members who will each have individualized duties determined during committee meetings.
 - c. Ultimately, shall organize Islam Awareness Week (IAW) that happens in the winter semester.
 - d. Shall assist in advertising for IAW events to students on campus and to the broader London community
 - e. Managers shall contact IEC to provide material about Islam for awareness booths and Dawah Training for all committee members and IAW volunteers
 - f. Managers shall stay in contact with Advertising and Social Media Managers for promoting events.
 - g. Shall raise funds, find speakers, book halls on main campus and all available affiliated campuses in preparation for IAW starting in the fall semester.
 - h. Shall showcase Islam in a creative and professional manner.
 - i. Shall collaborate with other committees to co-host events.
 - j. Shall look for sponsors in the London community to sponsor IAW and other events.
 - k. Managers shall be responsible for creating a transition report for each semester (further discussed in Article 10).
5. Islamic Education Committee (IEC):
- a. Shall have two (2) Managers respective to each gender who overlook the Committee and report to VP Internal.
 - b. Shall have at least six (6) committee members who will each have individualized duties.
 - c. Shall organize the Dawah Booth, an awareness initiative, weekly provided by the USC in the UCC.
 - d. Shall provide legitimate and readily accessible training for MSA members who deal with representing Islam in any way.
 - e. Shall train IAW volunteers and committee members as well as Dawah Booth volunteers.
 - f. Shall develop a plan for the Dawah Booth in the summer.
 - g. Shall organize events during Islamic History Month and hold a booth in the UCC.
 - h. Shall have a committee member in charge of each gender-respective Halaqas (informal Islamic lectures).

- i. Sisters' committee member in charge of Sisters' Halaqa shall be in charge of organizing the annual breakfast fundraiser.
 - i. Shall hold continuous events for new Muslims and non-Muslims in collaboration with other organizations.
 - j. Shall collaborate with the Dawah committee in the London Muslim Mosque.
 - k. Shall provide materials and resources about Islam that MSA members can access.
 - l. Managers shall be responsible for creating a transition report for each semester (further discussed in Article 10).
- 6. Humanitarian Committee
 - a. Shall have one (1) Manager to overlook the Committee and report to VP Internal.
 - b. Shall collaborate with other humanitarian groups and clubs on campus and in the London Community.
 - c. Shall collaborate with other committees to create at least one event per month where MSA members contribute to the community.
 - d. Shall stay informed on humanitarian issues concerning the London community as well as the GTA and, to an extent, globally.
 - e. Shall be committed to the meetings of the Shoura Committee as well as his/her own humanitarian committees developed for events.
 - f. Managers shall be responsible for creating a transition report for each semester (further discussed in Article 10).
- 7. Recreation Committee:
 - a. Shall have two (2) Managers respective to each gender who shall overlook two separate committees and report to the Executive VPs.
 - b. Shall be responsible for initiating athletic and social events for his/her respective gender on and off campus at least once a month.
 - c. Shall ensure that events planned follow an Islamic etiquette.
 - d. Shall create activities that build and strengthen bonds between brotherhood and sisterhood respectively.
 - e. Shall organize weekly and consistent athletic activities.
 - f. Shall organize two or more joint events during the year, typically one each semester.
 - g. Shall fundraise and budget for events.
 - h. Managers shall be responsible for creating a transition report for each semester (further discussed in Article 10).
- 8. Prayer Room Committee
 - a. Shall have two (2) Managers respective, one to each gender to overlook a committee and report to the Executive VPs.
 - b. Shall be responsible for appointing six (6) committee members for maintaining the cleanliness of the MSA prayer rooms on Main campus, Brescia, Huron and Kings.
 - c. Shall commit to weekly cleaning, consisting of vacuuming both sides of the carpet, washing the boards, and updating the boards.

