



*In the Name of God, The Compassionate, The Merciful*



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Muslim Students' Association of the University of Toronto

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***Official Handbook of the  
Muslim Students' Association at the  
University of Toronto, St. George (MSA-UTSG)***

*Last updated: 30/06/2020*

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The MSA council is to consist of 8 executives, 19 directors, and advisors.

Executive Member	Directorship Positions
Vice President Finance	1. Corporate Relations Director 2. Accounts Director 3. Orphan Sponsorship Program (OSP) President
Vice President Communications	4. Webmaster 5. Graphic Design Director 6. Digital Media Director 7. Marketing Director 8. The Muslim Voice (TMV) Director
Vice President Student Life	9. Special Events Director 10. Brothers' Events Director 11. Sisters' Events Director
Vice President External	12. Outreach Director 13. Academic Affairs Director 14. Alumni Affairs Director
Vice President Internal	15. Religious Services Director 16. Religious Education Director
Vice President Social Advancement	17. Community Action and Education Director 18. Global Action and Education Director 19. Environmental Advocacy Director

## **1. Purpose**

The MSA Handbook:

- (a) Shall act as a secondary guide for the Directors and Executives after the Constitution;
- (b) Contain important information of various MSA resources/activities for the general body that are not included in the Constitution;
- (c) Shall not override any policy stated in the Constitution;
- (d) Will serve as a secondary policy-making document for the Executives.

## **2. Amendments**

Amendments to the Handbook can be made using the following procedure:

- (a) Amendments made to this document shall be presented by any member to the current Executives for discussion and review.
- (b) Will require approval from two-thirds of the Executives for the amendments to become immediately effective.
- (c) The Handbook shall be updated within one (1) week of the amendments meeting and shall reflect this new information on the MSA web page.

## **3. Acceptance**

- (a) As of March 28, 2011, this document shall be known as the MSA Handbook.
- (b) All current Executives and Directors should be given a soft copy of this document for reference purposes.
- (c) An updated copy shall also be kept on the MSA web page for the convenience of the general body.
- (d) The Handbook will need to be reviewed at the end of every term and ratified by a majority of the Executives of that term.

## **4. Term**

The newly appointed Directors shall assume their Directorships on the first day of June following the MSA election. The term shall last from May 1st of one year to April 30th of the following year, unless otherwise specified by the MSA Executive.



## 5. Director Positions and Descriptions

### *Advisors*

- (i) Shall consist of men and women at least one of who has served the MSA in an Executive capacity for one year;
- (ii) Shall include the University of Toronto Muslim Chaplain;
- (iii) Shall be a resident of the GTA and be available to attend in-person meetings and events when called upon by the MSA;
- (iv) Shall assist the President in ensuring that MSA-related documents are successfully transferred from the previous Executives to the new Executives;
- (v) Shall assist the President in arranging concise Executive and Director training sessions at the beginning of their term;
- (vi) Shall be willing and able to offer advice and suggest solutions to the Executive when called upon, in order to assist the Executive in arriving at decisions and resolving conflicts;

### **1) Corporate Relations Director**

The Corporate Relations Director:

- (i) Shall work with the Vice-President Finance to develop, implement and monitor strategies which will generate income for MSA projects, services and activities;
- (ii) Shall research the viability of new initiatives and present them to the Executive before execution;
- (iii) Shall work with Directors and Executives to implement strategies in their events and services;
- (iv) Shall submit all fundraising plans to the Executive for approval;
- (v) Shall ensure that all monies collected from fundraising are safely handed to the Vice-President Finance;
- (vi) Shall attend all necessary meetings as requested by the Executives;

### **2) Accounts Director**

The Accounts Director:

- (i) Shall work with the Vice-President Finance to record day-to-day financial transactions, such as purchases, sales, receipts and payments;

- (ii) Shall collect and organize all the event receipts and tabulate the information accordingly;
- (iii) Shall assist the Vice-President Finance in preparing financial statements, invoices and reimbursement cheques;
- (iv) Shall ensure that all monies collected from Directors are either safely deposited or handed to the Vice-President Finance;
- (v) Shall attend all necessary meetings as requested by the Executives;

### **3) Orphan Sponsorship Program (OSP) President**

The Orphan Sponsorship Program President:

- (i) Shall act as the head of the OSP executive committee;
- (ii) Shall work with the President to enhance OSP's strategic vision;
- (iii) Shall work with the VP Finance to ensure proper coordination of financial transactions;
- (iv) Shall be responsible for getting approval of OSP events and fundraising initiatives;
- (v) Shall act as the liaison between the Executives and the OSP decision-making committee;
- (vi) Shall attend all necessary meetings as requested by the Executives;

