

Article I

Name of the Organization

The Organization shall be known as the Ottawa Ismaili Students Association and herein be referred to as “The Organization”

Article II

Purpose of the Organization

The organization shall work towards nurturing resiliency within our youth to develop strong, confident and capable young adults able to confront any challenge they may face. This includes the ability to form relationships (social competence), to problem solve (metacognition), to develop a sense of identity (autonomy), and to plan and hope (a sense of purpose and future).

Our objectives are as follows:

- All Ismaili youth will be physically, mentally and emotional healthy
- All Ismaili youth will have a strong sense of identity, be able to articulate the values of and be ambassadors of Shia Ismaili Islam.
- All Ismaili Youth will feel a sense of belonging within the Ismaili community
- All Ismaili youth will have the skills to be leaders in their discipline, within and outside the Ismaili community
- The Canadian Jamat will be healthy and active through their participation in organized/life sports and physical activity

Article III

Structure

The General Membership shall be the legislative body of the organization and shall be composed of all members.

The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership

Article IV Membership

Conditions for eligibility and privileges for each category are described below. All members must first register with the ISA Executive and pay a nominal membership fee, which is set at the discretion of the ISA Executive. In addition, the following membership terms and conditions apply:

- Full Members:
 - All students registered at Carleton University are eligible for Full Membership. Full Members may vote at any General Meeting or Election. Full members are also eligible to run for executive positions as per the guidelines and rules governing the election process and specific role eligibility requirements stated in this handbook.
- Honorary Member:
 - ISA Alumni who are not eligible to be Full Members are eligible to be Honorary Members. Honorary Members may not vote at General Meetings or Elections, are not eligible to run for executive positions, however they may enjoy other privileges of membership such as prayer space.

Membership in the organization shall be valid from May 1st, 2022 to April 30th 2023.

In the event that a member of the organization violates the organization's Constitution or any of CUSA's governing documents, and disciplinary action is being considered, the Executive shall submit a complaint regarding the matter to the Clubs Oversight Committee per the Clubs Sanctioning Procedure.

Article V Executive

ISAs should have the following mandatory positions:

- President
- Vice-President
- Treasurer
- Communications and Administration Representative
- Sports, Health and Lifestyle Representative
- Frosh Representative

Roles & Responsibilities

This section outlines the minimum rights and responsibilities of each Executive position.

ISA President:

It is mandatory that the Chairperson be a Carleton University student.

Students that are deemed by Carleton to be full time students but are on a school sponsored work experience program (i.e. a co-op program) are eligible. Part time students and/or students participating in distance learning programs and/or part time students in continuing education programs are not eligible to hold the President position.

- It is highly recommended that this position be filled by an ISA member who has at least one year of ISA executive experience prior to election.
- It is also required that the individual who fills this position be in their 2nd year or higher in order to ensure that they have attained enough experience to lead the ISA.
- Although meetings are run by consensus, the President has the right to call for a vote on any issue. All decisions will be made with the consensus of the Executive. The President has the following roles and responsibilities:
 - Facilitate the planning of a minimum of two comprehensive planning meetings during the year:
 - Meeting 1 objectives – build team unity; align the team towards the ISA mandate; plan key goals and objectives and programming for the Fall Semester and looking towards the full year.

- Meeting 2 objectives – same objectives as for Meeting 1; evaluate team progress, issues and successes from Fall Semester.
- Act as the primary liaison between the ISA Advisor and the ISA Executive and ensure that all required documents are submitted and discussed with the ISA Advisor within the specified time frame;
- Plan and facilitate ISA Meetings;
- Register an ISA bank account in collaboration with the Treasurer;
- Sign for, or be aware of, all transactions made through the ISA account; ○ Keep in frequent contact with all Executive members to ensure that the Executive understands the needs and desires of the constituency and is evaluated on its performance (portfolio updates, suggestions, comments etc); ○ Enforce the Accountability Policy;
- Keep highly visible and accessible to the Ismaili community; Represent the ISA at all on-and off-campus functions;
- Attend post-secondary Institution students' union meetings as appropriate and act as a liaison between the post-secondary students' union and ISA Executive/members;
- Attend the ISA Executive meetings including, but not limited to, the beginning year orientation, Regional full session meeting, and Mid-Year Orientation.

ISA Vice President

It is mandatory that the Vice-President be a Carleton University student.

It is also required that the individual who fills this position be in their 2nd year or higher in order to ensure that they have attained enough experience to lead the ISA.

The Vice-President position has three primary responsibilities:

- assisting the President in his/her duties,
- external communications with the university and community,
- Supporting other Executives in their roles.

