



GLASGOW
CENTRAL
MOSQUE

CONSTITUTION
OF
JAMIAT ITTIHAD-UL-MUSLIMIN

Glasgow Central Mosque
1 Mosque Avenue
Glasgow, G5 9TA

Registered Scottish Charity no: SC013142

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

1. NAME

- 1.1. The Society shall be known as the 'Jamiat Ittihad-UI-Muslimin'. Its principal office shall be 1 Mosque Avenue, Glasgow, G5 9TA.
- 1.2. The Society has a trading style of 'Glasgow Central Mosque'.

2. DEFINITIONS

- 2.1. '*Current Ordinary Membership*' means Members registered for the period 2016 to 2018.
- 2.2. '*Existing Life Member*' means any person recorded as a Life Member on the Register of Members as at the date on which this constitution was approved.
- 2.3. '*Islam*' means the religion of a Muslim.
- 2.4. '*Member*' means a registered Ordinary Member or Life Member.
- 2.5. '*Membership Window*' means 1 January to the end of February in any given year.
- 2.6. '*Eligibility Criteria*' means a person who believes and acts in accordance with the teachings of the Holy Qur'an and the Sunnah of the Prophet Muhammad ﷺ, conforming to the interpretations and accepted views of the Ahlal-Sunnah Wa Al-Jama'ah, who respects all the companions of the Prophet Muhammad ﷺ, who follows one of the four (4) recognised schools of Islamic Law and accepts Tasawwuf as an important aspect of Islamic teaching, as taught by As-Salaf As-Saaliheen (pious predecessors) and respects the Founding Principles of the Society.
- 2.7. '*New Membership*' means those who have submitted a valid application for Membership during the Membership Window.
- 2.8. '*Founding Principles*' means the practices and teachings of the late Mufti Maqbool Ahmad, former Imam and Property Trustee of Glasgow Central Mosque, and his elders and teachers such as Shaykhul Hadith Muhammad Zakariyyah Muhaajir Madani (Rahimahullah).
- 2.9. '*Property Trustees*' means the Trustees, and their successors, under the Deed of Trust granted by the Office Bearers of the Society in favour of the Trustees dated eighteenth, nineteenth and twenty-fourth of August, thirteenth September nineteen eighty-three, in pursuance of the decision of a

Special Meeting held on fifth April, Nineteen hundred and seventy-nine and registered in the Books of Council and Session for preservation and execution twentieth of September nineteen eighty-three.

2.10. *'Selection Panel'* means the Property Trustees acting to appoint Executive Committee members or fill interim vacancies that arise in the Executive Committee.

2.11. *'The Society'* means Jamiat Ittihad-UI-Musulimin.

2.12. *Qardh-e-Hasanah* means Islamic interest-free loans.

2.13. *OSCR* means Office of the Scottish Charity Regulator.

3. AIMS AND OBJECTIVES

3.1. The aims and objects of the Society shall be:

3.2. To serve the cause of Islam, truly and practically, by creating facilities for the observance of its principles.

3.2.1. By taking all legitimate and honourable steps in conformity with the principles of Islam to raise funds for building a Mosque in Glasgow, and to build a Mosque or Mosques in Glasgow and in any other place or places and to purchase, hold and own or take on lease any property in Glasgow and elsewhere, and to alter, repair, reconstruct and maintain and use the same as a Mosque or Mosques or for any other purposes of the Society.

3.2.2. By creating an endowment to provide for the maintenance and upkeep of the Mosque or Mosques or other places which are the property of the Society.

3.2.3. By opening a school (or schools) for the training and education of Muslims generally, and to look after and provide for the education of orphans and other poor Muslim children.

3.2.4. By providing and maintaining a special library of newspapers, journals-and books on all subjects of Islamic interest, thought and culture.

3.2.5. By arranging and attending to the burials of poor, and destitute Muslims, and generally doing all to help and alleviate the misery and want of the poor and needy.

3.2.6. By insisting upon the observance by Members of all the tenets of Islam, and lead a life of true Muslim, thus creating unity, amity and general brotherhood, the underlying idea of Islam.