- d. Shall be responsible of approving external/non-MSA advertisements that would be posted in the Prayer Room.
 - e. Shall make the Prayer Room welcome to all Muslim students on campus.
 - f. Shall ensure that announcements and prayer times are up to date on a daily basis
 - g. Shall collect feedback about the prayer room at least once a year.
 - h. Managers shall be responsible for creating a transition report for each semester (further discussed in Article 10).
9. Welcome Week Committee
- a. Shall have two (2) Managers respective to each gender to overlook a committee and report to the Executive VPs.
 - b. Shall organize a series of events for five (5) consecutive business days, called Welcome Week, welcoming new students.
 - c. Shall create a mentorship program among first year students and upper year students.
 - d. Shall reach out to International Students
 - e. Managers shall assist Executive VPs in selecting committee members who shall be responsible for maintaining contact with High School MSAs and MACMSN (Muslim Association of Canada: Muslim Student Network).
 - f. Shall organize University Day for high school students and new Western students, during the second semester.
 - g. Managers shall be responsible for creating a transition report for each semester (further discussed in Article 10).
10. Friday Congregation Committee
- a. Shall have two (2) male manager who shall overlook the Committee and report to the Executive VPs.
 - b. Manager shall have no commitments, i.e. classes, on Fridays from 12 PM to 3 PM.
 - c. Shall have a backup speaker and/or a khutbah.
 - d. Shall be responsible for setting up, including setting the prayer mats, covering the windows, and cleaning up for Friday prayers in the Multi-Faith room.
 - e. Shall be responsible for making sure that there is a speaker for both the Friday prayers on Main campus.
 - f. Shall be responsible for putting together a calendar with speakers for each Friday Prayers.
 - g. Shall organize training sessions for future speakers.
 - h. Shall provide announcements given by the Executive VP to members after both prayers.
 - i. Manager shall be responsible for creating a transition report for each semester (further discussed in Article 10).
11. Interfaith and Multifaith Ambassador
- a. Shall be appointed by the President with the recommendation of VP Social Outreach.
 - b. Shall develop a committee, when necessary.
 - c. Is required to have a strong basis of Islamic knowledge.
 - d. Shall report to VP Social Outreach on a regular basis.
 - e. Shall represent Western MSA in any faith-based event with any USC club.

- f. Shall create and maintain bonds with faith-based groups on and off campus.
- g. Shall be in constant contact with Chaplain Services on Main campus and affiliated colleges.
- h. Shall be responsible for organizing and coordinating Holy Book Day.
- i. Shall develop a level of awareness within the MSA about interfaith and multi-faith initiatives and events.
- j. Shall be involved in community outreach and holding at least one (1) event per year.
- k. Manager shall be responsible for creating a transition report for each semester (further discussed in Article 10).

12. Muslims Live Committee:

- a. Shall have one (1) manager who shall overlook the Committee and report to VP External.
- b. Shall be responsible for the organization and production of the weekly Muslims Live Radio Show on 94.9 FM CHRW according to the official calendar of hosts set by CHRW's Spoken Word and News Coordinator.
- c. Shall ensure that the contents of the show reflect an Islamic perspective from the Quran and the prophetic teachings and traditions.
- d. Shall be responsible for filling a logbook of the Muslims Live show and other obligations required by CHRW.
- e. Shall decide on the contents of the show and how it will run promptly two weeks from the day of the formation of the committee.
- f. Shall be responsible for the organization and production of the daily show Muslims Live Ramadan on CHRW during the month of Ramadan.
- g. Shall direct the Ramadan Show mainly to Muslims at Western and the London community and shall aim to increase Muslims' knowledge of Islam.
- h. Manager shall attend the regular monthly meetings of the Western University's radio station CHRW.
- i. Manager shall be responsible for creating a transition report for each semester (further discussed in Article 10).

Article 6 – MSA Finances

Part 1: General

1. The MSA executive shall be empowered to administer the funds of the MSA, to receive money and to pay accounts.
2. The President, VP Finance and VP Communications shall have signing authority.
3. Disbursements exceeding \$1000 must receive approval by two thirds of the executive committee.
4. The VP Finance shall keep records of all financial transactions of the MSA and shall make them available to the USC auditors on request.
5. Any person failing to acquire proof of their expenditure for any transaction may be required to reimburse the MSA or may not be reimbursed.
6. The financial year of the MSA shall end June 1st.
7. Persons making unauthorized expenses will be held accountable for the total amount of the expenditures and may be considered for impeachment by council.