The Vice-President has the following roles and responsibilities:

- Carry out the duties of the President in the absence of the President;
- Assist the President with all aspects of his/her role;
- Register the ISA with the Post-Secondary institution students' union; ● With the assistance of ISA Executives and members, identify members that excel in academic, sports, etc. for award nominations and serve as a resource for other students;
- Communicate regularly with and provides support to Executive Members; ● Attend the ISA Executive meetings including, but not limited to, the beginning year orientation, Regional full session meeting, and Mid-Year Orientation.

Treasurer/Finance Member

The Treasurer is responsible for:

- Managing funds used and received by the ISA,
- Budgeting and ensuring that events planned and implemented are within the financial means of the club.

The Treasurer has the following roles and responsibilities:

- Register an ISA bank account with the President
- Monitor all ISA funds;
- Collect ISA membership fees;
- Maintain and update a list of paid Members and provide this list to Executive Members when necessary;
- Check membership at events (i.e., elections and other events where membership merits reduced price/ preferential treatment);
- Consult with purchase orders (POs) to ensure activities are within budget; ●

Ensures that any cheques issued by the ISA are signed by two of the following:

President , Vice-President, and/or Treasurer;

- Sign-off on the budget for each Program Plan submission to the ISA Advisor; ●
- Reimburse any members for expenses incurred during the planning and organization of an event; Request reimbursement from the students' union where applicable; ● Responsible

for any ISA fundraising, cash management and cash disbursements; ● Responsible to submit the Financial Tracker to the Executive and Post- Secondary Member;

- Compile an annual budget report, including a statement of actual expenditures and revenues, at the end of the term of office.
- Attend the ISA Executive meetings including, but not limited to, the Regional full session meeting.

Communications & Administrative Representative

The Communications & Administrative representative is responsible to:

- Create, maintain, and use multimedia tools to enhance communication between the Executive and its members, ISA and the university community, as well as other ISAs across the region;
- Create, distribute, collect, and enter data for the annual survey;
- Create and maintain the ISA Database and provide members with contact information of MKs, Executive and all registered members;
- Create and maintain ISA email distribution lists;
- Responsible for the creation and maintenance of optional ISA website and social media (Facebook, Twitter, Instagram, Snapchat accounts) presence;
- Take minutes at all Executive meetings;
- Market events (e.g., creation of emails, announcements, posters etc.); ● Keep a record of evaluations, minutes, agendas, event planning documents, database, email account etc. to ensure effective organization, planning, reporting and succession; ● Attend the ISA Executive meetings including, but not limited to, the Regional full session meeting.

Sports, Health And Lifestyle Representative

The role of the Sports, Health and Lifestyle representative is to promote the physical well-being of its members through physical fitness events and educating its members on healthy lifestyle choices. Individual ISAs can determine if this position will be filled by a single representative or by 1 male and 1 female representative.

The Sports, Health and Lifestyle Representative has the following roles and responsibilities:

- Organize intramural activities for ISA members;
- Organize participation in inter-university sport events (such as Post-Secondary Games) and designate team captains;
- Create awareness among membership of on-campus sports facilities and recreational activities;
- Attend the ISA Executive meetings including, but not limited to, the Regional full session meeting;
- Work with the Frosh representative to assist in transition of new students into Post-Secondary institutions.

ISA Frosh Representative

The Frosh Representative represents the first year students on the Executive and is Responsible for integrating the frosh into ISA activities.

The Frosh Representative has the following roles and responsibilities:

- Represent the first year students on the ISA Executive;
- Work with all ISA Executive members to deliver programming, services and resources to first year students. (E.g. Assist Education rep with Big Siblings Program)
- Keep Executive aware of frosh schedules especially with respect to midterms, final exams, and campus frosh events (e.g. residence formals, faculty events etc.);
- Engage with first year members to understand their thoughts and ideas, needs etc. and report back to Executive on frosh's feedback;
- Ensure that at least one frosh event happens each term;

- Attend the ISA Executive meetings including, but not limited to, the Regional full session meeting.

Article VI

Meetings

The executive team is required to have a minimum of two comprehensive planning meetings during the year:

- Meeting 1 objectives – build team unity; align the team towards the ISA mandate; plan key goals and objectives and programming for the Fall Semester and looking towards the full year.
- Meeting 2 objectives – same objectives as for Meeting 1; evaluate team progress, issues and successes from Fall Semester.

The President has the option to schedule regular meetings as needed. Anyone on the executive team has the ability to call a meeting. All meetings must be scheduled with at least one week's notice.

Article VII

Leadership Succession

Eligibility

Only Full Members are eligible to run for office and cast votes in the Election. And can receive a nomination form.