### **4) Webmaster**

The Webmaster:

- (i) Shall maintain the MSA website at [www.uoftmsa.com](http://www.uoftmsa.com), ensuring frequent updates of web page content to reflect planned MSA events and projects;
- (ii) Shall ensure all content has been reviewed by the Executive Committee and/or any other knowledgeable parties selected by the Executive Committee;
- (iii) Shall inform the Executives of any potential problems related to the website immediately;
- (iv) Shall maintain complete security over the various MSA-operated IT Projects;
- (v) Shall ensure a current copy of the Constitution and the Handbook exists on the MSA web page at all times;
- (vi) Shall attend all necessary meetings as requested by the Executives;



## **5) Graphic Design Director**

The Graphic Design Director:

- (i) Shall be responsible for creating graphics design for event posters, website and other promotional materials related to MSA events and projects;
- (ii) Shall work with the event directors in deciding the nature of the design and in ensuring the correctness of the information on any promotional material;
- (iii) Shall be given at least a weeks notice for a regular event posters and two weeks notice for a special event poster;
- (iv) Shall provide an alternate version of the poster to the Website Director for posting on the MSA website and/or other social media;
- (v) Shall attend all necessary meetings as requested by the Executives;

## **6) Digital Media Director**

The Digital Media Director:

- (i) Shall be in charge of ensuring appropriate photographic coverage of MSA events;
- (ii) Shall coordinate a team to facilitate (help in their duties);
- (iii) It is highly recommended that there are males and females on the team;
- (iv) Shall attend all necessary meetings as requested by the Executives;

## **7) Marketing Director**

The Marketing Director:

- (i) Shall be responsible for working alongside the communication team comprised of the Digital Media Director, Graphics Design Director, The Muslim Voice Editor-in-Chief and the Webmaster
- (ii) Shall be responsible for creating and overseeing marketing and promotional plans alongside the VP Communications for all MSA Directorships and collaborations;
- (iii) Shall coordinate to ensure the publication and posting of material made for marketing and promotional purposes is edited and follows the guidelines of the MSA Values;
- (iv) Shall be responsible for the maintenance and update of the MSA social media accounts;



(v) Shall organize all programming, campaigns and initiatives in coordination with the Vice-President Communications;

(vi) Shall attend all necessary meetings as requested by the Executives.

### **8) The Muslim Voice (TMV) Editor**

The Muslim Voice Editor:

(i) Shall be responsible for all activities related to TMV magazine;

(ii) Shall be responsible for selecting a team which will handle both editorial and operational tasks;

(iii) Shall be responsible for the advertising and marketing of the Magazine, coordinating with the Website

Director to post the Magazine online;

(iv) Shall work with the Fundraising Director and VP Finance in order to seek advertisements and

sponsorships for the print magazine and the online magazine website;

(v) Shall be responsible for maintaining contacts with any organizations that directly deal with the Magazine;

(vi) Shall be responsible for overseeing the operational and logistical side of things, such as printing and distribution;

(vii) Shall attend all necessary meetings as requested by the Executives;

### **9) Special Events Director**

The Special Events Director:

(i) Shall be in charge of Frosh Week, Annual Welcome or Eid Dinner, Ski Trip and all activities deemed "special" by the Executive;

(ii) Should have an open personality to attract newcomers to the MSA;

(iii) Shall encourage newcomers to attend all MSA events;

(iv) Shall attend all necessary meetings as requested by the Executives.

### **10) Brothers' Events Director**

The Brothers' Events Director:

- (i) Shall be in charge of all social, sporting and male-specific activities;
- (ii) Shall work alongside the Vice-President Student Life to initiate and organize activities for brothers;
- (iii) Shall be responsible to recruit volunteers to help organize the events;
- (iv) Should have an open personality and be able to speak clearly with enthusiasm;
- (v) Shall attend all necessary meetings as requested by the Executives.

### **11) Sisters' Events Director**

The Sisters' Events Director:

- (i) Shall be in charge of all social, sporting and female-specific activities for girls;
- (ii) Shall work alongside the Vice-President Student Life to initiate and organize activities for sisters;
- (iii) Shall be responsible to recruit volunteers to help organize the events;
- (iv) Should have an open personality and be able to speak clearly with enthusiasm;
- (v) Shall attend all necessary meetings as requested by the Executives.