Part 2: Committee Budgets

1. The managers of the committees receiving funds from the MSA shall directly contact the VP Finance.
2. The VP Finance shall recommend the size of the budget assigned to committees.
3. Once approved, all monies must be spent on matters relating to the operations of the committee.
4. No expenditures greater than an executive defined ceiling may be authorized under the budget's general funds.
5. Forecasted expenses larger than \$500 must be allotted a specific ceiling within the budget for that cost.
6. Only expenditures authorized by an executive, manager or documented committee member will be deducted from the budget. No manager or committee member shall be authorized to make expenditures on another manager's or committee member's budget.
7. All major events by the MSA may be granted budgets from VP Finance may be granted budgets. These budgets shall be administered in the same fashion as the committee budgets with the event manager and/or committee responsible for the monies and are subject to the same constraints as managers and committees.

Article 7 – Meetings and Attendance

Part 1: Committee Meetings

1. The Executive shall meet at least weekly at such a time and place as is most convenient and suitable to the majority of committee members.
2. The President may call emergency Executive meetings in addition to the regular meetings, when considered necessary given 24 hours notice.
3. Executive Committee meetings with the purposes of decision-making shall meet quorum, which is at least five (5) of its members.
4. Each executive member shall meet with his/her respective committees at least three (3) times a month or when necessary. Each manager shall chair his/her committee meetings. Executives overseeing the committees shall only co-chair meetings.

Part 2: Council Meetings

1. There shall be at least two (2) mandatory Council meetings each academic year:
 - a. Summer Council meeting
 - i. Shall happen during the month of August
 - ii. Shall be the official training and orientation of incoming managers
 - b. Constitution Review meeting
 - i. Shall happen within the first two weeks of January
 - ii. For description, see article 10.
2. Any Council meeting, other than the above, shall be mandatory or optional.
3. Any member of the Council who is unable to attend a complete Council meeting shall inform the speaker or the President in writing (includes email) of the cause at least 24 hours prior to the meeting.
 - a. Failing to stay for an entire meeting is defined as failure to attend a meeting.
4. Any member of the Council who fails to attend more than one mandatory meeting without sufficient cause shall be summoned before the executive and may be impeached.

Part 3: General Meetings

1. All members of the MSA shall constitute the general assembly, hereinafter called the assembly.
2. The MSA shall have at least two (2) Annual General Meetings (AGM) during the academic year.
 - a. The first AGM shall be between the beginning of the academic year and the last day of September where the Council shall be introduced to the assembly.
 - b. The second AGM shall be within the last two weeks of March.
3. The presence of twenty (20) percent of the assembly shall constitute quorum for AGMs and any general meeting called by the Executives.

Article 8 – MSA Elections

Part 1: Eligibility to Hold Office

1. One office term is defined as one calendar year commencing on April 30th.
2. No office may be held by the same person for more than two terms.
3. All elected positions must be held by undergraduate students enrolled in Western University or any affiliates during which he/she holds office.
4. Student Members who are interested in holding an executive position must:
 - a. Abide by the principles laid out in Article 1.
 - b. Have been paid members for at least four (4) months before the elections of the committee.
5. The President must have been enrolled as an undergraduate for at least two years and must have served as a member of the MSA executive committee member in a previous term, limited to two past years or candidates must be interviewed by the outgoing President and pass a vote from the executives to be eligible to run.

Part 2: General

1. The last AGM must meet quorum in order for the voting procedure to occur.
2. Elections shall be by secret ballot.
3. The executive committee shall be responsible for reviewing all executive application.
4. All Student members of the MSA shall have the right to vote for all contended executive members.
5. There shall be a Chief Returning Officer (CRO) appointed by the President. The CRO shall administer the elections process.
6. The CRO shall ensure that the ballots are printed in alphabetical order by position.
7. The CRO shall chair an all candidates meeting for those persons running for executive positions. The meeting shall be mandatory for all candidates to attend and the meeting shall be held after the close of nominations and at least 48 hours prior to the night of elections. The meeting shall be used to explain the campaigning and election rules and procedures to the candidates.
8. Elections shall be held during the last AGM of the academic year.
9. There shall be an election committee consisting of the CRO and the outgoing VP Communications.
10. Where the CRO is running for an executive position, the membership must appoint a replacement CRO.
11. The election committee shall be responsible for collecting all the votes of the assembly present at the outlined AGM, counting the votes outside the room where

elections are taking place.