3.2.7. By starting classes of "Dars" of the Holy Qur'an and the Hadith, and by generally doing everything that is good and righteous and is enjoined upon Muslims in the Holy Qur'an.

- 3.3. To promote the preservation of a permanent union between the Muslims of different countries and different nationalities.
- 3.4. To provide and maintain a comfortable place of meeting to bring together and promote social intercourse between the resident Muslims and visitors to this country.
- 3.5. To arrange meetings and organise functions with a view to propagate and serve, the cause of Islam.
- 3.6. To produce a weekly newspaper or a Monthly journal, religious in tone and policy with a view to advancing the interests of Islam and generally to adopt all practical and legitimate means by work for the moral intellectual and economic advancement of the Muslims throughout the world.
- 3.7. The aims and objects of the Society shall not be altered or modified unless by the consent of two-thirds of Members of Committee and by a majority of the Members of the Society present and duly entitled to vote at a duly constituted meeting of the Society. The proposed alteration or modification shall be stated in the Notice calling the Meeting.

4. MEMBERSHIP

4.1. Number of Members

- 4.1.1. The number of Members shall be unlimited

4.2. Eligibility

- 4.2.1. The following shall apply to qualify for Membership of the Society:

- 4.2.1.1. Members must meet the Eligibility Criteria;

- 4.2.1.2. Members must be natural persons;

- 4.2.1.3. Members must be aged sixteen (16) and over;

- 4.2.1.4. Members must reside in the City of Glasgow or its immediately neighbouring local authorities

4.3. Types of Members

- 4.3.1. There shall be two (2) types of Members: Ordinary Members and Life Members. The rights of both types of Membership are identical with the exception of term.

- 4.3.2. The term of Ordinary Memberships shall run concurrently to the term of the Executive Committee.

4.3.3. Current Ordinary Membership, valid from 2016 shall be extended and deemed valid until the date of the first Annual General Meeting on 6 May 2018.

4.3.4. Life Members shall at all times remain a Member until such time as their Membership is terminated.

4.4. **Application**

4.4.1. Persons shall be admitted to Membership upon successful completion of all of the following conditions:

4.4.1.1. Submission of an application form during the Membership Window

4.4.1.2. Submission of proof of identity during the Membership Window

4.4.1.3. Submission of proof of address during the Membership Window

4.4.1.4. Payment of the subscription fee upon submission of the application form

4.4.1.5. Membership forms may be submitted in such form as prescribed by the Executive Committee which may include written or electronic submission.

4.4.2. Applications for Membership must be submitted between 1 January and the last day of February in any given year. For the avoidance of doubt, this includes 1 January 2018 to 28 February 2018. This period shall be known as the "Membership Window".

4.4.3. Applications for Membership submitted outside of the Membership Window shall not be valid.

4.4.4. New Membership shall commence on the day of the Annual General Meeting.

4.5. **Subscription**

4.5.1. There shall be a Membership subscription:

4.5.1.1. The subscription for each Ordinary Membership term shall be twenty pounds Sterling (£20.00) or such other amounts as the Executive Committee may resolve from time to time, payable on submission of an application for Membership.

4.5.1.2. The subscription for Life Members shall be payable on submission of an application for Membership and amount to a total of one thousand pounds Sterling (£1,000.00).

4.5.2. Existing Life Members need not pay any additional subscription fee or submit any further application for Membership.

4.5.3. For the avoidance of doubt, the full subscription amount for Ordinary Membership in clause 4.5.1.1 is payable regardless of the Membership Window in which the applicant becomes an Ordinary Member.

4.6. **Renewal of Ordinary Membership**

4.6.1. Ordinary Membership shall expire at the end of the Membership term unless an Ordinary Member renews their Membership by submitting an application for Membership.

4.6.2. For the avoidance of doubt:

4.6.2.1. All Ordinary Members must renew their membership during the Membership Window in the year the new term commences.

