

Allied Muslim Youth Network of the Greater Toronto Area  
(AMYN-GTA)

# **Charter**

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# I: Mandate

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## I.1 Mission

AMYN is a network of Toronto-based Shia Ithna-Ashari Muslim youth groups united in the service of Islam and linked through the sharing of information and resources. Through AMYN, work that each group had conducted independently can now be known and shared with others.

## I.2 Vision

AMYN's primary focus is to offer a forum where member organizations can communicate and interact to foster:

- **Unity** – Induct all Shia youth groups as members of the network
- **Sharing of information** – Develop systems to share information on events, announcements and news between youth groups
- **Solidarity** – Promote awareness and interaction between youth organizations

## I.3 Goals

Short-term:

- Grow membership
- Strengthen communication and information sharing
- Foster an environment of interaction between the leadership of youth groups

Long-term:

- Provide a forum for interaction between youth in various communities

## I.4 Charter Amendments

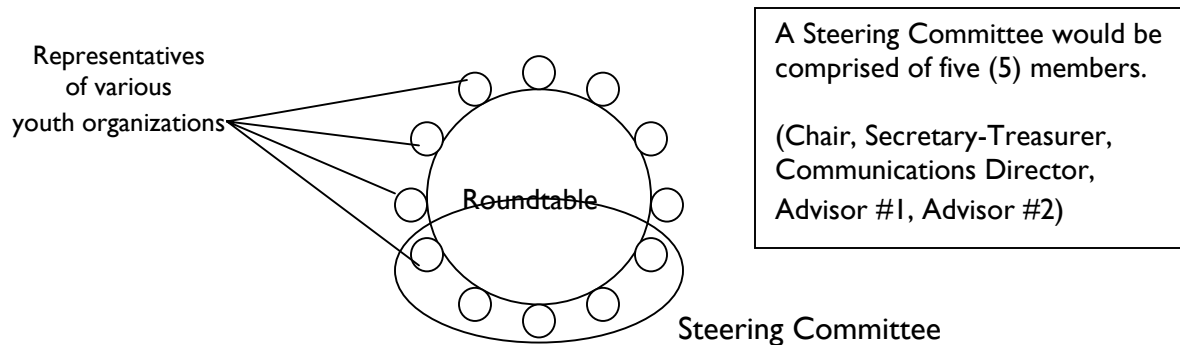
Any amendment to this Charter may be initiated by AMYN's Steering Committee. The amendments must be ratified by a vote by the Roundtable (refer to section 2.6)

## 2: Structure

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### 2.1 Roundtable Structure

A Roundtable where representatives from each organization have equal input.



#### Guidelines:

- Each member organization sends a representative to sit at the Roundtable (preferably, the representative is the youth leader of the organization)
- All directional/strategic decisions are made collectively by the Roundtable
- The Steering Committee has operational responsibilities only (setting meetings, maintaining communication, etc.)

### 2.2 Representatives

One (1) representative from each member organization should be designated as the standing representative for their organization on the AMYN Roundtable. This representative should be empowered on behalf of their organization and represents the link between their organization and AMYN. Therefore, the representative is:

- Responsible for communication between AMYN and their organization
- Authorized to vote on behalf of the organization – s/he should send a substitute in his/her place if unable to attend a meeting

#### Guidelines:

- If there is a change in the representative of a member organization of AMYN, official notice is required from the member organization
- A representative may sit continuously at the Roundtable on behalf their organization for up to two (2) consecutive years, after which there must be a different representative for at least six (6) months. After this period, the original representative may return to again represent the organization. This provision ensures that fresh faces and perspectives reach the Roundtable.

## 2.3 Steering Committee

The Steering Committee (SC) is responsible to the Roundtable for conducting administrative functions of AMYN, such as:

- Preparing and setting meeting dates, agendas, and minutes
- Executing the decisions of the Roundtable
- Maintaining the website and announcement services

Guidelines:

- Mandated for 6-month terms
- No SC member can continue to serve for more than 3 consecutive terms, though they may return to the SC after having been replaced for at least one (1) term
- If an SC member resigns in the middle of his/her term, the SC will assume the tasks and responsibilities of his/her position until the next Roundtable meeting, at which another representative will be chosen to fill the vacant position

Chair:

- Responsible for executing mandate given to the Steering Committee
- Elected by Roundtable on a 6-month mandate