### **12) Outreach Directors (2)**

The Outreach Directors (2):

- (i) Shall be responsible for all MSA Outreach activities;
- (ii) Shall be responsible for maintaining contacts with the various faith-based groups on-campus;
- (iii) Shall be responsible for the organization of Islamic Awareness Week (of which one of the directors shall be the main lead) alongside the Religious Education Director
- (iv) Shall be responsible for the organization of Charity Week;
- (v) Should be comfortable speaking amongst Muslims and non-Muslims;
- (vi) Shall know and understand the fundamentals of Islam;



- (vii) Shall be responsible for selecting a committee which will work with the director;
- (viii) Shall organize all events and initiatives in coordination with the Vice-President External;
- (xi) Shall attend all necessary meetings as requested by the Executives.

### **13) Academic Affairs Director**

The Academic Affairs Director:

- (i) Shall maintain and supervise the MSA Scholarship Program;
- (ii) Shall arrange for the dissemination of academic advice and networking through career fairs and seminars;
- (iii) Shall hear and consider all requests for the MSA to assist with the academic success of students, and plan services and activities which cater to the academic needs of students;
- (iv) Shall attend all necessary meetings as requested by the Executives;

### **14) Alumni Affairs Director**

The Alumni Affairs Director:

- (i) Shall plan initiatives directed towards Alumni. Examples include networking and/or community events;
- (ii) Shall maintain communication with Alumni through an Alumni publication (magazine, newsletter, etc.);
- (iii) Shall outreach to Alumni and include them within the Alumni and MSA database;
- (iv) Shall research different initiatives and events that would be of interest and benefit for alumni.
- (v) Shall include and inform Alumni of MSA events that are relevant to them;
- (vi) Shall be responsible for selecting a committee which will work with the director;
- (vi) Shall organize all events and initiatives in coordination with the Vice-President External;

(vii) Shall attend all necessary meetings as requested by the Executives;

### **15) Religious Services Directors (2)**

The Religious Services Directors:

- (i) Shall coordinate daily and Friday prayers, and the collection of donations;
- (ii) Shall monitor the use of multi-faith prayer rooms and alternate prayer spaces and bring up any concerns to the Executive Committee and other necessary parties such at the Multi-faith Centre;
- (iii) Shall advocate for specific Muslim religious needs on campus, including prayer space, ablution facility, fasting and/or prayer accommodations, Halal meals, etc;
- (iv) Shall attend all necessary meetings as requested by the Executives;

### **16) Religious Education Directors (2)**

The Religious Education Directors:

- (i) Shall enhance and promote the knowledge of Islam and spirituality amongst members;
- (ii) Shall coordinate weekly or bi-weekly study circles, as well as other educational lectures and workshops;
- (iii) Shall be responsible for organizing events such as Quran recitation class, Tafsir (exegesis) class, Arabic course, Seerah or Hadith course, knowledge retreat, etc;
- (iv) Shall support Islam Awareness Week initiatives alongside the Outreach Directors
- (v) Shall attend all necessary meetings as requested by the Executives;

### **17) Community Education and Action**

The Community Education and Action Director:

- (i) Shall organize educational dialogues and activities around social justice issues, emphasizing local connections such as education, poverty, hunger, etc.
- (ii) Shall coordinate awareness campaigns about various forms of oppressions faced by communities, Muslim and non-Muslim, and organize volunteer projects such as sandwich runs, blood drives, etc.;

(iii) Shall work with student groups and other organizations on campus that have a similar mandate;

(iv) Shall act as the MSA representative at the Multi-faith Centre meetings which address community projects and events that fit under the Directorship mandate;

### **18) Global Education and Action**

The Global Education and Action Director:

(i) Shall coordinate awareness campaigns to help alleviate injustices faced by Muslims and others around the world.

(ii) Shall liaison with other student groups who are working to alleviate injustices;

(iii) Shall organize educational talks, workshops and documentary screenings to highlight the issues of injustice, locally and globally;

(iv) Shall organize fundraising events for any disaster relief initiative, as deemed necessary by the Executives;

(v) Shall attend all necessary meetings as requested by the Executives;

### **19) Environmental Advocacy Director**

(i) Shall be passionate about environmental sustainability and understand the fundamentals of environmental conservation and preservation;

(ii) Shall review MSA event proposals and advise directors on measures to reduce or plan ways to offset (e.g. fundraise to plant x trees in a park for paper/ plastic use) environmental footprints;

(iii) Shall primarily focus on improving the MSA's internal environmental performance and be responsible for implementing systems to measure the progress of sustainability initiatives;

(iv) Shall collaborate with other campus groups such as the UofT Sustainability Office;

(v) Shall organize panel talks for environmental consciousness and encourage the MSA student body to engage in campus actions such as community clean-ups, gardening, and fossil fuel divestment campaigns;

(vi) Shall actively search and apply for funding opportunities (in collaboration with VP finance) revolving around environmental sustainability;

(vi) Shall attend all necessary meetings as requested by the Executives.