4.6.2.2. Ordinary Members must pay the subscription amount in clause 4.5.1.1 when they renew their Membership.

4.7. **Terminating Membership**

4.7.1. Membership may be terminated upon any of the following:

4.7.1.1. The death of a Member

4.7.1.2. Immediately upon tendering resignation in writing to the Executive Committee

4.7.1.3. On expiry of the Membership term of an Ordinary Member

4.7.1.4. Removal from Membership

4.7.2. A Member may be suspended by the Executive Committee, for acting against the interests of the Society, for a period not exceeding three (3) months. A Member who is suspended under this clause may submit an appeal to the Property Trustees to uplift the suspension.

4.7.3. A Member may only be removed from Membership following a decision by two-thirds majority at an Annual General Meeting or General Meeting called for that purpose.

4.8. **Register of Members**

4.8.1. The Executive Committee must keep a Register of Members and must update the Register as required.

4.8.2. All Members are under a duty to intimate in writing to the Executive Committee any change in their details as soon as reasonably practicable.

4.8.3. The Register of Members must at all times contain for each Member:

4.8.3.1. Full Name of the Member

4.8.3.2. A service address for the Member

4.8.3.3. A contact telephone number for the Member

4.8.3.4. A contact email address for the Member (if the Member has one)

4.8.3.5. Membership number

4.8.3.6. Date on which Membership commenced

4.8.3.7. Date on which Membership ceased

4.8.3.8. Type of Membership

4.8.3.9. For Life Members, the date of subscription payment (if known)

4.8.4. A copy of the Register of Members must be available for inspection by any Member at the principal office. No other person has any right to view a copy of the Register of Members except as conferred by statute or ordered by a court of competent jurisdiction.

5. PROPERTY TRUSTEES

- 5.1. The title to all heritable property of the Society shall vest in the Property Trustees. The Property Trustees shall not, except with the prior approval of three-quarters of the Members of the Society attending and voting at a meeting called for the purpose, sell, lease, charge with debt, or otherwise dispose of or alienate in whole or in part any property of the Society vested in them.
- 5.2. Any matters in relation to maintenance, repair, restoration, decoration, renewal, rebuilding and refurbishment shall be the responsibility of the Property Trustees.
- 5.3. Any proposals for expenditure exceeding five-hundred thousand pounds Sterling (£500,000) must be approved by the Executive Committee and Property Trustees.
- 5.4. The Property Trustees shall act as a Selection Panel and have responsibility for appointing Executive Committee members. This includes at Annual General Meetings when the term of the sitting Executive Committee expires and when interim vacancies arise in the Executive Committee.

6. MEETINGS

6.1. Annual General Meetings

6.1.1. An Annual General Meeting must be held on the first Sunday of May every year. If the first Sunday of May falls within the Islamic occasions of Ramadhan, Eid-ul-Fitr or Eid-ul-Adha, then the Annual General Meeting shall be held on the first Sunday of June.

6.1.2. In the event that it is not possible to hold an Annual General Meeting as prescribed by clause 6.1.1 one must be arranged by the Executive Committee within a period of twenty-eight (28) days providing Members with at least fourteen (14) days' notice.

6.1.3. The first Annual General meeting must be held on 6 May 2018.

6.1.4. No notice need be given in relation to an Annual General Meeting unless the Executive Committee has determined any other competent business, in which case, fourteen (14) days' notice must be given to all Members together with details of the competent business to be discussed.

6.1.5. The business of each Annual General Meeting shall include the following: -

6.1.5.1. A report from the Treasurer regarding the financial affairs of the Society

6.1.5.2. A report on the activities of the Society by the General Secretary

6.1.5.3. Any other report deemed appropriate by the Executive Committee

6.1.5.4. Where the term of the Executive Committee has expired, the Selection Panel shall appoint a new Executive Committee

6.1.5.5. The appointment of Auditors

6.1.5.6. Any other competent business as determined by the Executive Committee

6.2. General Meetings

6.2.1. Any meetings of the Members, other than Annual General Meetings, shall be called General Meetings

6.2.2. Any number of General Meetings may be held.

6.2.3. Once a matter has been considered at a General Meeting, the same subject matter may not be reconsidered until the next AGM or for a period of six (6) months, whichever is sooner.

