

CONSTITUTION

1. NAME OF SOCIETY

The name of the Society is: The B.C. Muslim Association.

2. PURPOSES

The purposes of the Association shall be:

- (a) To uphold and abide by Shariah (Islamic Law) as stated in the Qur'an and exemplified by the Sunnah (practice) of Prophet Muhammad (peace and blessings of Allah be upon him);
- (b) To acquire, establish, construct, maintain and operate facilities to provide services for Muslims of British Columbia in accordance with Shariah which facilities shall include but are not limited to:
 - (i) Masajid (Mosques);
 - (ii) Schools;
 - (iii) Darul Uloom;
 - (iv) Day Care;
 - (v) Senior homes;
 - (vi) Homes for needy;
 - (vii) Libraries;
 - (viii) Recreational centers;
 - (ix) Community centers;
 - (x) Non-profit housing.
- (c) To organize, conduct and speak at private or public meetings of religious, social or other nature on the welfare of Muslim communities;
- (d) To provide a variety of services which shall include but are not limited to the following types:
 - (i) Religious;
 - (ii) Educational;
 - (iii) Funeral and burial;
 - (iv) Social;
 - (v) Marriage;
 - (vi) Counseling;
 - (vii) Employment placement;
 - (viii) Management of trust and zakat funds;
 - (ix) Communication services.
- (e) To establish, operate and manage printing plants, and to publish, print and distribute Islamic literature;
- (f) To receive and acquire gifts, donations and bequests (waqf);

- (g) To promote closer co-operation between the Association and other communities including international organizations. To promote and maintain unity among the Muslims, other Muslim organizations and between Muslims and other communities;
- (h) To raise money for and engage in charitable activities;
- (i) To administer all trust funds;
- (j) To pursue and encourage the formation of Branches and Chapters to cater for the welfare of Muslim communities;
- (k) To promote Islam as a complete way of life;
- (l) To encourage and facilitate women's and youth activities.

3. RELIGION

To propagate and foster the religious belief of the Association and the religion of the Association is Islam. This provision is unalterable.

4. CREED UPHELD

To uphold and promote the Kalima (creed) which is the basic belief of the Association (Sunni Muslims). This provision is unalterable.

5. PREAMBLE

Kalima (Creed)

The basic belief of the Association is in the holy code, the Kalima which is the first principle of Islam. It is a declaration of faith, which is:

“LA ILAHA ILLALLAH MUHAMMADUR RASULULLAH”

Meaning: “There is no god (deity) but Allah and Muhammad (peace and blessings of Allah be upon him) is the Messenger (Apostle) of Allah.”

The Kalima requires a further belief in Muhammad (peace and blessings of Allah be upon him) as the last Messenger and seal of all the Prophets of Allah. This provision is unalterable.

BYLAWS OF THE B.MUSLIM ASSOCIATION

ARTICLE 1

DEFINITIONS

- 1.1 Interpretation.** In this Constitution and in any rules, resolutions and bylaws made, resolved or enacted hereunder before or after the date of the adoption of this Constitution, the following words and expressions shall have the meanings hereby assigned to them respectively unless there is something in the subject or context inconsistent with such Constitution or unless it is therein otherwise expressly provided:
- (a) “Allah” means the One true God who is the Creator of the Universe;
 - (b) “Annual General Meeting” means an annual general meeting of the members of the Association;
 - (c) “Association” means The B.C. Muslim Association;
 - (d) “Boards” means a group of qualified individuals managing a specified portfolio headed by a chair who is a Vice-President;
 - (e) “Branches” means the branches of The B.C. Muslim Association;
 - (f) “Chapters” means an arm of the Association that has not achieved the status of a Branch;
 - (g) “Constitution” means the constitution of The B.C. Muslim Association;
 - (h) “Darul Uloom” means a place dedicated for giving religious Islamic education;
 - (i) “Dawah” literally means “invite”, and in this sense it refers to calling to the Truth through preaching and propagation of Islam;
 - (j) “Eid” means a festivity, a celebration, a recurring happiness and a feast. In Islam there are two ‘Eids, namely, the feast of end of Ramadan (‘Eid Al-Fitr) and the Feast of Sacrifice (‘Eid Al-Adha);
 - (k) “Executive Council” means the collective forum of the representatives of the Branches and the Chapters along with the Executive and the Board of Trust Affairs.
 - (l) “Executive” means the President, Vice Presidents, General Secretary, Assistant General Secretary, General Treasurer and Assistant General Treasurer of the B.C. Muslim Association. This is equivalent to the Board of Directors as per Society Act.
 - (m) “Fiqh” means Islamic Jurisprudence that is made up of the rulings of Muslim Islamic jurists to direct the lives of the Muslims;
 - (n) “Ghusl” means full bath or body wash;

- (o) “Hajj” means Islamic pilgrimage. Hajj is one of the pillars of Islam;
- (p) “Halal” means something that is lawful and permitted in Islam;
- (q) “Hilal” means the very slight crescent moon that is first visible after a new moon. Muslims look for the hilal (crescent) when determining the beginning and end of Islamic months;
- (r) “Imam” means a man who leads a Muslim congregational prayer, a religious leader can also be called an Imam;
- (s) “Janaza” means funeral;
- (t) “Jumuah” means the Friday congregational prayer;
- (u) “Kalima” means the creed of Islam, “There is none worthy of worship save Allah; Muhammad is the messenger of Allah”;
- (v) “Masajid” is the plural of Masjid;
- (w) “Masjid” is a mosque;
- (x) “Members” means and includes all members and officials of The B.C. Muslim Association;
- (y) “Membership” means the membership of The B.C. Muslim Association;
- (z) “Muslim Organization” means a Sunni Muslim organization registered in British Columbia with similar aims and objectives;
- (aa) “Officers” means all the officials of The B.C. Muslim Association including its Branches and Chapters;
- (bb) “Officials” means officers of The B.C. Muslim Association who are either elected or nominated for a specific role;
- (cc) “President” means a person who has been duly elected as the President of The B.C. Muslim Association;
- (dd) “Ramadan” means the ninth month of the Muslim calendar during which Muslims observe the Fast;
- (ee) “Resident” means citizen, landed immigrant or any person with a visa of more than twelve (12) months;
- (ff) “Rules” appearing after the word Constitution shall mean Branch and Chapter rules are part of this Constitution;
- (gg) “Salah” means Islamic ritual prayer. Salah is the second pillar of Islam and an important part of Islamic worship. It is obligatory on every Muslim to perform salah daily on the prescribed times;

- (hh) “Sal’lal’laahu a’laihi wa sal’lam” means may Allah Subhanahu wa Ta’ala send prayers and salutations upon him;
- (ii) “Shariah” means the revealed and the canonical laws of the religion of Islam. Shariah covers not only religious rituals but many aspects of day-to-day life, politics, economics, banking, business or contract law and social issues;
- (jj) “Shurah” means achieving consensus through consultation;
- (kk) “Subhanahu wa Ta’ala” means glory be to Allah, the pure and exalted who is above all imperfections;
- (ll) “Sunnah” are traditions of Prophet Muhammad, including his sayings and practices;
- (mm) “Sunni Muslim” (commonly known as Ahle-Sunnat-wal-Jamat) means a person who believes in the oneness of Allah Subhanahu wa Ta’ala and in the absolute and unqualified finality of the Prophet Muhammad (peace be upon him) and as the Last of all the Prophets. Sunni Muslims are viewed as connected to the authoritative Sunnah and believe that any good Muslim can be leader; they prefer to reach agreements by means of consensus;
- (nn) “Taraweeh” are special evening prayers performed during the month of Ramadan;
- (oo) "Umra" is a pilgrimage to Makkah that can be undertaken at any time of the year;
- (pp) “Waqf” means an inalienable religious endowment in Islam, such as devoting a building or plot of land for religious or charitable purposes;
- (qq) “Zakat” is an obligatory duty that every adult mentally stable, free and financially-able Muslim, male and female, has to pay to support specific categories of people;
- (rr) “Zakatul Fitr” is an amount that Muslims are obliged to pay as charity at the end of Ramadan;
- (ss) “Zakatul Maal” is an obligatory purifying charity paid on one’s wealth that possesses the minimum wealth on which Zakat is applicable.

ARTICLE 2

OPERATIONAL FACILITIES OF THE ASSOCIATION

- 2.1 The operation of the Association is to be carried out in the Province of British Columbia.
- 2.2 The Head Office of the Association shall be within the Richmond Complex located at 12300 Blundell Road.
- 2.3 All Association facilities in a locale shall be managed and maintained by the Branch or Chapter of that location except in case of Richmond Complex where the Head Office building and the Boardroom shall be managed and maintained by the Executive.
- 2.4 All educational facilities of the Association shall be maintained and managed by the Board of Education Services.
- 2.5 All real properties acquired, constructed, rented or leased wherever situated in British Columbia shall be registered in the name of the Association.
- 2.6 The Executive, Executive Council and the Board of Trust Affairs jointly shall have the authority relating to sale and purchase of capital assets of the Association.
- 2.7 The use, sharing and scheduling of events and functions in all facilities shall be coordinated with the Executive to ensure proper use and to avoid conflicts between events. The Executive's decision shall be final.