The individual running for ISA President should have either at least one year of experience on the ISA Executive or possess relevant leadership experience and skills, as assessed by the ISA Members. The ISA President should be, at a minimum, second year student.

A proof of registration at the respective University/College as well as full time/part time status must be presented during the election process to the current ISA President and Election Officer. Frosh Representatives must be first year students.

Nominations

A candidate must be nominated by a minimum of three Full Members from Carleton ISA. The

current term Executive will fix the date of the opening and closing of nominations. There will be at least 14 days in between these dates.

Nomination will close at minimum two full days before the election.

In the situation where an Executive Committee is elected without all mandatory positions filled and prior to another by-election to fill in the remaining positions, the Committee must either a) distribute the responsibilities among the elected officials as required or b) request whether the respective outgoing official for that specific position may be interested in managing the position until a by-election is held or c) the position may be appointed to a willing candidate. Prior to the elections, the nominees will meet with their respective outgoing Executive member responsible for that position to a) answer any questions the nominee may have and b) ensure that the candidate understands the role, responsibilities, and opportunities of the position. A group may campaign as a slate but elections will be for individual candidates. **Election**

Preparation

The Executive will choose two POs who are responsible for organizing and overseeing the General Elections.

Typically, both individuals will be Executive members who are not running in the election. If this is not possible, the Executive will choose one or both POs from the Membership. POs, by virtue of their position, are ineligible to run in the election.

POs are responsible for:

- Declaring the opening and closing of nominations
- Collecting Nomination Forms
- Keeping the membership informed about details of election night through comprehensive marketing initiatives (e.g., place, time, other info)
- Circulating written descriptions of each position, including the specific responsibilities of each office-bearer during their term of office (i.e., posting information on billboard; circulating via email)
- Maximizing the level of participation of ISA membership on Election Day and the number of nominees running for positions.
- Ensuring Executive Members prepare questions to ask the candidates running for their respective position. A tiebreaker question should also be prepared.

- Supervising the election night
- Voting prior to official close of voting.

General Election Rules

Elections must be held at least one week before the final exam period at the end of the academic year. The new Executive must be in place prior to the end of the academic year or in accordance with CUSA Rules.

For the election to be valid, a minimum of one third of Full Members must vote. If there is only one candidate who accepts nomination for a position, the candidate must still follow the same process for election as the other candidates (i.e. delivering a speech, answering questions etc.)

For positions in which there are two or more candidates the winner will be elected by majority vote – the person with the most votes wins.

There will only be one person per position elected.

If there is no member nominated for the Vice-President position, the runner up for the President position will have the option to become the Vice-President. If no candidate is found for the position of Vice-President, the Post-Secondary Member will provide a resolution within one week.

Procedure for General Elections

The following elements will be present in every ISA General Election throughout Canada

- The Treasurer and one other ISA Executive member will check membership at the door / to ensure that only registered Full Members can vote. Honorary Members and non-members can be present but are ineligible to vote;
- The POs will act as “emcees” for the event and will close nominations before elections begin;
- Close of nominations event (two days prior to election): To close nominations, the POs will read out the name of the position and ask for more nominations. Nominations will be accepted in accordance with the rules under the “nominations” section. The nominations will be declared closed after the membership has been asked for final nominees for each position;

- The first three positions to be voted on will be the President, the Vice- President, and the Treasurer, in that order. The order of the remaining candidates is flexible; For each position:

- Nominees will assemble in front of the membership;
- Each candidate will be given three minutes (maximum) to deliver his or her election speech;
- The present office holder of the position up for election will ask the first question; ● Each candidate will be given an opportunity to answer the question (max length at discretion of the ISA Executive);
- The club members will have the opportunity to ask questions of the candidates. The total duration of the question period per candidate is at the discretion of the ISA Executive. Each candidate will be given the opportunity to answer each question;
- After the question period, candidates will be asked to repeat their names and then each candidate will be given a ballot to cast their vote;
- Candidates will then be asked to leave the room while votes are cast by the Membership

Voting Process

- The POs will distribute ballots to Full Members;
- Full Members will vote for one candidate per position;
- The POs will collect and count ballots;
- Votes will be tabulated immediately after voting closes and candidates and voters will be informed of the winners when final votes are counted and confirmed.
- All votes will be audited (re-counted) by an impartial member (not an existing ISA Executive Member) to ensure they are correct.

Tie Breaker Process - In the event that a tie is declared, the POs will ask the tied candidates to re-assemble in front of the constituents, on that day, and will explain and then oversee the following Tie Breaker Procedure:

Tenure

Each candidate will be given two minutes to address the club members; After each candidate has made their address, all but one candidate will be asked to leave the room; The incumbent office-bearer will ask the candidate a previously prepared but undisclosed “tie-breaker” question;

The candidate will be given two minutes to respond (max limit at discretion of POs on the election night). After the response, the candidate will be led from the room and the next candidate will be brought in;

After hearing each candidates’ response to the tie breaker question, the Full Members will vote again, according to the procedure described above;

The Tie Breaker Procedure will be repeated until a distinct winner is confirmed.