Secretary-Treasurer:

- Responsible for correspondence and financial management of AMYN, such as:
  - Record minutes of meetings
  - Make meeting minutes available within 2 weeks of a meeting
- Elected by Roundtable on a 6-month mandate

Communications Director:

- Responsible for oversight of AMYN communication, including announcement service and website
- Elected by Roundtable on a 6-month mandate

Advisors (2):

- Responsible for ensuring continuity and integrity of AMYN's vision during Steering Committee and Roundtable decision-making, and during SC transitions
- As non-partisan members of the Steering Committee, an advisor does not represent a specific youth organization (does not serve as an executive member of any youth organization)
- Nominated on 12-month mandates; advisors are recommended to the position by the Steering Committee and elected by the Roundtable, and may serve up to three (3) consecutive terms

## 2.4 Meetings

Meetings are the primary means of decision-making for AMYN. As such, meetings are open to anyone to attend, however only member organization representatives and SC advisors can vote and participate directly in discussions.

Guidelines:

- Each member organization may only be represented by 1 (one) designated representative, though any number of its members may attend the meeting as guests
- Meetings are open to anyone to attend, provided that they register as a guest with AMYN's Secretary-Treasurer at least 24 hours prior to the meeting
- Guests are able to participate in the discussions and/or sit at the Roundtable with the permission of the meeting chair
- Each meeting will be facilitated by a meeting chair, who will be a member of the Steering Committee
- Any attendee (representative, advisor or guest) may be asked to leave the meeting by the meeting chair, if they are:
  - Not a registered guest with the Secretary-Treasurer
  - Disrupting or hindering the meeting
- The meeting chair may close a meeting to guests for certain periods of time

## 2.5 Quorum

A meeting can take place only if quorum is achieved. A quorum is one in which at least 50% of the Roundtable is present.

A vote can only take place with 2/3rds of the Roundtable in participation. Participation may be in person, via written statement, by phone, etc. Any question arising as to what qualifies as 'participation' for a given vote will be left to the discretion of the meeting chair.

## 2.6 Vote

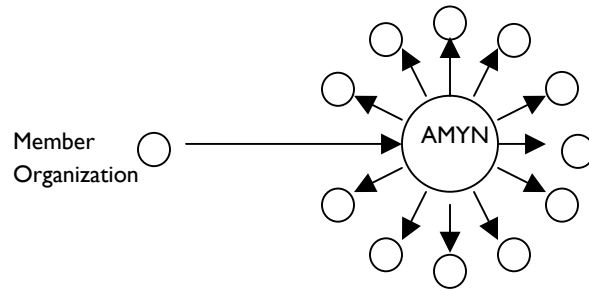
A vote is considered carried if more than 50% of Roundtable participants vote in favour of the proposal.

## 3: Communication

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### 3.1 Announcements eGroup

Email distribution of member organization announcements will be conducted via an eGroup.



Any message sent by a member organization to the AMYN Announcements eGroup will be sent out to other member organizations.

Each member organization is independently responsible for promoting the announcement to its respective membership and may use its discretion in promotion of the announcement

Each member organization should designate one (1) individual to send and receive all messages via AMYN's Announcement eGroup. Typically, this person may be the organization's distribution list holder, and can, but does not necessarily have to be the organization's Roundtable representative.

#### Guidelines:

- Member organizations are asked to adhere to the following voluntary guidelines before sending out an announcement through AMYN. The announcement should be:
  - Relevant to the broader youth community of the Greater Toronto Area (not just one specific center/ethnicity)
  - Open to all member organizations' memberships to attend
  - In compliance with the teachings of the Shia Ithna-Ashari school of thought
- If a case arises where the relevance of an announcement is questionable, a request may be put to the Communications Director to request the Steering Committee for immediate resolution
- The announcement system should not be abused (refer to section 4.3)
- Each announcement sent through AMYN will be tagged at the bottom of the announcement with a message indicating the following:
  - The announcement was sent via AMYN's announcement service
  - The content of the announcement does not necessarily reflect the views of AMYN or its members

## 3.2 Inter-Roundtable Discussion eGroup

Another eGroup will be maintained to facilitate discussion between members of the AMYN's Roundtable.