ARTICLE 3

ORGANIZATIONAL STRUCTURE

- 3.1 **Classes of Membership.** There shall be the following three (3) classes of members in the Association:
- (a) Ordinary Members;
 - (b) Life Members; and
 - (c) Honorary Members.
- 3.2 **Branch and Chapter Management Committees.** The Branches and Chapters shall have the following responsibilities:
- (a) The primary responsibility of the Branches is to manage the assets of the Association located within the Branch area through a Management Committee.
 - (b) The primary responsibility of the Chapters is to manage the assets of the Association located within the Chapter area through a Management Committee.
- 3.3 **Boundaries and Status of Branches and Chapters.** The Branches and Chapters shall have boundaries and be reassessed as follows:
- (a) The Branches are established on the basis of municipal boundaries or at the discretion of the Executive Council. In order to attain the status of a Branch there shall be at least seventy five (75) paid members who held membership of the Association for a minimum period of twelve (12) months and reside in the Branch area. This clause also applies to the Women Affairs.
 - (b) The Chapters are established on the basis of municipal boundaries or at the discretion of the Executive Council. In order to attain the status of a Chapter there shall be at least thirty-five (35) paid members who held membership of the Association for a minimum period of twelve (12) months and reside in the Chapter area. This clause also applies to the Women Affairs.
 - (c) The status of Branches/Chapters of the Association will be reassessed whenever the Executive Council deems necessary or at least prior to each election year. This assessment shall be conducted six (6) months before election by the Executive and their results shall be submitted to the Executive Council. Upon review of the membership the Branch and Chapter will be made aware of their current status by the Executive Council for the upcoming Election. The Branch and Chapter shall be given sixty days (60) days to retain their original status.
- 3.4 **Executive Council.** The Executive Council shall be a collective forum comprised of representatives from the Branches and Chapters which in turn represent the members at large through which all affairs of the Association are carried out through the Shurah process for the benefit and welfare of the community.

3.5 **Executive.** The Executive shall be comprised of a President, eight (8) Vice-Presidents, General Secretary, Assistant General Secretary, General Treasurer, and Assistant General Treasurer.

3.6 **Boards and Council.** The Association shall have the following Boards and Council:

- (a) **Executive Boards:** Eight Executive Boards comprised of members elected or appointed by the Executive Council from general membership whose names are nominated by the Executive and Branches/Chapters delegates.
- (b) **Board of Trust Affairs:** The Board of Trust Affairs comprised of members nominated by the Executive Council.
- (c) **Council of Women's Affairs:** The Council of Women's Affairs comprised of members of the Board of Women's Council and representatives nominated by the Branch and Chapter Management Committees.

3.7 **Committees.** The Association shall have the following committees:

- (a) **Membership Committee:** Membership Committee: Members of the Membership Committee are the appointees of the Executive Council from general membership whose names are nominated in consultation with the Executive.
- (b) **Election Committee:** Members of the Election Committee are appointees of the Executive Council from general membership whose names are nominated in consultation with the Executive.
- (c) **Investigation Committee:** Members of Investigation Committee are appointees of the Executive Council from general membership whose names are nominated in consultation with the Executive.
- (d) **Halal Committee:** Members of the Halal Committee are appointees of the Executive Council whose names are nominated by the Executive in consultation with the Board of Religious Services.
- (e) **Hilal Committee.** Members of the Hilal Committee are appointees of the Executive Council whose names are nominated by the Executive in consultation with the Board of Religious Services.
- (f) **Sub-Committees.** Members of each Sub Committee are appointees of specific Boards and or Committees in consultation with the Executive.

ARTICLE 4

MEMBERSHIP

- 4.1 **Eligibility for Membership.** All members of the Association must be:
- (a) A Sunni Muslim bona-fide resident of British Columbia; and
 - (b) Shall be sixteen (16) years of age at the time of application.
- 4.2 **Members of Association.** The members of the Association are:
- (a) The applicants for incorporation of the Association who have not ceased to be members; and
 - (b) Those persons who have become members in accordance with these bylaws who have not ceased to be members.
- 4.3 **Duties of Members.** Every member must:
- (a) Uphold the Constitution of the Association and, in particular, contribute to the attainment of the purposes of the Association;
 - (b) Comply with these Bylaws;
 - (c) Regularly attend meetings of the members of the Society;
 - (d) Comply with rules, regulations, and policies of the Association, and with the decisions of the Directors (to the extent that such rules, regulations, policies and decisions are not inconsistent with the Constitution of the Association and these Bylaws).
- 4.4 **Number of Members.** The number of members shall be unlimited and there shall be a minimum of fifty (50) members.
- 4.5 **Classes of Membership.** There shall be three classes of Membership as follows:
- (a) Ordinary Members;
 - (b) Life Members;
 - (c) Honorary Members.
- 4.6 **Applications for New Membership Generally.** All applications for new membership shall be on a prescribed form of the Association, and shall be nominated by two (2) members of the Association who are in good standing in the applicant's Branch and Chapter area.

- 4.7 **Applications for Ordinary Membership and Renewal.** The rules for applications for Ordinary Membership shall be as follows:
- (a) Completed application forms for membership shall be forwarded to the Branch and Chapter Secretary by the applicant or their nominee;
 - (b) The Branch and Chapter Management Committee shall review all applications and submit with their recommendation to Membership Committee;
 - (c) There shall be a ninety (90) day waiting period from the date the application is received by Branch/Chapter before a successful new member is issued his membership card by the Head Office;
 - (d) There shall be a fifteen (15) day waiting period from the date of submission of the renewal form along with membership fees to be eligible to vote;
 - (e) A person with a student visa or a temporary working visa shall have a twelve (12) month waiting period to be eligible to become a member from the date of acceptance from the Membership Committee.
- 4.8 **Life Membership Appointments.** Nominees for Life Membership are appointed for their meritorious service to the Association. At any Annual General Meeting of the Association, Life Member(s) may be appointed by seventy-five percent (75%) of members present. The Executive shall nominate member(s) for Life Membership at the Annual General Meeting. Such member(s) shall have a history of voluntary services rendered to the Association. These services shall include:
- (a) Has served as a member of the Executive, Trustee, Branch or Chapter Management Committee, Board, and Committee and/or has provided recognized service as a professional consultant to the Association;
 - (b) Has rendered at least twenty (20) years of service in any of the positions mentioned in clause (a) above;
 - (c) Any ordinary member who does not fall under category (a) or (b) but has provided services above and beyond the call of duty and has contributed to the Association over a minimum of twenty (20) years.
- 4.9 **Honorary Membership Appointments.** The Executive Council of the Association may bestow Honorary Membership to a Muslim for valuable contribution to the Association. Honorary Members shall not be entitled to notice of meetings of the Association.
- 4.10 **Membership Fee and Renewal.** Membership fee shall be determined by the Executive and approved by the Executive Council of the Association. This fee may be revised from time to time.
- (a) Ordinary Members. Members of the Association shall pay membership fee in accordance with the provisions of the Bylaws of the Association. The term of subscription shall be for twelve (12) months ending on December 31st each year.

- (b) Students and seniors. A member of sixty-five (65) years and over shall pay fifty percent (50%) of the current membership fee. All bona-fide students (full-time at school, university or college) shall pay fifty percent (50%) of the current membership fee.
- (c) Life Members shall be exempt from paying membership fees.
- (d) Honorary Members shall be exempt from paying membership fees.

4.11 **Voting Rights of Members.** The following rules apply to member voting:

- (a) Voting Age – The minimum voting age shall be sixteen (16) years;
- (b) Who Shall Vote – All ordinary members in good standing and Life Members have one (1) vote in any meeting of the Association where a member is qualified to attend such meeting. Honorary Members are not eligible to vote in any meeting of the Association.
- (c) New Members – All approved members with membership identification shall be eligible to vote.
- (d) Existing Members – Shall be eligible to vote provided membership is renewed. The cut off date for renewal of membership shall be fifteen (15) days prior to start of meeting or election day of the Association, Branch or Chapter.
- (e) Members in Good Standing – A member shall be deemed in good standing when he has paid his Annual Membership Fee by December 31st of the year of expiration as well as any debt and obligation due to the Association.
- (f) No proxy voting shall be allowed.

4.12 **Membership Fee Arrears and Reinstatement.** Members who fail to pay Membership Fee for more than three (3) years from the last expiry date shall cease to be a member of the Association. He may reapply as a new member thereafter. Members in arrears for three (3) years or less shall cease to be a Member in Good Standing. Upon payment of all outstanding Membership Fees such member shall be deemed to be reinstated from the date of expiry. Any such reinstated member shall have voting rights but shall not qualify for candidacy for any elected or appointed position in the Association for that year in which membership has been updated.

4.13 **Members Revocation, Suspension or Expulsion.** The Executive Council of the Association may after investigation revoke membership, suspend or expel any member for lack of allegiance or for any other reasons which shall include:

- (a) Intentional or willful breach of the Constitution or Bylaws;
- (b) Jeopardizing the interest or the reputation of the Association;
- (c) The conduct, behavior or the actions of a member be contrary to the teachings of Islam and/or causing disunity or disruption in the affairs of the Association;

- (d) Has been convicted of any offence deemed to be serious by the Executive;
- (e) Failure to comply with any directives issued by the Executive or the Executive Council of the Association;
- (f) Any willful action or decision of the member causing financial loss to the Association;
- (g) Failure to pay any money due to the Association.

4.14 **Effect of Revocation, Suspension or Expulsion.** The following rules apply to the revocation, suspension or expulsion of members:

- (a) Any member expelled or suspended or whose membership is revoked by the Executive Council shall forfeit all rights and privileges under the Constitution including voting rights;
- (b) A member shall be deemed to have vacated his office or position due to such expulsion, suspension or whose membership is revoked while under investigation;
- (c) Any member expelled, suspended or whose membership is revoked shall not have any rights against the funds or properties of the Association;
- (d) A suspended member shall not be eligible to hold any elected or appointed position for the period of suspension;
- (e) A member who is expelled or whose membership is revoked shall not be eligible to hold any elected or appointed position; and
- (f) An expelled or revoked member shall be eligible to reapply for membership after two years.

4.15 **Resignation of a Member.** A member may resign his membership in writing to the Executive, which shall be effective upon consultation and review by the Membership Committee.

4.16 **Liability for Payment.** In the event of resignation, a member shall remain liable for payment of any debts, assessment or other sum levied or which became payable by him to the Association.