Article VIII

Impeachment

Although ISA Executive members may solicit volunteers from any ISA Member to help in the completion of their tasks, each ISA Executive member alone is ultimately responsible for carrying out the duties as described in the Operating Policy as well as the tasks assigned to them during the year;

In the event that an ISA Executive member is not fulfilling their responsibilities the following procedure should be followed. All steps of the process must be documented. That is, Verbal Warnings, Written Warnings, decisions to resign, as well as results of ISA Executive votes must be entered in the ISA minutes. Rationale for issuing Verbal and Written warnings must also be documented.

Step 1 - Verbal Warning

An informal discussion will be initiated by the ISA President if any one of the following occur:

- An ISA Executive member fails to attend two consecutive meetings without notice (within 24hrs) to the President;
- After consultation, the Chairperson and the Vice-President feel that the Executive Committee member is not fulfilling their responsibilities;
- The President and Vice-President must consult with an impartial party before issuing a Verbal or Written Warning to any ISA Executive member;

- The President may be issued a Verbal Warning by the Vice-President and one other Executive Member after they have consulted one another on the performance of the President;
- The Vice-President may be issued a Verbal Warning by the President and one other Executive Member after they have consulted one another on the performance of the Vice-President;
- The President will document this Verbal Warning and the reasons for which it was issued. If the President received the Verbal Warning, it is the responsibility of the Vice-President to document the Verbal Warning and the reasons for which it was given;
- If after Verbal Warning the ISA Executive member is still not fulfilling her/his responsibilities within a reasonable time period (as determined by the Post Secondary Member and ISA Executive), Step 2 will be carried out.

It should be noted that the Post-Secondary Member SHOULD be an objective arbitrator and should be fully engaged throughout the process in order that Steps 2 and 3 be the last resort to resolving any conflicts.

Step 2 – Written Warning

The President will issue a Written Warning to an ISA Executive member if s/he, after consultation with the Vice-President finds that an Executive Committee member who has previously received a Verbal Warning still is not fulfilling their responsibilities;

- The President may be issued a Written Warning by the Vice-President and the Treasurer after they have consulted one another on the performance of the Chairperson;
- The Vice-President may be issued a Written Warning by the President and the Treasurer after they have consulted one another on the performance of the President ;
- The President will document this Written Warning and the reason(s) for which it was issued. If the President received the Written Warning, it is the responsibility of the Vice-President to document the Written Warning and document the reasons for which it

was issued;

● If after the Written Warning the ISA Executive member is still not fulfilling her/his responsibilities, the Post-Secondary Member will speak with the individual to try and resolve the issue. After this has taken place, step three will be carried out. Step 3 – Resolution

- The ISA Executive member who continues to fail at fulfilling their duties is given the option to resign;
- If the ISA Executive member chooses to resign, a decision regarding whether or not to hold a by-election for the vacant position must be made according to the rules under the Resignation section;
- If the Executive Committee member chooses not to resign, a vote will be held by the ISA Executive to determine whether or not this member may remain a part of the ISA Executive;
- The vote will be held at an ISA Executive meeting arranged solely for this purpose; ● At the meeting, the documentation pertaining to the Verbal and Written Warnings, including the specific reasons these warnings were issued will be presented to the ISA Executive. As well, further reasons, above and beyond what merited the warnings must be provided to explain why a resignation was demanded;
- The ISA Executive member being asked to resign must address the specific points brought up in this discussion and provide reasons why their resignation is not merited; ● After hearing both sides, the ISA Executive then has 10 minutes to ask questions and discuss;
- The Executive Committee holds a secret ballot vote to remove the ISA Executive member;
- If the ISA Executive member is voted out, they may not run again in the next election cycle. A decision regarding whether or not to hold a by-election for the vacant position must be made according to the rules under the Resignation and By-Elections section;

Article IX

Amendments

The Operating Policy should be reviewed every year to determine if amendments are necessary. A Review Committee will request feedback from each respective ISA Executive team member, The review committee is ultimately responsible for issuing the new ISA Constitution and Operating Policy prior to the school year.

The Review Committee will have four weeks to review the Operating Policy, evaluate its usefulness and suggest improvements;

Once the amendments are approved, they will be implemented immediately by the ISA team.

Article X

Dissolution

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Aga Khan Youth and Sports Board of Ottawa.