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(1) Membership

- Membership includes all youths; where a 'youth' is defined as any person between the ages of 12-25, a follower of the Shia Itha-Asheri Ja'ffari Faith and a Member of the Jama'at in good standing i.e. if they are 18 or above they are a registered member of the ISIJ of Toronto; if they are under 18 their family is registered as members of the ISIJ of Toronto.
- All Elected Representatives should be between the ages of 16-25; with the exception of the Director who should be 18-25.
- There is no cost for membership and is available to all.

(2) Role of the Jaffari Islamic Youth

- Serve, plan and organize events or projects that cater to the youths of the community
- Partake in specific events to help community at large
- Assist with any specific functions or events that the ISIJ EC and ISIJ Sub-Committees might need assistance with

(3) Project Development Team

- All JIY PDT members report to the JIY Executive Director
- Consists of nine (9) executive members: *Executive Director, Assistant Director (2), PR & Marketing (2), Secretary, Financial Director, and Elected Member (2)*
- Director/Assistant Directors to co-ordinate with the ISIJ EC Liaison
- One of the PDT members will represent the JIY in Ex-Officio capacity during ISIJ EC meetings (this will be done on a rotational basis)

Roles and Responsibilities

Executive Director

- Guides the JIY as an organization
- Guides, and creates alongside the JIY PDT, long term goals
- Reports to the JIY-ISIJ EC Liaison and President
- Maintains contact with JIY-ISIJ EC Liaison
- Ensures short and long term goals are met
- Submits monthly summary report to ISIJ Executive Committee
- Ensures JIY PDT Officers are responsible, accountable, supported and completing assigned or delegated tasks
- Facilitates all meetings with the JIY PDT; or as otherwise required.
- Facilitates meetings as JIY PDT Liaison with Project Teams

Assistant Director

- Reports to the JIY Director
- Main JIY contact for community at large
- Ensures short term goals are met
- Submits monthly summary report to JIY Director
- Co-ordinates with other groups under the ISIJ committee regarding events, projects, programs, etc. For example, ISIJ EC, Ladies' Committee, Ja'ffari Volunteer Committee, Tabligh Committee, Jaffari Support Services, etc.
- Facilitates meetings as JIY PDT Liaison with Project Teams

Secretary

- Reports to the JIY Executive Director
- Submits monthly summary report to JIY Director
- Recruits volunteers by various creative methods
- Deals with meeting minutes as well as sending out any emails related to monthly meetings
- Emails youth through JIY website and updates the website with current events and information
- Co-ordinates volunteers necessary for project teams, projects, events, programs, etc.
- Facilitates meetings as JIY PDT Liaison with Project Teams

Public Relations & Marketing

- Reports to the JIY Executive Director
- Submits monthly summary report to JIY Director
- Maintains JIY as a brand
- Responsible for marketing JIY in alignment with JIY's image and beliefs to the general public
- Co-ordinates with Masumeen Youths, Afghan youths and other youth teams around the world (Orlando Youth group, New York, London, Dubai etc)
- Increases awareness of JIY and its goals/programming/events/etc.
- Facilitates meetings as JIY PDT Liaison with Project Teams

Financial Director

- Reports to the JIY Executive Director
- Submits monthly summary report to JIY Director
- Approves all Project Team event, project, program budgets and expenses
- Assists JIY Director in creating short and long term financial goals
- Submits quarterly and annual financial budgets and outlines to ISIJ President and Treasurer
- Maintains records of all JIY finances and accounts
- Verifies with JIY Director, after each event, project or program that all finances are legitimate and correct
- Facilitates meetings as JIY PDT Liaison with Project Teams

Elected Member

- The Elected Members shall carry out such duties and responsibilities as may be assigned to them by the JIY Executive Committee or the JIY Executive Director.

(4) Projects and Events

Guidelines

- Projects and events should be in alignment with the short and long term goals of the JIY
- Projects and events should represent the interests of the youths in the community
- Project or event can occur once, annually, or as the need arises
- All elements must be within the confines of Islamic shariah (check with Resident Aalim regarding any discrepancies or concerns)

Proposal must be submitted and approved by director for every event

- Proposed by Team Leader in charge of the event to JIY Executive Director
- JIY Executive Director must get ISIJ EC approval prior to event planning
- Proposal will consist of general outline for the event, itinerary (including food), complete list of volunteers and chaperones
- All volunteers/chaperones must go through a criminal reference check (ISIJ will cover the \$40 cost per application, takes approximately two (2) weeks)
- Proposal must be submitted one (1) month prior to event date, to avoid event delay

Budget must be submitted and approved for every project/event

- Proposed by Team Leader in charge of project/event to JIY Executive Director or JIY Financial Director
- JIY Executive Director or JIY Financial Director must approve budget prior to project/event planning
- Budget proposal will consist of all revenue items, all expense items, and net profit/loss details
- Budget proposal must be submitted to the Financial Director or Executive Director at least two (2) weeks prior to project/event date, to avoid project/event delay

