

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

إِنَّمَا يُرِيدُ اللَّهُ لِيُذْهِبَ عَنْكُمُ الرِّجْسَ أَهْلَ الْبَيْتِ وَيُطَهِّرَكُمْ تَطْهِيراً

## **Article 1: Name**

1. The name of this organization shall be the “Ahlul-Bayt Students’ Association” at Carleton University. Hereafter referred to as ABSA.
2. The name of ABSA cannot be used for any matter contradicting the Articles of this constitution.

## **Article 2: Objectives**

1. ABSA shall apply the manners of Quran and the beliefs of Ahlul Bayt - Ithna Ashari - School of thought in all the events and it’s decision-making.
2. The ABSA represents all Muslims on campus and strives for unity and tolerance between the members and the student community.
3. ABSA is an anti-prejudice, non-racist and non-discriminatory Association, and represents the multicultural student community of Carleton University.
4. ABSA is a Muslim association and shall spread the right image of Islam on campus and to the student community.
5. ABSA welcomes all students with various ethnicities and backgrounds and respects all social freedoms according to human rights and the rules of ABSA.

6. ABSA shall increase the awareness of Carleton University students about crises and human rights issues happening around the world.
7. ABSA shall respect all different student organisations and clubs at Carleton University and try to cooperate with other groups as possible, without violating the Islamic rules, the CUSA regulations and the essence of this constitution.

### **Article 3: ABSA structure**

1. ABSA shall be formed by its Executive Committee, subcommittees and members.
2. The Executives Officers shall be the President, Vice-President, Public Relations Officer, Secretary and Treasurer.
3. ABSA members are organized into three categories: Paid, Non-Paid Members.
4. The sub-committees are not mandatory and shall only be formed when the executive committees decides that there is a need for sub-committees. These should be presented and approved by the Executive Committee by consensus.
5. The members of the sub-committees shall be registered ABSA members.
6. The leader of any sub-committee should be one of the executives and she/he is responsible for coordinating the work and reporting the performance of the subcommittee to the Executive Committee.
7. The General Membership shall be the legislative body of the organization and shall be composed of all members.

8. The Executive shall be the administrative body of the organization and shall be composed of members elected by the General Membership.
9. The members of these committees may be changed upon request according to performance and availability.

## **Article 4: Responsibilities of the Executives Officers**

### **1. President**

- 1.1. Shall be responsible for calling and effectively directing Executive Committee and General Assembly meetings by preparing agendas and issues for discussion in advance.
- 1.2. Shall be the primary contact and liaison with the CUSA and the Consulting Committee.
- 1.3. Shall be the primary representative of the Association and its members on campus and off campus.
- 1.4. Shall oversee the Executive Committee's performance, facilitate communication and improve cooperation among all members of the executive committee.
- 1.5. Shall coordinate the activities of all executives.
- 1.6. Shall approve and sign all documentation and reports including those of the treasurer and secretary.
- 1.7. Shall present an annual report on ABSA activities to the General Assembly and the Trustees.

### **2. Vice-President**

- 2.1. Shall replace the President in case of his/her absence. In case of the President's resignation, the vice-President shall be in charge until a new president is elected.
- 2.2. Shall be the secondary officer responsible for bookings and reservations of rooms and tables for Club events.
- 2.3. Shall assist the president in his/her duties.
- 2.4. Shall be responsible in coordinating all events and assigning tasks to members and volunteers during any event.
- 2.5. Shall perform various tasks assigned by the executives committee when needed.

### **3. Public Relations Officer**

- 3.1. Shall communicate between ABSA and other organizations on and off campus in accordance with decisions made by the Executive Committee and all matters related to event preparations.
- 3.2. Shall be responsible for matters associated with the media. This includes advertising and promoting the association and its events.
- 3.3. Shall forward concerns and comments from ABSA members and all other students at Carleton University to the executives.
- 3.4. The public relations officer is primarily responsible for communications between the association members and Executive Committee, including transferring members concerns and suggestions to the executives or executive decisions to members.
- 3.5. Encourage student's participation within ABSA.

#### **4. Secretary**

- 4.1. Shall be responsible for informing General Assembly members, Executive Officers and the Consulting Committee about general assembly meetings and the Executive Officers about Executive Committee meetings as appropriate.
- 4.2. Shall be the primary officer responsible for managing the ABSA members' data base and registration forms.
- 4.3. Shall be responsible for taking and keeping minutes for all meetings and keeping files/reports in order.
- 4.4. Shall be the primary officer responsible for bookings and reservations of rooms and tables for Club events.
- 4.5. Shall prepare and sign all ABSA letters, as a secondary person after the President.