Guidelines:

- All members of the Roundtable will be required to register
- The eGroup should only be used for official AMYN matters, such as meeting notifications and decision-making

## 3.3 Website

A website will be offered to facilitate the services of AMYN. The website should offer:

- Current and archived announcements
- Links to member organizations
- Information on the vision and objectives of AMYN

Guidelines:

- The Communications Director is accountable for oversight of the website
- Only announcements sent through the Announcement eGroup will be posted on the website
- Technical operation of the website may be delegated to a webmaster or a web team, who can maintain ongoing operation of the website even if AMYN's Communications Director changes

## 3.4 Use of AMYN's Name

It is important to note that AMYN exists to promote the events of its members. Currently, it does not hold events of its own, nor should it make its ambition to innumerate organizations or events under its banner. AMYN's purpose is a supporting role.

As such, in the case where member organizations would like to use AMYN's name in partnership with a particular event (i.e. "an AMYN-partnered event" or "in conjunction with AMYN"), the event should be:

- Relevant to the broader youth community of the Greater Toronto Area (not just one specific center/ethnicity)
- Open to all member organizations' memberships to attend
- In compliance with the teachings of the Shia Ithna-Ashari school of thought

Events that meet the above relevancy criteria will only be formally approved to use AMYN's name with the consent of all members of the Roundtable. In any case, AMYN's name should not be used without the prior consent of all members of the Roundtable.

## 4: Membership

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### 4.1 Definition of a Youth Group

For a youth group to become a member of AMYN, it should have a(n):

- Official name
- Youth as its primary focus
- Demonstrated community activism (ex. regular gatherings, events)
- Demonstrated infrastructure (ex. leadership, affiliated center, etc.)
- Demonstrated membership base

The Roundtable is empowered to exempt a member organization of any of the above requirements as necessary.

### 4.2 New Member Organizations

New member organization applications will be reviewed by the Steering Committee. The Steering Committee can recommend the membership of a new organization to the Roundtable for ratification.

### 4.3 Membership Duties, Responsibilities and Demeanour

Each member organization recognizes that the success of the network is self-regulating and therefore dependent upon the active and responsible participation of each of its representatives.

As such, AMYN must expect the highest degree of akhlaq (etiquette) at all times. This includes responsible and compliant use of AMYN's Announcement eGroup and Website services. In addition, member organization representatives should be willing to put time and effort to ensure that the network functions efficiently and productively.

Each member organization's representative should:

- Attend all Roundtable meetings, and if unable to do so, send a replacement on their behalf who is empowered to vote and speak on behalf of their organization
- Be willing to serve on the Steering Committee at some point or another
- Be willing to continuously seek what is in the best interest collectively for AMYN and its mandate to succeed

#### 4.4 Dispute Resolution

If, in the case where a representative or a member organization is thought to be in non-compliance with the obligations described in this Charter, the following dispute resolution mechanism will be employed:

- A written complaint should be put to the Steering Committee for deliberation
- Within 7-days, the Steering Committee should impartially consider the complaint in consultation with the relevant parties to come to an amicable solution
- If it is the recommendation of the SC that any sort of sanctioning is required, the decision should be put to the Roundtable for a vote

#### 4.5 Membership Fee

To sustain AMYN, an annual fee for each member organization will be requested by the Secretary-Treasurer. The funds collected from these fees will be used solely for the operation of AMYN (website registration, etc.).

A budget for the use of funds and status of AMYN's financial position shall be published every 6-months. If the network is dissolved for any reason, AMYN's remaining funds will be divided proportionally among its member organizations.

#### 4.6 Member Organizations

<b>Organization</b>	<b>Affiliate Center/Relevant Info.</b>
Al-Fajr Youth	Al Hussain Center
Al-Huda Youth Groups	Al-Huda Islamic Center
Al-Mahdi Youth Society	Council of Islamic Guidance – Al-Mahdi Islamic Center
Bait-tul-Qaim Youth	Council of Islamic Guidance – Al-Mahdi Islamic Center
Jaffari Islamic Youth	Ja'ffari Islamic Center
Masumeen Islamic Center Youth	Masumeen Islamic Center
Muslim Mosque Student Federation	York University
Muslim Youth Association	Islamic Humanitarian Service
Thaqalayn Muslim Association	University of Toronto
Youth Section, Islamic Community of Afghans in Canada	Islamic Community of Afghans in Canada