(5) Project and Event Teams

- JIY Project and Event Teams will consist of volunteers or appointed members within the JIY, and are responsible for organizing specific functions or events
- Each Project and Event Team will have one or two Team Leaders
- Team Leaders report to the assigned JIY PDT Liaison
- All Project and Event Teams report to the JIY Project Development Team
- Some past Project and Event Teams:
 - Mentoring (Big Brother/Sister program)
 - Young Professionals
 - Vision Team
 - Fundraising
 - Camp
 - Ramadhan Social
 - Sports Coalition
 - Tabligh
 - Leadership Conferences (SHINE 2000 & SOAR 2001)
- Some current Project and Event Teams:
 - Ramadhan Campaign Against Hunger (RCAH)
 - Campaign Against Poverty (CAP)

- Boys' & Girls' Social
- Muharram
- Membership
- JIY Sports Coalition
 - Jaffari Youth Hockey League (JYHL)
 - Junior Muslim Basketball (JMB)
 - Muslim Sports Activities (MSA)
- J.SLAM Basketball League (JSLAM)
- Jaffari Special Forces (JSF)
- Annual Jaffari Video Game Unity Tournament
- Annual Jaffari Table Tennis Unity Tournament
- African Lion Safari
- Girls' Swimming Day
- Paintballing & Lahore

(6) Finances

Budgets and Approvals

- The Financial Director or Executive Director must approve all budgets and financial proposals
- If the budget or proposal is not approved, revisions should be made and re-submitted
- The Financial Director or Executive Director must get ISIJ approval for any budgets and financial proposals
- The Financial Director or Executive Director may request funds in addition to budgeted funding from the ISIJ to assist projects and events with financial support if necessary
- Any revenue or donation received must be submitted to the Treasurer of the ISIJ of Toronto within fourteen (14) business days of receipt

(7) Meetings

ISIJ of Toronto EC Meetings

- Director along with one other JIY PDT member represent JIY at EC meetings
- Executive Director to attend always

JIY PDT Meetings

- Minutes must be taken at every meeting
- There must be at least one (1) PDT meeting held per month
- Each PDT member must attend at least one meeting in two (2) months
- The Executive Director will chair the meeting, unless specified otherwise

Project Team Meetings

- The team leader is responsible for calling any meetings
- The JIY PDT Liaison is recommended to attend
- Team Leaders can attain access to the JIY office through their PDT Liaison or Executive Director
- Cannot be held during namaaz and ziyarat time or majalis

(8) Elections

Notes

- Candidates may job shadow existing JIY PDT members for experience
- Official handover meeting to new JIY PDT shall take place no later than two (2) weeks after elections

Term of Office for the JIY Project Development Team (PDT)

- The JIY PDT will be elected to serve the Youth of the ISIJ community for one year unless discussed otherwise with EC and JIY team
- Elections for the JIY PDT positions are to be held annually or otherwise called for by the ISIJ President

Election Chair

- The JIY PDT election will be chaired by the Speaker. The Speaker may at his discretion designate the Deputy Speaker to chair the meeting.
- Responsibilities include:
 - overseeing the election and final voting tallies
 - making sure the previous Executive Director chairs handover meeting with new JIY PDT members
 - ensuring successful candidates of the JIY election go through a criminal reference check

Nominations for Elected Positions

- Nominations for the nine (9) JIY PDT positions must be given to the election chair-two (2) weeks prior to the election or such shorter period as the election chair may determine.
- All relevant contact information must be included in the nomination form otherwise the nomination will be void
- The nominee, the proposer and the seconder shall all be members of the Jama'at in good standing as of the date of the nomination.
- In the event that no nominations are received for an Elected Representative's position, such a position shall be filled by the incoming JIY PDT team so long as there is a quorum present at the meeting held for this purpose.
- Nominees may be subject to a criminal reference check at no cost to the applicant

Election Notification

- Announcement of the JIY election must be made two (2) weeks prior to the election date
- Notification of the JIY election must be made to the President of ISIJ
- All efforts are to be put forth in advertising the JIY election to the youth body
- Each JIY election may have a budget of up to \$200 for advertising and promotional costs – this will be at the discretion of the Executive Director and/or the election chair
- The election date may be changed only by the Executive Director and/or the election chair

Voting

- Voting shall be overseen by the election chair
- Members of the Jama'at in good standing, between the ages of 12-25 shall be eligible to vote.
- Members wishing to vote may be required to produce satisfactory identification containing their photographs.
- Final tallies are the responsibility of the election chair
- If a quorum (determined by the election chair) of youths is attained for the election, then a nominee shall win the election if the majority of the vote is in their favour
- A majority is defined as fifty percent of the total attending delegates plus one

Election Nullification

- The JIY election can only be nullified if there is conclusive evidence that any sort of foul play has occurred during the election
- Any such situations must be petitioned directly to the ISIJ Executive Committee