6.3. **Convening a General Meeting**

- 6.3.1. The Executive Committee may, whenever it thinks fit, convene a General Meeting.
- 6.3.2. The Executive Committee must convene a General Meeting upon receiving a request to do so which: -
- 6.3.2.1. is from either ten percent (10%) of Members or a total of fifty (50) Members, whichever is lower; and
- 6.3.2.2. is in writing and is signed by the persons making it and includes each person's Membership number; and
- 6.3.2.3. states the general nature of the business to be dealt with.
- 6.3.3. A request under clause 6.3.2 may include the text of any proposed business to be put to the meeting. Where text has been included within the request, the Executive Committee must include the text of the proposed business in the notice of the meeting.
- 6.3.4. For requests made under clause 6.3.2, the business may be determined by ballot at a General Meeting.
- 6.3.5. Where the Executive Committee is required to hold a General Meeting, the meeting must be held within sixty (60) days (ninety (90) days where the full month of Ramadhan falls within the original sixty (60) day period) of receiving the request providing fourteen (14) days' notice.

6.4. **Quorum**

- 6.4.1. No business may be conducted at a General Meeting or Annual General Meeting unless a quorum is, and remains, present throughout.
- 6.4.2. Ten percent (10%) of Members or fifty in number (50), whichever is lower, is a quorum.

6.5. **Notice Requirements**

- 6.5.1. A General Meeting must be called by providing at least fourteen (14) days' notice.
- 6.5.2. Notice of every General Meeting and Annual General Meeting, where required in accordance with clause 6.1.4, must be given to all Members.
- 6.5.3. Where there is an accidental omission to give notice to, or the non-receipt of notice by, any person entitled to receive notice, notice will nonetheless be deemed to have been duly given and it will not invalidate the proceedings at any General Meeting or Annual General Meeting.

6.5.4. Every notice calling a General Meeting or Annual General Meeting must specify the place, date and time of the meeting. In the case of an Annual General Meeting, the notice must also specify the meeting as such.

6.5.5. If the nature of the business to be proposed at a General Meeting or Annual General Meeting relates to amending the Constitution, the notice must include the text of the proposed resolution.

6.5.6. Any notice or document to be sent or supplied to a Member may be given in hard copy or in electronic form as follows: -

6.5.6.1. by handing it to the Member personally;

6.5.6.2. by delivering it by hand to the Member's address;

6.5.6.3. by sending it by e-mail to the Member's e-mail address;

6.5.6.4. by sending it by post addressed to the Member at his address; or

6.5.6.5. by any other reasonable means by which the Member has asked to be sent or supplied with such notices or documents for the time being.

6.5.6.6. A Member's address and email address for service is his address in the Register of Members.

6.6. **Chairing Meetings**

6.6.1. The President will act as Chair at every General Meeting and Annual General Meeting unless he is unable or unwilling to do so.

6.6.2. If there is no President or if he is not present within fifteen minutes after the time for which the meeting is scheduled or if he is unable or unwilling to Chair the meeting, the Vice-President shall Chair the meeting. In the event that neither the President nor the Vice-President is available, the Executive Committee present may choose one of its number to Chair the meeting.

6.7. **Decisions**

6.7.1. Every Member has one vote which must be given in person.

6.7.2. Except as otherwise required by law or the Constitution all business considered at General Meetings and Annual General Meetings will be passed by a simple majority of the votes cast by Members present in person at a meeting duly convened and held. In calculating the number of votes cast, no account shall be taken of abstentions or those absent from the meeting.

6.7.3. Where an equal number of votes are cast for and against the business being considered at a General Meeting or Annual General Meeting, the Chair of the meeting will be entitled to a second and casting vote.

6.7.4. If any votes are counted in error, the result of the ballot will remain valid unless the error is pointed out at the same meeting or an adjournment thereof, and unless the Chair of the meeting considers the error to be sufficiently serious to invalidate the result.

6.7.5. A Member is not permitted to appoint another person as his proxy to exercise all or any of his rights at a General Meeting or Annual General Meeting.