ARTICLE 5

BRANCH AND CHAPTER MANAGEMENT COMMITTEE

- 5.1 **The Branch Management Committee Generally.** The Branch Management Committee shall be comprised of eleven (11) members of the Association (in good standing) and who are elected for a two (2) year term by the members of the Branch at their Annual General Meeting or any other convenient day and time as determined by the Election Committee. The positions are as follows:
- (a) Chairperson;
 - (b) Secretary;
 - (c) Treasurer;
 - (d) Eight (8) members who shall be in charge of the following portfolios:
 - (i) Fund Raising Services;
 - (ii) Youth Services;
 - (iii) Funeral Services;
 - (iv) Maintenance Services;
 - (v) Education Services;
 - (vi) Membership Services;
 - (vii) Sports Services; and
 - (viii) Social Services.
- 5.2 **The Chapter Management Committee Generally.** The Chapter Management Committee shall be comprised of nine (9) members of the Association (in good standing) and who are elected for a two (2) year term by the members of the Chapter at their Annual General Meeting or any other convenient day and time as determined by the Election Committee. The positions are as follows:
- (a) Chairperson;
 - (b) Secretary;
 - (c) Treasurer;
 - (d) Six (6) members who shall be in charge of the following portfolios:
 - (i) Maintenance Services;

- (ii) Youth Services;
- (iii) Funeral Services;
- (iv) Education Services;
- (v) Sports Services; and
- (vi) Social Services.

5.3 Roles of Branch and Chapter Management Committee Members. The Management Committee members shall have the following roles:

- Chairperson:** The Chairperson shall be responsible for proper administration of the Branch and Chapter and timely reports as required by the Constitution and Bylaws.
- Secretary:** The Secretary shall be the custodian of all correspondence, minutes and records of the Branch and Chapter.
- Treasurer:** The Treasurer shall be responsible for the accounting, records of inventory of all assets and finance of the Branch and Chapter.
- Fund Raising:** This position requires the member to organize means of fund raising. In the case of Chapter the Chairperson shall also assume fund raising responsibilities.
- Youth:** This position requires the member to organize and conduct youth activities.
- Funeral:** This position requires the member to organize and conduct funeral, sale of burial plots and to consult and liaise with the Vice President of Funeral and Burial Services.
- Education:** This position requires the member to organize and facilitate education services for children and adults.
- Membership:** This position requires the member to register new members, follow up on renewals and maintain membership register. In the case of Chapter the Treasurer shall also assume membership responsibilities.
- Maintenance:** This position requires the member to ensure all assets including real property are properly maintained.
- Sports:** This position requires the member to organize and conduct sports activities.
- Social:** This position requires the member to organize and conduct social services.

- 5.4 **Branch and Chapter Election Process.** The Election Committee shall organize and conduct all elections of the Branches and Chapters as follows:
- (a) The Election Committee shall receive nomination forms, personal profile, Oath of Office and Confidentiality Agreement for the position of eleven (11) officials for Branch and nine (9) officials for Chapter;
 - (b) The Election Committee shall conduct the election of the Branch and Chapter officials;
 - (c) The election shall be conducted by secret ballot on the day of Annual General Meeting or any other convenient day and time as prescribed by the Election Committee; and
 - (d) The Election Committee shall be required to resolve any disputes arising from the election process.
- 5.5 **Eligibility for Election on a Branch and Chapter Management Committee.** The members of the Branch and Chapter Management Committee shall:
- (a) Have maintained his membership current for the last three (3) consecutive years;
 - (b) Meet Branch and Chapter residency requirement and shall have landed Immigrant or citizenship status in Canada;
 - (c) Not be an office bearer of another Muslim organization with similar aims and objectives of the Association registered in British Columbia;
 - (d) Have a sound understanding and aspiration of the community;
 - (e) Demonstrate loyalty and dedication to the Association; and
 - (f) Contest in one (1) Branch and Chapter only for the term.
- 5.6 **Qualifications for Branch and Chapter Management Committee.** The following shall be the desired qualifications for a Branch and Chapter Management Committee Member:
- (a) A person of mature disposition;
 - (b) Possess leadership qualities;
 - (c) Act impartially in all decisions;
 - (d) Conduct himself in the best traditions of Islam;
 - (e) Conduct himself in the best interest of the B.C. Muslim Association;
 - (f) Has sound knowledge and experience in administrative duties;
 - (g) Has sound knowledge of the Constitution, community, its needs, resources and aspirations;

- (h) The Secretary shall possess computerized word-processing skills;
- (i) The Treasurer shall possess computerized bookkeeping skills; and
- (j) The Youth Services director shall be forty (40) years of age or less.

5.7 **Term of Office Branch and Chapter Management Committee Chairperson.** The position of the Chairperson shall not be held by the same individual for more than two (2) terms of two (2) years each or part thereof. However he shall be eligible to hold any other position.

5.8 **Vacancies in Branch and Chapter Management Committees.** Any vacancy created by the resignation, death, disqualification or expulsion of the Chairperson shall be filled immediately by an Acting Chairperson from within the Committee. A new Chairperson shall be elected within three (3) months of such vacancy. If the remaining term of the newly elected Chairperson is eighteen months and less, such duration is not subject to the term as specified in clause 5.7.above.

Any vacancy created by a Committee member shall be filled within thirty (30) days from the list of the previous contestants. In the event there are no qualified contestants, the Management Committee shall in consultation with the Election Committee appoint from the local membership.

5.9 **Dissolution of Branch and Chapter Management Committees.** When resignation of simple majority of Branch and Chapter Management Committee members is received by the Branch and Chapter Secretary or the General Secretary of the Association, the Branch and Chapter Management Committee shall be deemed dissolved.

5.10 **Roles and Responsibilities of Branch and Chapter Management Committees.** The Branch and Chapter Management Committee is responsible for attending to the following on behalf of the Association:

- (a) Day to day operation and management of assets for their Branch and Chapter;
- (b) Maintain updated inventory of all movable and immovable assets;
- (c) Render approved services including religious, educational and social;
- (d) Be accountable to the Branch and Chapter Members, Executive, Executive Council and Trustees;
- (e) Maintain proper books of accounts, minutes and records according to the Association standards;
- (f) Prepare and submit financial reports to its Branch and Chapter members, Executive and the Executive Council as and when required;
- (g) Maintain proper register of members at all times and file the same to the head Office;

- (h) Each branch and Chapter shall conduct a semi-annual open house session to update the local community on the progress and seek input on matters of local concerns;
- (i) Promote and help establish a local Women's Branch and Chapter Committee for the women to manage their own affairs;
- (j) There shall be quarterly joint meetings between Women's and Men's local Management Committees to exchange ideas, develop plans and review progress;
- (k) Hand over to the incoming Board within ten (10) days at the end of term of office an inventory of all assets, files and records of the Branch and Chapter;
- (l) Hold an Annual General Meeting of the Branch and Chapter no later than September 30 of each year;
- (m) Provide fourteen (14) days notice for Annual General Meeting or any Special General Meeting. The following shall form the agenda of the Annual General Meeting:
 - (i) Minutes of last Annual General Meeting;
 - (ii) Annual Report;
 - (iii) Auditor's Report on Summarized Financial Statement for the Branch and Chapter;
 - (iv) Election of Branch and Chapter officials if applicable.
- (n) Review the previous plans and formulate a four (4) year strategic and a two (2) year tactical plans within three (3) months of their appointment for submission to the Executive Council for approval;
- (o) Ensure that all capital projects (submitted in the form specified by the Executive Council) are approved by the Executive Council;
- (p) Conduct both probationary and annual performance reviews of all employees of the Association serving the Branch and Chapter and make recommendation to the Executive;
- (q) Collect all donations, membership fees , zakat ul-fitr, zakaat ul maal, and deposit the same into a bank account in the name of the Branch and Chapter in accordance with the Association's Constitution or guidelines;
- (r) Accept application for new and renewing membership. In case of a new member, submit recommendation to the Membership Committee within thirty (30) days of receipt of the application. All renewals are to be forwarded to the Head Office no later than five (5) days of receipt of the renewal form;
- (s) Comply with directives issued by the Executive and/or Executive Council failing which will result in disciplinary action;

5.11 **Prohibitions for Branches and Chapters.** The Branches and Chapters shall not:

- (a) Communicate with any level of government or other organization on behalf of the Association without prior approval of the Executive;
- (b) Enter into any legal contract or agreement with any individual or firm;
- (c) Conduct any special events (other than regular activities that are conducted on the Association's premises) without prior approval of the Executive;
- (d) Conduct any capital improvement without prior approval of the Executive;
- (e) Engage in, participate or sponsor events that maybe deemed to be in conflict with the interest of the Association;
- (f) Make any arrangement or approve collection of funds for any person or organization other than the Association without prior approval of the Executive; and
- (g) Act in contravention of the Association's Constitution, Bylaws or Guidelines.