#### **5. Treasurer**

- 5.1. Shall be responsible for overseeing all financial transactions of ABSA.
- 5.2. Shall prepare a monthly financial report to be presented at an Executive Committee meeting and an annual financial report to be presented at a General Assembly meeting.
- 5.3. Shall be responsible for ABSA's budget and bookkeeping.
- 5.4. Shall be responsible for all financial matters including events, promotions, fundraising activities, and applying for CUSA subsidy and seeking fund from off campus organizations that does not contradict this constitution and the rules of CUSA.

**5.5.** Shall keep records and accounts of all assets of ABSA, and match them with the ABSA budget according to the executive committee financial plan for each year, and should present all the association assets when requested by the executive committee.

**5.6.** Shall be responsible for signing all financial reports.

## **Article 5: Responsibilities of the Board Members**

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### **1. Communications/Social Media**

1.1. Shall work with the Public Affairs Officer on all media and advertisement matter.

1.2. Encourage student's participation within ABSA

1.3. Keep up with the association's social media.

### **2. Logistics**

2.1. Ensure the proper setup, organization, and tear down of all events are secured

2.2. Keep inventory of the associations equipment and ensure they are preserved adequately

## **Article 6: Membership**

1. Any Carleton University student; Muslim or non-Muslim; is allowed to be a member of the ABSA.

2. Students shall become members of ABSA after completing and signing the membership form.

3. Paid Members are members who pay their annual membership fees. They are permitted to run or vote during the elections and receive benefits.
4. Non Paid Members are members who do not pay their annual fees. They are not entitled to run, vote or receive benefits.
5. Membership is valid from May to April each year.
6. 100% of the members of ABSA should be registered students at Carleton University.

### **Article 7: Membership rights**

1. All paid members have the right to participate and vote in the General Assembly meeting.
2. All members have the right to participate in all the Club's activities and sub-committees.

### **Article 8: Elections**

1. Every candidate for any Executive position shall present all of the following documentation:
  - 1.1. A completed election nomination form.
  - 1.2. A consent form agreeing to all principles of ABSA's constitution and those of the CUSA.
  - 1.3. Proof of registration as a student at Carleton University for the year in which he/she will be an Executive Officer.
  - 1.4. Student ID and ABSA membership card.

2. Only members who are paid members for at least two months prior to the election have the right to vote.
3. All candidates must be paid, registered and involved members for at least one year.
4. All nomination forms must be presented to a Succession Officer approved by the Trustees.
5. A Succession Officer shall be responsible for the election process, the Succession Officer may be any of the following as assigned by the Trustees:
  - 5.1. A neutral party to all elections being held within the club.
  - 5.2. A member of the Clubs Oversight Committee.
  - 5.3. A member of the CUSA Clubs Office.
  - 5.4. A paying club member or an external student non-member.
6. No candidate shall be nominated for more than one position.
7. The successful candidate for each position will be the candidate with the greatest number of votes.
8. The Successions Officer shall cast a deciding sealed vote prior to the elections, in case of a tie.
9. Each Paid member shall have only one (1) vote for each Executive position.
10. All votes shall be cast by secret ballot.
11. The election results shall be announced by midnight of the Election Day.



12. In case of any emergency requiring stopping the election process, the election box shall be closed and the elections shall resume on a later date specified by the Succession Officer.
13. Proxy voting is prohibited under any circumstance.
14. Any complaints concerning the election process shall be addressed to the Succession Officer for investigation within 24 hours of the Election Day.
15. Elections shall take place during the month of March of each year.
16. Anyone convicted of fraud in the elections will be deprived of his right to vote (in case of a voter) or to nominate himself or herself (in case of a candidate) for three consecutive years.
17. The results of the elections are cancelled in case of fraud, and new elections will be arranged.

## **Article 9: Rules**

1. ABSA should be comprised of:
  - a. Executive Committee
    - i. President
    - ii. Vice President
    - iii. Secretary
    - iv. Public Relations Officer
    - v. Treasurer
  - b. Board Members

- i. Communications/Social Media
    - ii. Logistics
  - c. General Assembly (General Meeting) that includes paid and non-paid members, Executive Officers, and Trustees members.
2. The Executive Officers are elected according to the rules listed in Article number 7.
3. The term of the Executive Committee commences September 1<sup>st</sup> and ends April 30<sup>th</sup> of each academic year.
4. The Executive Committee shall meet at least once per month.
5. The quorum of the executive committee shall be four-fifths (4/5) of the executive committee members.
6. The decisions shall be taken on the basis of consensus of all executives. If there is no consensus, decisions shall be made on the basis of a majority vote of (3/5) of the Executive Committee
7. The General Assembly shall meet at least twice every year: once in the fall semester and once in the winter semester. The date and time are to be determined by the Executive Committee.
8. A special General Assembly meeting shall be called by the President at the request of three fifth (3/5) of the Executive Committee or upon request of at least one third (1/3) of the members. The date of the meeting shall be no more than 30 days after the request is

presented in writing. If no meeting is called after 30 days, the members can represent their demands to the Trustees.