7. EXECUTIVE COMMITTEE

7.1. Minimum/maximum

7.1.1. Management of the affairs of the Society shall vest in the Executive Committee. The Executive Committee shall consist of a minimum of seven (7) and a maximum of twelve (12). Where the number falls below twelve (12) the vacancies must be filled by the Selection Panel, in accordance with clause 7.5.5, within sixty (60) days.

7.2. Office Bearers

7.2.1. The Executive Committee shall select from among them the following Office Bearers:

7.2.1.1. President;

7.2.1.2. Vice President;

7.2.1.3. Treasurer;

7.2.1.4. General Secretary; and

7.2.1.5. Joint General Secretary

7.3. Duties of Office Bearers

7.3.1. President

7.3.1.1. The President shall be Chair of the Executive Committee and shall Chair all meetings and functions of the Society.

He shall keep himself fully conversant with the affairs of the Society and will do all to advance the interests of the Society. He shall, with the approval of the Executive Committee, represent the Society on occasions where representation is desirable. He shall

be responsible and answerable to the Executive Committee particularly, and to the Society generally, for all his actions on behalf of the Society.

The President shall have a second and casting vote where the votes for or against a proposal equalise. He shall be an *ex officio* Member of all the Sub-Committees established by the Executive Committee.

7.3.2. Vice President

7.3.2.1. The Vice-President shall assist the President in the performance of his duties generally and shall act on all occasions for the President when the latter is unable to do so himself. He shall carry out the duties detailed to him by the Executive Committee.

7.3.3. Treasurer

7.3.3.1. The Treasurer shall:

7.3.3.1.1. Oversee the financial affairs of the Society and ensure they are legal, constitutional and within accepted accounting practice.

7.3.3.1.2. Ensure proper records are kept and that effective financial procedures are in place.

7.3.3.1.3. Regularly monitor and report on the financial health of the Society at Executive Committee meetings.

7.3.3.1.4. Oversee the production of necessary financial reports/returns, accounts and audits.

7.3.3.1.5. Appraise the financial viability of plans, proposals and feasibility studies proposed by either the Executive Committee or Property Trustees.

7.3.3.1.6. Lead on appointing and liaising with auditors/an independent examiner.

7.3.3.1.7. Ensure book keeping is undertaken and kept up to date at all times. Ensure funds are deposited in the appropriate bank account.

7.3.4. General Secretary

7.3.4.1. The duties of the General Secretary shall include providing Members with notice of meetings, providing the Executive committee with notice of meetings, maintaining an accurate record of the proceedings of the Executive Committee (including minutes), general office administration, caretakers, maintaining the Register of Members, managing complaints, mail handling, providing a report of the activities of the Society to Members at an Annual General Meeting and any other duties specifically allocated by the Executive Committee.

7.3.5. Joint General Secretary

7.3.5.1. The Joint General Secretary shall assist the General Secretary in the performance of his duties generally and shall act on all occasions for the General Secretary when the latter is unable to do so himself. He shall carry out the duties allocated by the Executive Committee.

7.4. Eligibility

7.4.1. The following criteria shall apply to all individuals nominated to serve as Executive Committee Members:

7.4.1.1. A nominated candidate must be a Member of the Society or have submitted an application for Membership during the Membership Window.

7.4.1.2. A nominated candidate must not be affiliated with any other Islamic societies or organisations that do not recognise or support the identity and spiritual heritage of the Society.

7.4.1.3. A nominated candidate must not be a Member of any society or organisation which has aims and objectives inconsistent with those of the Society.

7.5. Appointment of Executive Committee

7.5.1. The Executive Committee must be selected from nominated candidates. Candidates must be nominated by at least two (2) Members. Nominations shall open on the 15 March and closes on 31 March on the year the term of the sitting Executive Committee expires.

7.5.2. Nominations for interim vacancies shall open one day after the vacancy arises and close in fourteen (14) days. Interim vacancies must be filled from nominated candidates. Interim vacancies must be advertised to Members on the noticeboard at the principal office of the Society and the Society website.

7.5.3. Interim vacancies must be filled from Nominated candidates. Candidates must be nominated by at least two (2) Members.