ARTICLE 6

THE EXECUTIVE COUNCIL OF THE ASSOCIATION

- 6.1 **Executive Council Generally.** The Executive Council is a collective forum of representatives from all the Branches and Chapters through which all affairs of the Association are carried out by the Shurah process for the benefit and welfare of the members and the community at large. The Executive Council shall be perpetual in nature.
- 6.2 **Composition of Executive Council.** The Executive Council shall be comprised of:
- (a) Members of the Executive;
 - (b) Branch Representatives;
 - (c) Chapter Representatives;
 - (d) Board of Trust Affairs.
- 6.3 **Attendees of Executive Council Meetings.** The Executive Council meeting shall be attended by the following delegates:
- (a) All members of the Executive;
 - (b) All members of the Board of Trust Affairs;
 - (c) Branch Chairperson, Secretary and Treasurer or their nominee(s). A Branch shall be entitled to one (1) additional delegate when its membership exceeds three hundred (300) members; and
 - (d) Chapter Chairperson and Secretary or their nominee(s).
- 6.4 **Voting Rights of Members of the Executive Council.** All members of the Executive Council except the Board of Trust Affairs shall have one (1) vote each on all matters. However, the members of the Board of Trust Affairs shall only have the right to vote as follows:
- a) In the event of purchase or disposition of real property assets;
 - b) In the utilization of any funds related to real property assets transactions;
 - c) In the formation or dissolution of a Branch and Chapter.
- 6.5 **Roles and Powers of the Executive Council.** All decisions of the Association shall be delegated to the Executive by the Executive Council for implementation. In addition to the responsibility conferred upon by these bylaws or by General or Special General Meeting of the Association, the Executive Council shall have the following powers:

- (a) To appoint/elect the Executive and various Boards and Committees of the Association;
- (b) To make, amend, alter, and modify rules, regulations and issue directives for the well being and proper management of the Association, not inconsistent with the Constitution and Bylaws;
- (c) To advise and adjudicate upon all disputes between the members of the Association and such decisions of the Executive Council shall be final;
- (d) To adjudicate upon all matters of controversy and differences between Branch and Chapter or between the Association and the Branch and Chapter. The decision of the Executive Council shall be final and binding on all parties concerned;
- (e) To have full authority as to all matters pertaining to the funds and the property of the Association;
- (f) To have final administrative authority in all matters relating to the Association;
- (g) To ensure any vacancy or vacancies created by the resignation, death, disqualification or expulsion of an official is filled;
- (h) To rescind by two thirds (2/3) of the votes any resolution passed by any previous meeting of the Executive Council;
- (i) To raise and borrow funds for approved projects;
- (j) To grant honorarium to any official as the Executive Council may deem appropriate;
- (k) To dissolve Branch and Chapter Management Committee or the Executive on motion of non confidence after inquiry by the Investigation Committee and passed by two-thirds (2/3) majority of the voting members of the Executive Council;
- (l) To remove from office any member(s) on motion of non-confidence after inquiry and passed by two-thirds (2/3) majority of the voting members of the Executive Council;
- (m) In the event of dissolution of Branch and Chapter Management Committee or the Executive the Executive Council shall appoint a Caretaker Board for a period it deems appropriate but no later than the next Annual General Meeting;
- (n) To create and/or redefine a Branch and Chapter boundary;
- (o) To examine and approve or disapprove any recommendation by the Executive for change of Branch and Chapter status in accordance with this Constitution and Bylaws; and
- (p) To appoint Board and Committee members as required on the recommendation of the Executive.

ARTICLE 7

EXECUTIVE

- 7.1 **Executive Generally.** The affairs of the Association shall be managed by the Executive on behalf of the Executive Council.
- 7.2 **Composition of Executive.** The Executive shall comprise of the President, General Secretary, Assistant General Secretary, General Treasurer, Assistant General Treasurer and eight (8) Vice Presidents.
- 7.3 **Election of President of the Association:**
- a) The President of the Association shall be elected from all elected Branch and Chapter officials present on the day of Annual General Meeting of the election year. All elected officials from all Branch and Chapter shall be eligible to attend and vote. Proxy votes are not permitted.
 - b) The current President shall convene the meeting and handover the election process to the chairperson of the Election Committee.
 - c) The President shall not hold this position for more than two (2) terms, each term of not more than two (2) years or part thereof. However he shall be eligible for any other office at the expiry of either the first or second term or at any other times.
 - d) The current President shall contest the election for management committee position in his resident Branch or Chapter to qualify for re-election without resigning from his position.
- 7.4 **Vacancy or Resignation of the President.**
Any vacancy created by the resignation, death, disqualification or expulsion of the President shall be filled immediately by an acting president from within the Executive Board. A new president shall be elected within three (3) months of such vacancy. If the remaining term of the newly elected president is eighteen months and less, such duration is not subject to the term as per clause 7.3 (c) above.
- 7.5 **Election of Secretaries, Treasurers and Vice-Presidents.** The Executive Council in consultation with the President shall elect the following within seven (7) days of Annual General Meeting of the election year:
- (a) Eight (8) Vice-Presidents;
 - (b) General Secretary;
 - (c) Assistant General Secretary;
 - (d) General Treasurer; and
 - (e) Assistant General Treasurer.

All the above twelve (12) officials shall be elected from within the Executive Council and/or from the elected Branch or Chapter officials. The Executive Council with fifty percent plus one (50%+1) majority, at its discretion, may make no more than four (4) appointments from the general membership. All such appointees shall have the same rights, authorities and the privileges as an elected member of the Executive Board.

- 7.6 **Removal of Official.** The Association members may, by special resolution, remove an Official from the Executive before the expiration of his or her term of office and may elect a successor to complete the term of office.
- 7.7 **Remuneration of Officials.** An Official on the Executive must not be remunerated for being or acting as such an Official, but an Official on the Executive shall be reimbursed for all approved expenses necessarily and reasonably incurred by the Official while engaged in the affairs of the Association or the Executive.
- 7.8 **Fair Representation.** In the appointment of the Executive, the Executive Council shall attempt to have a fair representation from all Branches and Chapters.
- 7.9 **Nominees to Executive to Resign from Branch and Chapter.** In the event of an appointment of a Branch or Chapter nominee to an Executive position, the nominee shall resign his position from his respective Branch or Chapter.
- 7.10 **Qualifications of Executive Members Generally.** The following shall be the qualifications of the President, Eight (8) Vice Presidents, General Secretary, Assistant General Secretary, General Treasurer and Assistant General Treasurer:
- (a) A person of mature disposition;
 - (b) Possess leadership qualities;
 - (c) Act impartially in all decisions;
 - (d) Conduct himself within the guidelines of Islam;
 - (e) Conduct himself in the best interest of the B.C. Muslim Association;
 - (f) Has preferably served as a Director, Trustee, Branch and Chapter official or a member of Executive or any Board for at least one (1) term;
 - (g) Has sound knowledge of Association's Constitution, Bylaws and experience in administrative duties;
 - (h) Has sound knowledge of the community, its needs, resources and aspirations; and
 - (i) Shall not hold official position in any other Muslim organization registered in British Columbia.

- 7.11 **Additional Qualifications of Certain Executive Members.** The Secretaries, Treasurers and Vice Presidents shall have the following additional qualifications:
- (a) The Secretaries shall possess computerized word-processing skills and be well versed in the application of Constitution and Bylaws of the Association;
 - (b) The Treasurers shall possess computerized accounting skills, preparation of small business financial statements and basic knowledge of tax implication for a non-profit organization;
 - (c) The Vice President of the Board of Religious Services shall be:
 - (i) A practicing Muslim who is well versed in Shariah;
 - (ii) Well versed in the teachings of Islam and who has maintained an unblemished character and is held in high esteem by the Muslims of British Columbia;
 - (iii) Preferably a graduate of a recognized Islamic Institution; and
 - (d) The Vice-President of Education shall be an academically qualified professional.
- 7.12 **Roles and Responsibilities of the Executive Members.** The Executive members shall have the following roles and responsibilities:
- (a) Manage the day-to-day affairs of the Association;
 - (b) Carry out decisions and resolutions of the Annual General Meetings, Special General Meetings and the Executive Council;
 - (c) Exercise any authority delegated by the Executive Council;
 - (d) Act and make all decisions on behalf of the Executive Council on matters requiring immediate attention. The Executive shall notify of all such actions or decision taken to the Executive Council in its next meeting;
 - (e) Nominate members of Boards and Committees to the Executive Council for approval;
 - (f) Recommend to the Executive Council the hiring and termination of salaried or contracted employees of the Association;
 - (g) Determine the time, place and agenda for the Executive Council and Annual General Meetings;
 - (h) Recommend the dissolution of Boards or Committees to the Executive Council;
 - (i) Ensure all policies and resolutions recommended/adopted by all Boards are referred to the Executive Council for approval;

- (j) Formulate a four (4) year strategic and a two (2) year tactical plans within three (3) months of their appointment for submission to the Executive Council for approval;
- (k) Publish and present to the membership a consolidated plan as approved by the Executive Council within six (6) months of taking office;
- (l) Present a four (4) year strategic plan to the membership with the approval of the Executive Council at each Annual General Meeting;
- (m) Examine and present recommendation to the Executive Council for change of status of Branch and Chapter in accordance with the Constitution and Bylaws;
- (n) Provide job descriptions to all employees of the Association including terms and benefits;
- (o) Provide semi-annual report to update the membership on general progress, activities and state of the Association;
- (p) Submit all written complaint(s) from the member(s) to the Executive Council within 60 days for appropriate action;
- (q) Document the policies and procedures and ensure that it is implemented throughout the Association; and
- (r) Develop and present the annual budget to the Executive Council for approval.

ARTICLE 8

PROCEEDINGS OF EXECUTIVE

- 8.1 **Meeting Place for Executive.** The Executive may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- 8.2 **Chair of Meetings.** The president shall be the chairperson of all meetings of the Executive, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, a vice president shall act as chairperson.
- 8.3 **Calling Meetings.** The Executive may at any time, and the secretary, on the request of the Executive, must, convene a meeting of the Executive.
- 8.4 **Delegation of Powers.** The Executive may delegate any, but not all, of their powers to committees of the Association. A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the Executive, and must report every act or thing done in exercise of those powers to the earliest meeting of the Executive held after the act or thing has been done.
- 8.5 **Voting and Resolutions.** The following rules shall be observed:
- (a) Questions arising at a meeting of the Executive must be decided by a majority of votes;
 - (b) In the case of a tie vote, the chair does not have a second or casting vote;
 - (c) A resolution in writing signed by all members of the Executive and placed with the minutes of the Executive, is as valid and effective as if regularly passed at a meeting of the Executive.

ARTICLE 9

BOARDS

9.1 **Executive Boards.** There shall be eight (8) Executive Boards as follows:

- (a) Religious Services;
- (b) Education Services;
- (c) Planning and Development Services;
- (d) Public Relations and Communication Services;
- (e) Funeral and Burial Services;
- (f) Social and Welfare Services;
- (g) Youth Development Services; and
- (h) Sports and Recreation Services.

9.2 **INDEPENDENT BOARDS.** There shall be two (2) Independent Boards as follows:

- (a) Trust Affairs; and
- (b) Council of Women's Affairs.