12. The President may direct the CRO to hold by-elections to fill vacant positions and/or tied results.
13. A nomination period for potential candidates shall be at least one (1) week in length and shall be open and available to all Student members at least two (2) weeks prior to the scheduled AGM and close at least 48 hours prior to the AGM.
14. The club's election procedures must be made available to all members when the call for nominations is made
15. The CRO will determine whether voting will be done for each executive position on separate ballots or on one ballot
16. The CRO must initial each ballot prior to distributing the ballots to the membership in order to ensure that all ballots are valid
17. Each candidate shall be permitted to appoint a scrutineer to oversee the counting of the votes.
18. The results of the elections shall be announced by the outgoing President or the designated MC for the AGM.
19. No more than one individual must fill each elected position in the MSA.
20. Once the new Executive has been elected, the outgoing Chief Returning Officer and incoming VP Communications must forward a list of the new Executive members with their email addresses to the Student Organizations Advisors within three (3) business days of the election taking place.
21. The outgoing VP Communications must transfer WesternLink access to the new Executive members by April 30th of the current academic year.

Part 2: Nominations

1. No one can nominate his/her own self.
2. There shall be an ex-officio from the executives.
3. All MSA executive members shall be nominated and elected by Student members of the MSA.
4. The nominee and two other Student members must sign nominations for elected positions of the MSA.
5. If only one nomination is received for any position at the end of the nomination period, the nominee will be placed on the ballot and must be voted into position through a majority of a yes/no vote.

Article 9 – The Constitution

Part 1: Amendments

1. The CRO, appointed by the President, shall chair the Constitution Review meeting.
2. This constitution may be amended by a two-third majority of those present at the meeting of the Constitution Review meeting.
3. All members of the MSA are welcome to attend the Constitution Review meeting.
4. Any proposal for amendment shall be submitted to the Executive at least one week in advance of the Constitution Review meeting.
5. The Executive shall inform members of the proposed amendments one week prior to the Constitution Review meeting.
6. Once the proposed amendments are passed, the VP Communications must submit a digital word file to the Clubs Governance Commissioner along with the minutes of

the meeting.

7. The Executives and the Managers shall have voting and speaking rights.
8. Committee members and any member of the assembly shall have speaking rights.

Part 2: Constitutional Review Committee (CRC)

1. This committee shall be chaired by the CRO.
2. The committee shall be comprised of the Executives and the Managers.
3. The committee shall review all parts of the Constitution and introduce amendments as necessary to the CRC.
4. The CRO shall be a non-voting member. In the case of a tie, the CRO shall vote to break the tie.
5. The CRO and sixteen (16) voting members shall constitute quorum.

Part 3: Accountability

1. Accountability shall be conducted during the Constitution meeting.
2. All Executives shall put together an accountability presentation conducted to the rest of the CRC.
3. The CRO shall document all feedback from the CRC anonymously without the presence of the Executives.
4. The Executives shall be responsible for all feedback given to them.

Article 10 – Removal of Members

Part 1: Resignation and Impeachment of Executives and Managers

1. Any member of the Executives or Managers may voluntarily resign office by informing the President in writing.
2. The President has the right to request the person who is resigning to continue fulfilling their role on the Council for a period of two weeks and present a transitional document to assist in a smooth transfer of duties to the member's incoming replacement.
3. A member of the Council may be required to resign his/her office by a two-thirds majority vote of the remaining voting members provided that a notice of motion was presented a week in advance.
4. A petition with the signatures of at least ten percent of the MSA members can demand that the CRO conduct an executive vote to determine if Council member be impeached.
5. Any executive position vacated by resignation or impeachment shall be filled by means of a by-election as outlined in Article 8: Part 2.

Part 2: Removal of MSA Members

1. Any member of the club may be given notice of removal by the club President, where the member of the MSA commits an act that is described as grounds for removal in Clubs Operating Policy.
2. The member up for removal shall have the right to defend his/her actions.
3. A two-thirds majority vote of the Council members present in favor of removal is required.
4. The member shall be removed from the MSA membership will lose all privileges associated with being a member.
5. An executive shall be removed in accordance with this section. Where an executive member has been removed only as an executive member, the above statement shall

not be applied.

Article 11- Transition Documents

1. A transition document shall be complete by all Executive Members and Managers.
2. A transition document shall include but is not limited to
 - a. Summary
 - b. Schedule for each event
 - c. Resources used for each event
 - d. Contacts used for each event
 - e. Conclusion of event
 - f. Recommendations to future Executives and Managers
3. All transition documents shall be submitted to VP Communications by the last week of April.