7.5.4. The Executive Committee may make a recommendation to the Selection Panel as to the most suitable candidate from the nominated Members to fill any interim vacancies. In the event of the Executive Committee making said recommendation, the Selection Panel must not unreasonably refuse to appoint the recommended candidate(s).

7.6. Term

7.6.1. The term of the existing Executive Committee which commenced on 1 May 2016 shall expire on the day of the first Annual General Meeting on 6 May 2018.

7.6.2. The Executive Committee shall hold office for a period of two (2) years. After the two (2) year period, the sitting Executive Committee shall retire at the Annual General Meeting and a new Executive Committee shall be appointed by the Selection Panel.

7.7. Removal of Executive Committee Members

7.7.1. The office of an Executive Committee Member shall be vacated in any of the following events: -

7.7.1.1. on his death; or

7.7.1.2. he resigns by notice in writing to the Executive Committee (unless his resignation would result in fewer than seven (7) Executive Committee Members remaining in office); or

7.7.1.3. he becomes apparently insolvent; or

7.7.1.4. he becomes disqualified to act as a Charity Trustee under the provisions of the Charity and Trustee Investment (Scotland) Act 2005 or equivalent; or

7.7.1.5. he becomes physically or mentally incapable of holding office; or

7.7.1.6. he ceases to be a Member of the Society; or

7.7.1.7. he is absent from Executive Committee meetings on three (3) consecutive occasions without satisfactory reason; or

7.7.1.8. the majority of the Executive Committee decides that a person has failed to act in the interests of the Society, or has acted in a manner which has brought the Society into disrepute and this decision has been ratified by the Property Trustees

7.7.2. A Member of the Executive Committee shall, on ceasing to be a Member of the Executive Committee, deliver to the General Secretary all documents, papers, funds, securities, goods or property of any kind belonging to the Society which may be held by him or under his control. He shall be liable to the Society, the Members and Executive Committee in respect thereof until the Executive Committee has discharged him of liability and recorded this in the Minutes of Executive Committee meetings.

7.8. Powers of Executive Committee

7.8.1. The Executive Committee shall have powers necessary for the full and efficient conduct of the affairs of the Society.

7.8.2. The Executive Committee shall have all powers granted to them by the 2005 Act and any other relevant legislation.

7.8.3. Recruitment and management of employees.

7.8.4. Managing the use of facilities including the library, community halls and office space.

7.8.5. The Executive Committee may delegate any of its powers to a Sub-Committee consisting of such number of persons as it thinks fit. Any Sub-Committee must include at least one Member of the Executive Committee. Accurate records must be retained of Sub-committee proceedings. All proceedings of Sub-Committees must be reported to the Executive Committee.

7.8.6. The Executive Committee may spend up to a maximum of fifty-thousand pounds (£50,000.00) on maintenance, repair, restoration, decoration, renewal, rebuilding and refurbishment without consulting the Property Trustees. Any expenditure exceeding fifty-thousand pounds (£50,000.00) must be referred to the Property Trustees for consideration.

7.9. **Sub-committees**

7.9.1. Unless otherwise determined by the Executive Committee, Sub-Committees shall be structured in accordance with enclosed Appendix 2.

7.9.2. When exercising the powers delegated to it, a Sub-Committee must abide by any instructions of the Executive Committee. The Executive Committee may impose such instructions as it thinks fit.

7.9.3. Sub-Committee meetings shall be Chaired by an Executive Committee Member.

7.10. **Duties of Executive Committee**

7.10.1. The Executive Committee must, in exercising functions in that capacity, act in the interests of the Society and must, in particular:

7.10.1.1. seek, in good faith, to ensure that the Society acts in a manner which is consistent with its purposes;

7.10.1.2. act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person;

7.10.1.3. submit a report of activities at the annual general meeting;

7.10.1.4. maintain full and accurate records of the financial affairs of the Society;

7.10.1.5. raise funds for furtherance of the aims and objectives;

7.10.1.6. manage human resource requirements;

7.10.1.7. ensure that all office space and the library are only used for the business of the Society.