9.3 **Executive Board Policy Matters.** All policy matters related to each Board shall be approved by the Executive Council prior to implementation.

● **EXECUTIVE BOARD OF RELIGIOUS SERVICES**

9.4 **Composition of Board of Religious Services.** The Board of Religious Services shall comprise of the following with voting rights:

- (a) The Vice-President who shall be the Chairperson; and
- (b) Six (6) other members who are academically qualified and are well versed in Islamic teachings. These members may include employees of the Association.

9.5 **Appointments to Board of Religious Services.** The following rules will apply to appointments to this Board:

- (a) The six (6) members of the Board shall be recommended by the Vice President of the Board of Religious Services who in consultation with the Executive shall submit the names to the Executive Council for approval.
- (b) Members of this Board may serve in only one other Board if appointed by the Executive Council.

9.6 **Roles and Responsibilities of Board of Religious Services.** This board shall have the following roles and responsibilities:

- (a) To scrutinize and recommend to the Executive Council the appointment of Imams and Marriage Officers;
- (b) To provide the Board of Public Relations and Communications Services materials for general education;
- (c) To prepare guidelines for funeral procedures in consultation with the Board of Funeral and Burial Services;
- (d) To prepare guidelines for Marriage Officers;
- (e) To conduct Dawah and religious workshops;
- (f) To establish Dawah sub-committees in every Branch and Chapter;
- (g) To prepare guidelines for Dawah service and interfaith dialogues for the propagation of Islam;
- (h) To distribute Islamic materials to public institutions such as libraries, hospitals, universities and schools;
- (i) To provide the Executive with the Salah and Ramadan timetables;
- (j) To assist Board of Social Services in providing family counseling;
- (k) To conduct Janazah services;
- (l) To establish and oversee the functions of Halal, Hilal and other Committees;
- (m) May recommend to the Executive the cancellation of Marriage Certificate of a Marriage Officer who is found to be in violation of the guidelines as defined by the Board of Religious Services;
- (n) May recommend to the Executive the dismissal of an Imam who is found to be in violation of guidelines as defined by the Board of Religious Services;
- (o) To provide quarterly financial and progress reports to the Executive;
- (p) All policy matter related to each Board shall be approved by the Executive Council prior to implementation;
- (q) Develop and define roles and responsibilities of the Halal, Hilal committees;
- (r) Design and develop a uniform and graduated curriculum for teaching Arabic for children and adults at our Masajid and centers;
- (s) To establish, arrange, assist and supervise Branches/Chapters in conducting Arabic classes for children and adults at our Masajid and centers;

- (t) Establish regular Islamic courses on various topics for the benefit of everyone at our Masajid and centers;
- (u) Determine the type of activity or function that will be permitted in Masajid;
- (v) Any other related function(s) at the direction of the Executive or the Executive Council;
- (w) Minimum of one Board of Religious Services member to be present at the Annual General Meeting and Special General Meeting for the entire duration of the meeting; and
- (x) Establish and oversee the process and procedures for collection and disbursements of Sadaqa, Zakatul Fitr and Zakatul Maal in conjunction with the Finance Services.

- **EXECUTIVE BOARD OF EDUCATION SERVICES**

9.7 **Composition of Board of Education Services.** The Board of Education Services shall comprise of the following:

- (a) The Vice-President who shall be the Chairperson; and
- (b) Six (6) other members who are academically qualified and are not currently employed by the Association; and
- (c) Each School shall have its own local School Management Committee in order to bring focus and attention to local requirements.
- (d) The chair of the local school management committee shall be one of the six committee members of the Board of Education Services;
- (e) At least two of the six members of the local school management committee shall be parents of students currently enrolled in the local School

9.8 **Appointments to Board of Education Services.** The following rules will apply to appointments to this Board:

- (a) The six (6) members of the Board shall be recommended by the Vice President of the Board of Education Services who in consultation with the Executive shall submit the names to the Executive Council for approval; and
- (b) Members of this Board may serve in only one other Board if appointed by the Executive Council.

9.9 **Roles and Responsibilities of Board of Education Services.** This board shall have the following roles and responsibilities:

- (a) (i) Manage and operate schools and educational facilities;
- (ii) Appoint a minimum of five (5) members to the School Committee in consultation with the Executive where deemed necessary;

- (iii) Guide and assist with the establishment of Parents' Committees for each of B.C.M.A Muslim Schools;
- (iv) Establish guidelines for each School Management and Parents' Committees;
- (v) Prepare school budget and identify the needs and fulfillment of educational and human resources ahead of school commencement;
- (vi) Formulate education plan for all schools managed by the Association;
- (vii) Closely coordinates with the Executive in acquiring funds to cover extra expenses and upgrade school facilities;
- (viii) Hire and discharge school staff as required and be responsible for changes of assignments within the school. The appointment of the Principal and Vice Principal shall be in consultation with the Executive Council;
- (ix) Identify the needs for various administrative positions and appoint qualified individuals;
- (x) Communicate with the different levels of government and school boards on behalf of the Association on matters relating to education;
- (xi) Establish regular communication with parents and Muslim communities on behalf of the schools;
- (xii) Maintain a close contact with Islamic educational institutions in British Columbia and across Canada;
- (xiii) Follow the guidelines as set forth by the Executive Council from time to time;
- (xiv) Formulate and implement policies, process and procedures for administration of the schools with the approval of the Executive;
- (xv) Prepare school syllabus in consultation with the Executive for its curriculum that shall include:
 - (A) Proper religious instructions;
 - (B) Teaching of Arabic language; and
 - (C) Teaching of Islamic history;
- (xvi) Provide quarterly financial and progress reports to the Executive;
- (xvii) Recommend and administer scholarship funds if any, as per the guidelines set by the Executive Council;
- (xviii) Evaluate the performance of the Principal on a regular basis;

- (xix) Coordinate with the Association's various Boards of Services in regard to promoting education, including Women's Education Services and parent bodies on a regular basis;
 - (xx) Any other related function(s) at the direction of the Executive or the Executive Council;
- (b) The Board of Education Services shall not exercise any powers conferred on the Executive Council, Executive or Branches/Chapters for purchase and sale of real assets or borrowing of funds.
- **EXECUTIVE BOARD OF PLANNING AND DEVELOPMENT SERVICES**
- 9.10 **Composition of Board of Planning and Development Services.** The Board of Planning and Development Services shall comprise of the following:
- (a) A Vice President who shall be the Chairperson; and
 - (b) Six (6) other members who are suitably qualified as prescribed by the Executive Council.
- 9.11 **Appointments to Board of Planning and Development Services.** The following rules will apply to appointments to this Board:
- (a) The six (6) members of the Board shall be recommended by the Vice President of the Board of Planning and Development Services who in consultation with the Executive shall submit the names to the Executive Council for approval.
 - (b) Members of this Board may serve in only one other Board if appointed by the Executive Council.
- 9.12 **Roles and Responsibilities of Board of Planning and Development Services.** This board shall have the following roles and responsibilities:
- (a) Formulate developmental plans at different intervals relating to all projects of the Association;
 - (b) Review project financial plan submitted to it by the Executive Council and provide recommendations accordingly;
 - (c) Assist the General Treasurer to prepare and present the Annual Budget for its approval by the Executive Council;
 - (d) Establish guidelines for Branches/Chapters in the correct method for administering the financial affairs of the Association;
 - (e) Advise and assist the Executive on various methods of reducing expenditure and obtain savings in the execution of its duties;
 - (f) Define and implement a uniform system of accounting and banking for the Association;

- (g) Appoint an Internal Audit Committee to execute periodic audits of the Association's finances;
- (h) Promote and develop the establishment of Islamic banking, insurance and financing services for the community;
- (i) Develop plans for short and long term goals of the Association;
- (j) Provide quarterly financial and progress reports to the Executive;
- (k) Coordinate with Women's Planning and Development Services on a quarterly basis;
- (l) Develop revenue generating projects;
- (m) Any other related function(s) at the direction of the Executive or the Executive Council.

- **EXECUTIVE BOARD OF PUBLIC RELATIONS AND COMMUNICATIONS SERVICES**

9.13 **Composition of Board of Public Relations and Communications Services.** The Board of Public Relations and Communications Services shall comprise of the following:

- (a) A Vice President who shall be the Chairperson; and
- (b) Six (6) other members who are suitably qualified as prescribed by the Executive Council;

9.14 **Appointments to Board of Public Relations and Communications Services.** The following rules will apply to appointments to this board:

- (a) The six (6) members of the Board shall be recommended by the Vice President of the Board of Public Relations and Communication Services who in consultation with the Executive shall submit the names to the Executive Council for approval;
- (b) Members of this Board may serve in only one other Board if appointed by the Executive Council.

9.15 **Roles and Responsibilities of Public Relations and Board of Communications Services.** This board shall have the following roles and responsibilities:

- (a) Formulate and implement media and public relations policies and guidelines;
- (b) Propagate Islam by means of print, television, radio or internet;
- (c) Assist the President in dealing with the media and press releases;
- (d) Prepare broadcast and manage program for and on behalf of the Association;
- (e) Establish and maintain an information technology network;

- (f) Create, control and manage the contents of all websites representing the Association;
- (g) Act as media watch and respond accordingly with promptness;
- (h) Provide monthly financial and progress reports to the Executive;
- (i) Coordinate with Women’s Public Relations and Publications Services on a quarterly basis; and
- (j) Any other related function(s) at the direction of the Executive or the Executive Council.

- **EXECUTIVE BOARD OF FUNERAL AND BURIAL SERVICES**

9.16 **Composition of Board of Funeral and Burial Services.** The Board of Funeral and Burial Services shall comprise of the following:

- (a) A Vice President who shall be the Chairperson; and
- (b) Six (6) other members who are suitably qualified as prescribed by the Executive Council.