9. Notification of the General Assembly meeting should be given at least seven (7) days before the meeting date, and the agenda for the General Assembly meeting should be posted online at least three (3) days prior to the meeting. Any additional agenda items may be proposed at the beginning of the meeting and must be agreed upon by one third (1/3) of the attending members in order to be added to the agenda.
10. The President of ABSA shall be the Chairperson at the General Assembly meeting.
11. The decisions during the General Assembly meeting shall be made by voting of fifty percent plus one (50% + 1) of the attending members, and the agreement of the Trustees.
12. No decision or event may contradict the rules of the Quran, those of the Ahlul Bayt - Ithna Ashari - School of thought and those of Carleton University or CUSA.
13. All information and documentations such as mailing lists, banking information, list of members and any other classified documentation are copyright owned by ABSA. Any misuse or unauthorized copies are considered illegal and fraudulent and those responsible for such acts shall be pursued for prosecution by ABSA in cooperation with the Ontario Laws.
14. At the end of the Executive Committee's term, all documentation mentioned above shall be passed on to the new Executive Committee with a commitment that no copies remain with the previous Executive Committee. Actions to the contrary will be considered illegal.

15. ABSA shall preserve the gender equity among the Executive Committee as much as possible.
16. ABSA shall not differentiate between its members on the basis of race, origin or gender but act in accordance with the rules of the Quran as “The noblest of you, in the sight of Allah, is the best in conduct” (49:13 Quran)
17. Whenever there is a vacancy in the Executive Committee a new member should be immediately elected, according to Article 7.

### **Article 10: Finance**

1. ABSA is a non-profit organization.
2. All financial assets of ABSA are subjected to Islamic regulation, which should be followed accordingly.
3. An official budget should be prepared by the Executive Committee according to the work plan and the calendar by first week of the new academic year.
4. Any financial contribution of any kind shall be accepted if it doesn't violate the Islamic rules and this Constitution.
5. The executive committee shall decide the membership fees on an annual basis.
6. The official financial documents shall be signed by the treasurer.

### **Article 11: Constitution Amendment**

1. Amendments to the Constitution shall be presented only at the General Assembly meeting.

2. Any general member can propose an amendment
3. Amendments shall be made by the voting of two-thirds (2/3) of the members participating in the General Assembly meeting.
4. No amendment may contradict with the Islamic law and/or spirit of these by-laws.
5. An amendment to the Constitution should be attached with a typed copy of the proposed amendment as well as typed minutes from the meeting when the amendment was passed, and those documents should be sent to the CUSA to legitimize the adjustment made.

### **Article 12: Agency**

1. ABSA at Carleton University is a branch of ABSA Canada.
2. The Ahlul Bayt Student's Association (ABSA) is not an agent of the Student Federation of Carleton University and its views and actions do not represent those of the CUSA.
3. ABSA has no affiliation with any organization off campus, but it may coordinate with external organizations to arrange events on campus or off campus.

### **Article 13: Scholar and Trustees**

1. The ABSA shall always act under the guidance of the founder scholar of Ahlul-Bayt Center Ottawa.
2. The Trustees is a body that exists to ensure the continuity and preservation of ABSA. It shall work in complete harmony and cooperation with the Executive Committee.

3. The Trustees shall act as a mediator in case of a conflict between the members of the Executive Committee, and its decision shall be binding.
4. The Chairperson of the Trustees shall be the primary contact with the Executive Committee.
5. The Trustees shall assist executives in carrying their duties whenever requested by the Executive Committee.

### **Article 14: Impeachment**

1. To remove a member, ABSA will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
3. Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:
4. Impeachment for Removing an Executive Role:
  - a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
  - b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.

- c. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.
5. Membership Impeachment:
- a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
  - b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
  - c. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

## **Article 15: Dissolution**

1. Upon dissolution of the Ahlul-Bayt Student Association, all assets gained through CUSA shall be returned to CUSA
2. Upon dissolution of the Ahlul-Bayt Student Association, all assets gained through means other than the CUSA shall be donated to an Islamic charity of the committee's choice at that certain time.