## 6. Policies

### 1. Room Booking

- Spaces for events and meetings must be booked through the Secretary.
- The Secretary must be contacted a minimum of two weeks prior to the date of the booking for meetings, and a minimum of four weeks prior to the proposed date(s) of an event.
- Requests must include the following event information:
  - Name of Event
  - Date and possible alternate dates
  - Number of attendees expected
  - Type of event or summary of programming
  - Type of space preferred (ie open space, lecture hall, tutorial classroom)
  - Name of speaker(s) or video to be screened, if any
- Five business days should be allowed for the processing of a booking.

### 2. External Collaboration Proposals

- External proposals shall be considered by the executives
- The MSA is open to collaboration with other groups given:
  - the project up for collaboration falls within MSA's mandate and vision
  - the project stands to benefit members of the MSA
  - Sufficient resources are available to
- The final decision to accept a proposal is up to the discretion of the Executive Committee.

### 3. Office Access

- All executives will have T-Card access to the MSA Office at 21 Sussex in Suite 505 for the duration of their term.
- Directors who regularly get mail or deliveries to the office, such as the Orphan Sponsorship Program and the Muslim Voice Magazine shall have access to the office.
- Directors may request the executive committee for T-Card access for the term based on their need for and use of the space.
- The granting of office access to additional directors is at the discretion of the executive committee.

#### **4. Chaplaincy Relationship**

- The Executive Committee shall meet with members of the Muslim Chaplaincy team once per academic term.
- The Secretary shall be responsible for sending updates of MSA activities and programming to the Muslim Chaplaincy team on a monthly basis.
- The Muslim Chaplain shall be invited to executive meetings periodically throughout the year.
- The Vice President Internal shall keep in regular communication with the Muslim Chaplaincy, especially as it pertains to religious education programming and collaborative projects.

#### **5. Reimbursement process**

- All expenditures must be approved by the VP finance prior to incurring them
- Large expenses for a pre-determined amount can be communicated to the VP finance for payment via cheque. All other expenses will be reimbursed after they have been incurred. Invoices must also be forwarded to the VP Finance immediately.
- Reimbursement requests must include a receipt including information on the item(s) being purchased. Debit receipts are not acceptable. The following information must be on the reverse of or attached to the receipt: full name for the individual being reimbursed, total amount to be reimbursed, event name and event date.
- 5 business days should be allowed for reimbursements to be processed under normal circumstances.

#### **6. Quarterly Financial Reports**

- A review of MSA finances shall be compiled quarterly by the Vice President Finance, with the support of the Director of Accounts.
- The report shall be made available to the membership via the website.

#### **7. Event planning**

- As per the Constitution, plans for events must be approved by the Executive Committee in order for an event to be hosted on behalf of the MSA. These plans shall include a plan for the event as well as the timely completion of all necessary tasks prior to the event.

- Completed proposals must be submitted following the guidelines set out by the Executive Committee an absolute minimum of four weeks prior to the proposed event date. Proposals for major events (more than 50 attendees) **must** be submitted a minimum of six weeks prior to the proposed event date.
- Events shall be followed by a debrief of organizers or overviewing challenges faced in the organizing and execution of the event.
- A Lessons Learned document shall be compiled for each event listing recommendations for similar future events to avoid hurdles or challenges faced in organizing and execution.
- Templates for Proposals and Lessons Learned documents shall be kept up to date by the executives and made available to all directors.

### **8. Prayer space maintenance**

- The Vice President Internal, with the assistance of the Director of Religious Services shall maintain a record of space agreements or arrangements for campus multi-faith and prayer spaces, and this shall be updated or verified annually.
- For long-term, ongoing bookings such as regular Jummah prayers, a written agreement with space managers shall be procured at the beginning of each executive term. Such an agreement shall include dates, and what procedures shall be followed in the case of a change to the schedule, agreed upon by both parties.
- Frequency of maintenance for mats, air fresheners

### **9. Information storage**

- Thorough online records shall be kept for reference for current and future executives.
- Records shall be kept in the Google Drive and shared with all executive accounts.
- Records shall include but not be limited to the following: Executive meeting agendas, minutes, Plans and reports for events and projects, and Lessons Learned documents