9.17 **Appointments to Board of Funeral and Burial Services.** The following rules shall apply to appointments to this Board:

- (a) The six (6) members of the Board shall be recommended by the Vice President of the Board of Funeral and Burial Services who in consultation with the Executive shall submit the names to the Executive Council for approval.
- (b) Members of this Board may serve in only one other Board if appointed by the Executive Council.

9.18 **Roles and Responsibilities of Board of Funeral and Burial Services.** This Board shall have the following roles and responsibilities:

- (a) Provide funeral and burial services for Sunni Muslims;
- (b) Recommend to the Executive the procurement of burial plots as necessary;
- (c) Sell burial plots to Sunni Muslims;
- (d) Formulate funeral services guidelines and policies in conjunction with the Board of Religious Services;
- (e) Maintain inventory for all burial plots including purchases and sale;
- (f) Create local Branch and Chapter Sub-Committees to assist in the execution of funeral services;
- (g) Conduct classes and/or seminars on method of handling all aspects of funeral;
- (h) Provide quarterly financial and progress reports to the Executive;

- (i) Coordinate with Women’s Funeral Services on a quarterly basis;
- (j) Any other related function(s) at the direction of the Executive or the Executive Council.

- **EXECUTIVE BOARD OF SOCIAL AND WELFARE SERVICES**

9.19 **Composition of Board of Social and Welfare Services.** The Board of Social and Welfare Services shall comprise of the following:

- (a) A Vice President who shall be the Chairperson; and
- (b) Six (6) other members who are suitably qualified as prescribed by the Executive Council.

9.20 **Appointments to Board of Social and Welfare Services.** The following rules will apply to appointments to this Board:

- (a) The six (6) members of the Board shall be recommended by the Vice President of the Board of Social and Welfare Services who in consultation with the Executive shall submit the names to the Executive Council for approval; and
- (b) Members of this Board may serve in only one other Board if appointed by the Executive Council.

9.21 **Roles and Responsibilities of Board of Social and Welfare Services.** This Board shall have the following roles and responsibilities:

- (a) Formulate guidelines and policies for social services including needs for seniors, destitute and refugees;
- (b) Facilitate Hajj and Umra trips on behalf of the Association;
- (c) Advise the Executive and/or the Executive Council on acquiring community facilities;
- (d) Assist seniors and provide social activities;
- (e) Provide Dawah and other services as necessary to prisons, correctional institutions, hospitals and senior homes in conjunction with Board of Religious Services;
- (f) Establish food and clothing banks for the needy;
- (g) Provide counseling services;
- (h) Provide quarterly financial and progress reports to the Executive;
- (i) Coordinate with Women’s Social and Welfare Services on a quarterly basis;
- (j) Any other related function(s) at the direction of the Executive or the Executive Council.

- **EXECUTIVE BOARD OF YOUTH DEVELOPMENT SERVICES**

9.22 **Composition of Board of Youth Development Services.** The Board of Youth Development Services shall comprise of the following:

- (a) A Vice President who shall be the Chairperson and forty (40) years of age or less; and
- (b) Six (6) other members who are forty (40) years of age or less and suitably qualified as prescribed by the Executive Council.
- (c) The quorum shall be four (4) members.

9.23 **Appointments to Board of Youth Development Services.** The following rules will apply to appointments to this Board:

- (a) The six (6) members of the Board shall be recommended by the Vice President of the Board of Youth Development Services who in consultation with the Executive shall submit the names to the Executive Council for approval; and
- (b) Members of this Board may serve in only one other Board if appointed by the Executive Council.

9.24 **Roles and Responsibilities of Board of Youth Development Services.** This Board shall have the following roles and responsibilities:

- (a) Formulate guidelines and policies for the Youth in consultation with the Executive;
- (b) Develop and instill Islamic values through learning and participation;
- (c) Administer youth activities such as;
 - (i) Organize minimum of one Youth activity per Branch and Chapter per year to facilitate formation of local youth committees;
 - (ii) Establish Muslim Scouts program for youth at each Branch and Chapter; and
 - (iii) Conduct quarterly Youth Seminars to give Dawah and encourage participation in Islamic activities.
- (d) Assist the Youth and provide all necessary services and cooperation in carrying out the mandate of the Board;
- (e) Facilitate the activities of the Board of Youth Development Services and appoint Sub-Committees as needed;
- (f) Cooperate and interact with other youth organizations locally, nationally and internationally;
- (g) Provide quarterly financial and progress reports to the Executive; and

- (h) Any other related function(s) at the direction of the Executive or the Executive Council.

- **EXECUTIVE BOARD OF SPORTS AND RECREATION SERVICES**

- 9.25 **Composition of Board of Sports and Recreation Services.** The Board of Sports and Recreation Services shall comprise of the following:
- (a) A Vice President who shall be the Chairperson; and
 - (b) Six (6) other members who are suitably qualified as prescribed by the Executive Council.
 - (c) The quorum shall be four (4) members.
- 9.26 **Appointments to Board of Sports and Recreation Services.** The following rules will apply to appointments to this Board:
- (a) The six (6) members of the Board shall be recommended by the Vice President of the Board of Sports and Recreation Services who in consultation with the Executive shall submit the names to the Executive Council for approval; and
 - (b) Members of this Board may serve in only one other Board if appointed by the Executive Council.
- 9.27 **Roles and Responsibilities of Board of Sports and Recreation Services.** This Board shall have the following roles and responsibilities:
- (a) Formulate guidelines and policies for the sporting activities in consultation with the Executive;
 - (b) Develop and inculcate Islamic values through learning and participation;
 - (c) Administer sporting activities of the Muslims of British Columbia. For Example:
 - (i) Organize sports activities such as soccer, basketball and floor hockey for youth, teens, adults and seniors at each Branch and Chapter and other Masajid within British Columbia;
 - (ii) Organize Sports competition with Masajid from other Provinces in Canada to facilitate a wider and stronger relationship for future growth;
 - (iii) Organize other recreational activities such as Camping and Swimming.
 - (d) Assist and provide all necessary services and cooperation in carrying out the mandate of the Board;
 - (e) Provide quarterly financial and progress reports to the Executive;
 - (f) Any other related function(s) at the direction of the Executive or the Executive Council.

ARTICLE 10

THE BOARD OF TRUST AFFAIRS

- 10.1 **Composition of Board of Trust Affairs:** The Board of Trust Affairs shall comprise of:
- (a) Seven (7) appointed members.
 - (b) The Chairperson shall be appointed from amongst the seven (7) members.
- 10.2 **Appointments to Board of Trust Affairs.** The following rules will apply for appointments to this Board:
- (a) The Executive/Branches/Chapters shall recommend the names of qualified members, preferably from the past officials, to the Executive Council for appointment.
 - (b) The appointment of Board of Trust Affairs shall be for a three (3) year term.
 - (c) The desired qualification of a member of Board of Trust Affairs shall be the following:
 - (i) Has been a member of the Association in good standing for at least ten (10) consecutive years;
 - (ii) Has served as an official of the Association for a minimum of five (5) years
 - (iii) Preferably possess basic computer skills and is experienced in administration and business management.
 - (iv) Is over the age of fifty (50) years;
 - (v) Is not an employee of the Association;
 - (vi) Is not found to be incapable of managing his own affairs by reason of mental infirmity;
 - (vi) Is not a discharged or an un-discharged bankrupt.
- 10.3 **Roles and Responsibilities of Board of Trust Affairs:** This Board of Trust Affairs shall have the following roles and responsibilities:
- (a)
 - (i) Always hold all real properties in trust for the Association;
 - (ii) The chairperson of the Board of Trust Affairs together with the President, General Secretary and General Treasurer of the Association shall execute all legal documents with respect to real estate transactions and dealings;
 - (iii) Examine and verify the inventory of all movable and immovable assets of the Association at all locations;
 - (iv) Attend Executive Council meetings;

- (v) Inform Executive or Executive Council of any activities taking place on the Association's properties which is contrary to the Constitution and Bylaws of the Association;
 - (vi) Administer the handover of all inventory and records from the outgoing Boards and Committees to the incoming Boards and Committees;
 - (vii) Provide quarterly financial and progress reports to the Executive;
 - (viii) Ensure that the privacy and security guidelines of the Association are implemented;
 - (ix) Provide annually a Risk Assessment Report to the Executive Council;
 - (x) Be an integral part in all capital projects;
 - (xi) Be an integral part in all fundraising projects to ensure all pledges are accounted for, and
 - (xii) Any other responsibilities or functions at the direction of the Executive or the Executive Council.
- (b) The members of the Board of Trust Affairs shall not assign, transfer, mortgage or pledge any property or asset of the Association without the expressed authority of the Executive Council of the Association has been obtained.

ARTICLE 11

THE COUNCIL OF WOMEN'S AFFAIRS

11.0 **The Council of Women's Affairs Generally.** There shall be a collective forum of representatives from all Women's Branches and Chapters called Council of Women's Affairs through which all affairs of the women are carried out for the benefit and welfare of all the Sunni Muslim women in the community at large. The Council of Women's Affairs shall be perpetual in nature.

- (a) The Council of Women's Affairs shall have its own members, Branch Management Committee, Chapter Management Committee, and Board of Women's Council
- (b) The Board of Women's Council Chairperson or her representative and Secretary or their nominee(s) shall liaise and report to the Executive of the Association.
- (c) All policy decisions shall be approved by the Executive Council of the Association.

11.1 **Composition of Council of Women's Affairs.** The Council of Women's Affairs shall be comprised of:

- (a) Members of the Board of Women's Council.
- (b) Branch Representatives; and
- (c) Chapter Representatives.

11.2 **Attendees of Council of Women's Affairs Meetings.** The Council of Women's Affairs meeting shall be attended by the following delegates:

- (a) All members of the Board of Women's Council.
- (b) Branch Chairperson, Secretary and Treasurer or their nominee(s). A Branch shall be entitled to one (1) additional delegate when its membership exceeds three hundred (300) members; and
- (c) Chapter Chairperson and Secretary or their nominee(s).