7.10.1.8. maintain a documented Conflicts of Interest Policy which must include a Register of Interests of the Executive Committee and Property Trustees; and

7.10.1.9. protect the identity and spiritual heritage of the Society.

7.11. Governance of Executive Committee meetings

7.11.1. Subject to the terms of the Constitution, the Executive Committee may meet together for the despatch of business to govern their proceedings, and otherwise regulate their meetings as it thinks fit.

7.11.2. The Executive Committee shall meet on a monthly basis as a minimum.

7.11.3. Any Member of the Executive Committee may request a meeting of the Executive Committee stating the general business to be discussed.

7.11.4. Executive Committee meetings shall be called with at least seven (7) days' notice. Notice of every Executive Committee Meeting must be given to all Executive Committee Members. Where there is an accidental omission to give notice to, or the non-receipt of notice by, any person entitled to receive notice, notice will nonetheless be deemed to have been duly given and it will not invalidate the proceedings at any meeting. There is no requirement to give notice of an Executive Committee Meeting to any Executive Committee Member who is for the time-being absent from the United Kingdom.

7.11.5. Notice of Executive Committee meetings shall take a form as agreed by the Executive Committee and may include social media and email.

7.11.6. No business shall be conducted at any Executive Committee meeting unless a quorum is and remains present throughout. The quorum shall be a simple majority of the Executive Committee and must include at least one of the President, Vice-President, General Secretary or Joint General Secretary.

7.11.7. The President shall Chair Executive Committee meetings unless he is unable or unwilling to do so. If the President is unwilling or unable to Chair meetings the Vice-President shall Chair whom failing the General Secretary whom failing the Joint General Secretary.

7.11.8. Decisions of the Executive Committee shall be on a simple majority basis. Where an equal number of votes are cast for and against the business being considered, the Chair of the meeting will be entitled to a second and casting vote.

7.11.9. An emergency Executive Committee meeting may be held at short notice provided a quorum is present throughout.

7.11.10. The General Secretary is responsible for maintaining full and accurate records of the proceedings of the Executive Committee including preparation of Minutes which must be made available to all Executive Committee Members before the next scheduled meeting.

8. ACCOUNTS

- 8.1. The Executive Committee must maintain bank account(s) as required for the furtherance of the Society Aims and Objectives. Said bank account(s) shall be operated by at least two (2) of the Office Bearers.
- 8.2. The Executive Committee must ensure that proper accounting records sufficient to show and explain the Society's transactions are kept.
- 8.3. The accounting records kept under Clause 9.2 above must:
 - 8.3.1. disclose at any time the current financial position of the Society;
 - 8.3.2. contain entries showing from day to day all sums received and spent by the Society, and the matters in respect of which the sums are received and spent;
 - 8.3.3. include a record of the assets and liabilities of the Society; and
 - 8.3.4. be sufficient to enable a statement of account which complies with Clause 9.4 below to be prepared.
- 8.4. The Executive Committee must ensure that in each financial year a statement of account, including a report on its activities is prepared and complies with all relevant legal and regulatory requirements.
- 8.5. Members of the public shall be entitled to request and receive a copy of the most recent statement of account of the Society where it is reasonably requested in accordance with section 23 of the 2005 Act.
- 8.6. Accounting records must be kept by the Society for a minimum of six (6) years from the end of the financial year to which they relate.

9. OTHER MATTERS

- 9.1. Enclosed Appendix 1 provides a timeline of key dates for the affairs of the Society.
- 9.2. Any interest-free loans (commonly known as Qardh-e-Hasanah) may only be provided to mosques and Islamic organisations which are registered charities and must not exceed one-hundred thousand pounds Sterling (£100,000.00). Any such interest-free loans must be approved by both the Executive Committee and the Property Trustees.

- 9.3. All Imams, Alimahs (female scholars), teachers and other individuals responsible for educational matters (including memorisation of the Qur'an) must meet the Eligibility Criteria and follow the Founding Principles.
- 9.4. There shall be a sub-committee, known as the Human Resources Panel, consisting of two (2) Members from the Executive Committee and three (3) Property Trustees, which shall be responsible for all human resources matters concerning Imams and office staff.