11.3 **Voting Rights of Members of the Council of Women's Affairs.** All members of the Council of Women's Affairs shall have one (1) vote each.

11.4 **Roles and Powers of the Council of Women's Affairs.** All important decisions of the Council of Women's Affairs shall be delegated to the Board of Women's Council for implementation.

In addition to the responsibility conferred upon by these bylaws or by Annual General or Special General Meeting of the Association, the Council of Women's Affairs shall have the following powers:

- (a) To elect and or appoint the Board of Women's Council and nominate the Committee members;

- (b) To recommend changes to rules and guidelines to the Executive Council for the proper management of the Council of Women's Affairs;
- (c) To advise and adjudicate upon all disputes between the members of the Council of Women's Affairs;
- (d) To have full authority pertaining to funds collected by the Council of Women's Affairs;
- (e) To have administrative authority in matters relating to the Council of Women's Affairs;
- (f) To ensure any vacancy or vacancies created by the resignation, death, disqualification or expulsion of an official is filled;
- (g) To rescind by two thirds (2/3) of the votes any resolution passed by any previous meeting of the Council of Women's Affairs;
- (h) To raise funds for projects that pre-approved by the Executive Council;
- (i) To grant honorarium to any official as the Council of Women's Affairs may deem appropriate;
- (j) To dissolve Women's Branch and Chapter Management Committee or the Board of Women's Council on motion of non-confidence after inquiry and passed by two-thirds (2/3) majority of the voting members of the Council of Women's Affairs. The affected party shall abstain from voting;
- (k) To remove from office any member(s) on motion of non-confidence after inquiry and passed by two-thirds (2/3) majority of the voting members of the Council of Women's Affairs.
- (l) In the event of dissolution of Women's Branch and Chapter Management Committee or the Board of Women's Council, the Council of Women's Affairs shall appoint a Caretaker Board for a period it deems appropriate but no later than the next Annual General Meeting; and
- (m) The Council of Women's Affairs on the recommendation by the Board of Women's Council shall appoint Board and Committee members as required.
- (n) The Women's Council shall recommend the names of two (2) women to the Executive to be part of the Membership Committee of the Association.
- (o) The Women's Council shall recommend the names of two (2) women to the Executive to be part of the Election Committee of the Association.
- (p) The Women's Council shall recommend the names of two (2) women to the Executive to be part of the Investigation Committee of the Association.

ARTICLE 12

WOMEN'S BRANCH AND CHAPTER MANAGEMENT COMMITTEES

12.0 **Women's Branch Management Committee Generally.** The Women's Branch Management Committee shall comprise of eleven (11) members of the Association (in good standing) who are elected for a two (2) year term by the members of the Branch at their Annual General Meeting or any other convenient day and time as determined by the Election Committee. The positions are as follows:

- (a) Chairperson
- (b) Secretary
- (c) Treasurer
- (d) Eight (8) members who shall be Directors of the following :
 - (i) Fund Raising Portfolio
 - (ii) Youth Portfolio
 - (iii) Funeral Portfolio
 - (iv) Maintenance Portfolio
 - (v) Education Portfolio
 - (vi) Membership Portfolio
 - (vii) Sports Portfolio
 - (viii) Social Services Portfolio

12.1 **The Women's Chapter Management Committee Generally.** The Women's Chapter Management Committee shall be comprised of nine (9) members of the Association (in good standing) and who are elected by the members of the Chapter for a two (2) year term at their Annual General Meeting or any other convenient day and time as determined by the Election Committee. The positions are as follows:

- (a) Chairperson
- (b) Secretary
- (d) Treasurer
- (e) Six (6) members who shall be Directors of the following
 - (i) Maintenance Portfolio
 - (ii) Youth Portfolio

- (iii) Funeral Portfolio
- (iv) Education Portfolio
- (v) Sports Portfolio
- (vi) Social Services Portfolio

12.2 Roles of Women’s Branch and Chapter Management Committee Members. The Women’s Management Committee members shall have the following roles:

- Chairperson:** The Chairperson shall be responsible for proper administration of the Women’s Branch and Chapter and timely reports as required by the Constitution.
- Secretary:** The Secretary shall be in charge of all correspondence, minutes and records of the Branch and Chapter.
- Treasurer:** The Treasurer shall be responsible for the accounting and finance of the Branch and Chapter.
- Fund Raising:** This position requires the member to organize fundraising. In the case of Chapter the Chairperson shall also assume fund raising responsibilities.
- Youth:** This position requires the member to organize and conduct youth activities.
- Funeral:** This position requires the member to organize and provide ghusl services and to coordinate requirements and needs to the Vice President of Funeral Services.
- Education:** This position requires the member to organize and facilitate education services for children and adults.
- Membership:** This position requires the member to register new members, follow up on renewals and maintain membership register. In the case of Chapter the Treasurer shall also assume membership responsibilities.
- Maintenance:** This position requires the member to ensure all assets under their jurisdiction are properly maintained.
- Sports:** This position requires the member to organize and conduct sports activities.
- Social:** This position requires the member to organize and conduct social services.

- 12.3 **Election Process:** The Election Committee shall organize and conduct all elections of the Women's Branches and Chapters as follows:
- (a) The Election Committee shall receive nomination forms, personal profile, Oath of Office and Confidentiality Agreement forms for the position of eleven (11) officials for Branch and nine (9) officials for Chapter.
 - (b) The Election Committee shall conduct the election of Branch and Chapter officials.
 - (c) The election shall be conducted by secret ballot on the day of Annual General Meeting or any other convenient day and time as prescribed by the Election Committee.
 - (d) The Election Committee shall be required to resolve any disputes arising from the election process.
- 12.4 **Eligibility for Election on a Women's Branch and Chapter Management Committee.** The members of the Women's Branch and Chapter Management Committee shall:
- (a) Have maintained her membership current for the last three (3) consecutive years;
 - (b) Meet Branch and Chapter residency requirement and shall have landed immigrant or citizenship status in Canada;
 - (c) Not be an office bearer of another Muslim organization with similar aims and objectives of the Association;
 - (d) Have a sound understanding and aspiration of the community;
 - (e) Demonstrate loyalty and dedication to the Association; and
 - (f) Contest for one (1) position and in one (1) Branch and Chapter only for the term.
- 12.5 **Qualifications for Branch and Chapter Management Committee.** The following shall be the desired qualifications for a Women's Branch and Chapter Management Committee Member:
- (a) A person of mature disposition;
 - (b) Possess leadership qualities;
 - (c) Act impartially in all decisions;
 - (d) Conduct herself in the best traditions of Islam;
 - (e) Conduct herself in the best interest of the B.C. Muslim Association;
 - (f) Has sound knowledge of the Constitution;
 - (g) Has sound knowledge and experience in administrative duties;

- (h) Has sound knowledge of the community, its needs, resources and aspirations;
- (i) Shall not hold official position in any other Muslim organization;
- (j) The Secretary shall possess computerized word-processing skills;
- (k) The Treasurer shall possess computerized bookkeeping skills;
- (l) The Youth Services Director shall be forty (40) years of age or less.

12.6 Term of Office for Branch or Chapter Women’s Management Committee

Chairperson. The position of the Chairperson shall not be held by the same individual for more than two (2) terms of two (2) years each or part thereof. However she shall be eligible to hold other positions.

12.7 Vacancies and Resignation on Women’s Branch and Chapter Committees. Any vacancy created by the resignation, death, disqualification or expulsion of the Chairperson shall be filled immediately by an Acting Chairperson from within the Committee. A new Chairperson shall be elected within three (3) months of such vacancy. If the remaining term of the newly elected Chairperson is eighteen months and less, such duration is not subject to the term as specified in clause 12.7 above.

Any vacancy created by a Committee member shall be filled within thirty (30) days from the list of the previous contestants. In the event there are no qualified contestants, the Management Committee shall in consultation with the Election Committee appoint from the local membership.

12.8 Dissolution of Women’s Branch and Chapter Management Committees. When resignation of simple majority of Branch and Chapter Management members is received by the secretary of Board of Women’s Council or the General Secretary of the Association, the Branch and Chapter Management shall be deemed dissolved.

12.9 Roles and Responsibilities of Women’s Branch and Chapter Management Committees. The Women’s Branch and Chapter Management Committee is responsible for attending to the following on behalf of the Council of Women’s Affairs and the Association:

- (a) Day to day operation and management of assets for their Branch and Chapter;
- (b) Maintain updated inventory of all movable and immovable assets;
- (c) Render approved services including religious, educational and social;
- (d) Be accountable to the Council of Women’s Affairs, Board of Women’s Council and Women Branch and Chapter members;
- (e) Maintain and keep proper books of accounts, minutes and records according to the Association standards;
- (f) Prepare and submit financial reports to its members, Board of Women’s Council, Council of Women’s Affairs, Executive and the Executive Council as and when required;

- (g) Maintain all movable and immovable assets and necessary improvement of those assets;
- (h) Maintain proper register of members at all times and file the same to the head office;
- (i) Hand over to the incoming Board an inventory of all assets, files and records of the Branch and Chapter within ten (10) days at the end of the term of office;
- (j) Hold an Annual General Meeting of the Branch and Chapter no later than September 30th of each year;
- (k) Provide fourteen (14) days notice for Annual General Meeting or any Special General Meeting. The following shall form the agenda of the Annual General Meeting:
 - (i) Minutes of last Annual General Meeting;
 - (ii) Annual Report;
 - (iii) Financial Report with Auditors observation as summarized for the Financial Statements of the Branch and Chapter.
 - (iv) Election of Women's Branch and Chapter officials if applicable;
- (l) Review the previous plans and formulate a four (4) year strategic plan and a two (2) year tactical plans within three (3) months of their appointment for submission to the Board of Women's Council for approval;
- (m) Collect all donations, membership fees (if any), zakat ul-fitr, zakaat ul maal, and deposit the same into a bank account in the name of the Branch and Chapter in accordance with the Association's Constitution or guidelines;
- (n) Accept application for new and renewing membership. In case of a new member submit recommendation to the Membership Committee within thirty (30) days. All renewals are to be forwarded to the Head Office no later than five (5) days of receipt; and
- (o) Comply with directives issued by Board of Women's Council and Council of Women's Affairs failing which will result in disciplinary action.