10. CONSTITUTION

10.1. Compliance with Constitution

10.1.1. A Member submits to the constitution of the Society in every respect and on these conditions alone is entitled to the advantages and privileges of the Society. A copy of the constitution need not be delivered to a Member of the society and no Member shall be absolved from the effect of the constitution on any allegation of not having received a copy. On admission as a Member he is presumed to have made himself acquainted with and to have knowledge of the terms of the constitution.

10.2. Amendment of the Constitution

10.2.1. If the Society wishes to: -

- 10.2.1.1. amend its purposes;
- 10.2.1.2. apply to the court to amend its purposes; or
- 10.2.1.3. change its name;

it may do so only with OSCR's consent. In the absence of such consent (given or deemed in accordance with the 2005 Act), any purported amendment shall be invalid.

10.2.2. OSCR's consent must be sought a minimum of forty-two (42) days prior to any change set out in Clause 11.2.1 taking effect.

10.2.3. The Constitution of the Society may be amended at an Annual General Meeting or General Meeting called for the purpose and passed by a majority of not less than two-thirds of the Members voting;

10.2.4. Any amendment to the Constitution must be notified to OSCR within three (3) months of it taking effect.

11. DISSOLUTION

11.1.1. The Society may not be dissolved without the prior consent of OSCR.

11.1.2. If the Members resolve to dissolve the charity:

11.1.2.1. The sitting Executive Committee will remain in office and be responsible for winding up the affairs of the charity.

11.1.2.2. The Executive Committee must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.

11.1.2.3. The Executive Committee must apply any remaining property or funds directly for the Aims and Objectives of the Society.

11.1.2.4. The Executive Committee may only transfer any remaining property or funds to any charity (or charities) with purposes the same as (or similar) to the Society or in such other manner as OSCR may approve in writing in advance.

11.1.2.5. In no circumstances shall the net assets of the Society be paid to or distributed among the Members of the Society.

This Constitution was approved at a Meeting of the Members of the Society duly convened for the purpose and held on 10 December 2017

APPENDIX 1: TIMELINE OF KEY DATES

MONTH	DATE/S	ACTION	FREQUENCY
January February	1 January to last day of February	Membership Window	Every year
March	1 March to 14 March	Update of Register of Members	Every year
	15 March to 31 March	Nomination period for candidates for Executive Committee	Every second year
April	1 April to 30 April	Consideration period for nominated candidates	Every second year
May	First Sunday of May	Annual General Meeting	Every year

APPENDIX 2: GOVERNANCE STRUCTURE

EXECUTIVE COMMITTEE	
<ul style="list-style-type: none"> Office Bearers of Executive Committee Members of Executive Committee 	
SUB-COMMITTEES	
General Services	Media & Communications
<ul style="list-style-type: none"> Policy implementation Prayer timetables Adhaan Salah including Taraweeh, Eid and Janazahs Marriage ceremonies (Nikkahs) 	<ul style="list-style-type: none"> Policy Implementation Press Releases Website and social media Noticeboards Signage Printed literature (posters, leaflets etc.)
Education Services	Maintenance services
<ul style="list-style-type: none"> Policy Implementation Maktab Teachers including Aalims and Alimahs Hifz (memorising the Qur'an) Syllabus implementation Languages including Arabic and Urdu 	<ul style="list-style-type: none"> Policy Implementation Infrastructure Utilities management Engaging with Property Trustees General upkeep
Funeral Services	Poverty Relief
<ul style="list-style-type: none"> Policy Implementation Collection of deceased, Ghusl and Burial Liaising with local authorities and hospitals Liaising with family of deceased Announcements Mortuary and Funeral Parlour management Cemetery management 	<ul style="list-style-type: none"> Policy Implementation Food bank Soup kitchen Opportunities Distribution of food parcels
Outreach Services	Ramadhan
<ul style="list-style-type: none"> Policy implementation Youth Community services Dawah Conferences, seminars and educational programmes 	<ul style="list-style-type: none"> Policy implementation Timetables Sehri & Iftaar arrangements Volunteer coordination Announcements