12.10 Prohibitions for Women's Branch and Chapter. The Women's Branch and Chapter Management Committee shall not:

- (a) Carry out any capital expenditure without the prior approval of the Executive;
- (b) Communicate with any level of government or other organization on behalf of the Association without prior approval of the Executive;
- (c) Enter into any legal contract or agreement with any individual or firm;
- (d) Conduct any events (other than regular activities that are conducted at the Association's premises) without prior approval of the Executive;

- (e) Engage in, participate or sponsor events that maybe deemed to be in conflict with the interest of the Association;
- (f) Make any arrangement or approve collection of funds for any person or organization other then the Association without prior approval of the Executive; and
- (g) Act in contravention of the Association's Constitution, Bylaws or guidelines.

ARTICLE 13

BOARD OF WOMEN'S COUNCIL

- 13.1 **Board of Women's Council Generally.** The affairs of the Women shall be managed by the Board of Women's Council on behalf of the Council of Women's Affairs.
- 13.2 **Composition of Board of Women's Council:** The Board of Women's Council shall comprise of Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and six (6) Vice Chairpersons.
- 13.3 **Election of Chairperson of Board of Women's Council:**
- (a) The Chairperson of the Board of Women's Council shall be elected from all elected Branch and Chapter officers present on the day of Annual General Meeting of the election year. All elected officers from all Branch and Chapter shall be eligible to attend and vote. Proxy votes are not permitted.
 - (b) The current Chairperson shall convene the meeting and handover the election process to the Chairperson of the Election Committee.
 - (c) The Chairperson shall not hold this position for more than two (2) terms, each term of not more than two (2) years or part thereof; however she shall be eligible for any other office at the expiry of either the first or second term or at any other times.
 - (d) The current Chairperson shall contest the election for management position in her resident Branch or Chapter to qualify for re-election without resigning from her position.
- 13.4 **Vacancy or Resignation of Chairperson:** Any vacancy created by the resignation, death, disqualification or expulsion of the Chairperson shall be filled immediately by an Acting Chairperson from within the Board of Women's Council. A new Chairperson shall be elected within three (3) months of such vacancy. If the remaining term of the newly elected Chairperson is eighteen months and less, such duration is not subject to the term as specified by clause 13.3(c) above.
- 13.5 **Election of Secretaries, Treasurers and Vice-Chairpersons.** The Chairperson in consultation with the Council of Women's Affairs shall elect the following within seven (7) days of the Annual General Meeting of the election year:
- (a) Secretary
 - (b) Assistant Secretary
 - (c) Treasurer
 - (d) Assistant Treasurer
 - (e) Six (6) Vice-Chairperson

All the above ten (10) officials shall be elected from within the Women's Council and/or from the elected Branch and Chapter officials. The Women's Council unanimously at its discretion may make no more than three (3) appointments from the general membership.

All the above ten (10) officials shall be elected from within the Council of Women's Affairs and/or from the elected Branch and Chapter officials. The Council of Women's Affairs with fifty percent plus one (50%+1) majority, at its discretion, may make no more than four (4) appointments from the general membership in order to acquire qualified individuals to fulfill the mandated responsibilities.

All such appointees shall have the same rights, authorities and the privileges as any elected member of the Management Board of Women's Affairs.

- 13.6 **Fair Representation.** In the appointment of the Board of Women's Council the Council of Women's Affairs shall attempt to have a fair representation from all Branches and Chapters.
- 13.7 **Nominees to Board of Women's Council to Resign from Branch and Chapter.** In the event of an appointment of a Women's Branch and Chapter nominee to the Board of Women's Council, the nominee will resign her position from her respective home Branch and Chapter Management Committee.
- 13.8 **Qualifications of Board of Women's Council Generally.** The following shall be the desired qualification of the Chairperson, Six (6) Vice Chairpersons, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer:
- (a) A person of mature disposition;
 - (b) Possess leadership qualities;
 - (c) Act impartially in all decisions;
 - (d) Conduct herself in the best traditions of Islam;
 - (e) Conduct herself in the best interest of the Association;
 - (f) Has served as a Director, Women's Branch and Chapter Official or a member of the Board of Women's Affairs for at least one (1) term;
 - (g) Has sound knowledge of Association's Constitution, Bylaws and experienced in administrative duties;
 - (h) Has sound knowledge of the community, its needs, resources and aspirations;
 - (i) Shall not hold official position in any other Muslim organization registered in British Columbia.
- 13.9 **Additional Qualifications of certain Board of Women's Council Members.** The Secretaries and Treasurers shall have the following additional qualifications:
- (a) The Secretaries shall possess computerized word-processing skills and be well versed in the application of Constitution and Bylaws of the Association; and

- (b) The Treasurers shall possess computerized accounting skills, preparation of small business financial statements and basic knowledge of tax implication for a non-profit organization.

13.10 Roles and Responsibilities of the Board of Women's Council Members. The members shall have the following roles and responsibilities:

- (a) Manage the day-to-day affairs of the Women's Affairs;
- (b) Carry out decisions and resolutions of the Council of Women's Affairs;
- (c) Exercise any authority delegated by the Executive;
- (d) Act and make all decisions on behalf of the Council of Women's Affairs on matters requiring immediate attention. The Board of Women's Council shall notify the Council of Women's Affairs all such actions or decisions taken in its next meeting;
- (e) Nominate members of the Portfolios and Committees to Council of Women's Affairs for approval;
- (f) Determine the time, place and agenda for the Annual General Meeting of the Women's Affairs;
- (g) Form and dissolve Women's Special and/or Sub Committees as appropriate;
- (h) Formulate a four (4) year strategic and a two (2) year tactical plans within three (3) months of their appointment for submission to the Council of Women's Affairs for approval;
- (i) Publish and present to the membership a consolidated plan as approved by the Council of Women's Affairs within six (6) months of taking office;
- (j) Present a four (4) year strategic plan with the approval of the Council of Women's Affairs to the membership at every Annual General Meeting of the Election year;
- (k) Produce semi-annual report to update the membership on general progress, activities and state of the Council of Women's Affairs and
- (l) Submit all written complaint(s) from the member(s) to the Council of Women's Affairs within thirty (30) days for appropriate action.

ARTICLE 14

PROCEEDINGS OF THE BOARD OF WOMEN'S COUNCIL

- 14.1 **Meeting Place for Board of Women's Council.** The Board of Women's Council may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- 14.2 **Chairperson of Meetings.** The Chairperson is the chair of all meetings of the Board of Women's Council, but if at a meeting the Chairperson is not present within 30 minutes after the time appointed for holding the meeting, a vice Chairperson must act as chairperson.
- 14.3 **Calling Meetings.** The Board of Women's Council may at any time, and the secretary, on the request of the Board shall convene a meeting of the Board.
- 14.4 **Delegation of Powers.** The Board of Women's Council may delegate any, but not all, of their powers to committees of the Council of Women's Affairs. A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the Board of Women's Council and must report every act or thing done in exercise of those powers to the earliest meeting of the Board held after the act or thing has been done.
- 14.5 **Voting and Resolutions.** The following rules shall be observed: Questions arising at a meeting of the Board of Women's Council must be decided by a majority of votes. In the case of a tie vote, the chairperson does not have a second or casting vote.
- 14.6 **A Resolution in Writing.** A resolution signed by all members of the Board of Women's Council and placed with the minutes of the Board, is as valid and effective as if regularly passed at a meeting of the Board.

ARTICLE 15

PORTFOLIOS

- 15.1 **Board of Women’s Council Portfolios.** There shall be six (6) Vice-Chairpersons for the following:
- (a) Education Portfolio
 - (b) Planning and Development Portfolio.
 - (c) Communications Portfolio
 - (d) Funeral Portfolio
 - (e) Social and Welfare Portfolio
 - (f) Youth and Sports Portfolio
- **EDUCATION PORTFOLIO**
- 15.2 **Composition of Education Portfolio.** Education Portfolio shall comprise of the following:
- (a) The Vice-Chairperson who shall be the Chairperson; and
 - (b) Six (6) other members who are academically qualified and/or are well versed in Islamic teachings.
- 15.3 **Appointments to the Education Portfolio.** The following rules will apply to appointments to this portfolio:
- (a) Six (6) members of the Education Portfolio shall be recommended by the Vice Chairperson for Education Portfolio who in consultation with the Board of Women’s Council shall submit the names to the Council of Women’s Affairs for approval; and
 - (b) Members of this Portfolio may serve in only one other Portfolio if appointed by the Council of Women’s Affairs.
- 15.4 **Roles and Responsibilities of Education Portfolio.** This portfolio shall have the following roles and responsibilities:
- (a) Formulate an education plan for all women and children. Such education plans shall include home economics and day-care;
 - (b) Organize religious seminars and Islamic teachings for the women;
 - (c) Follow the guidelines as set forth by the Executive Council from time to time;
 - (d) Provide quarterly financial and progress reports to the Women’s Council;

- (e) Recommend and administer scholarship funds, if any, as per the guideline set by the Board of Education Services;
- (f) Coordinate requirements and needs with the Executive Board of Education Services; and
- (g) Any other related function(s) at the direction of the Council of Women's Affairs.

- **PLANNING AND DEVELOPMENT PORTFOLIO**

15.5 **Composition of Planning and Development Portfolio.** The Planning and Development Portfolio shall comprise of the following:

- (a) The Vice Chairperson who shall be the Chairperson; and
- (b) Six (6) other members who are suitably qualified as prescribed by the Council of Women's Affairs.

15.6 **Appointments to the Planning and Development Portfolio.** The following rules will apply to appointments to this portfolio:

- (a) Six (6) members of the Planning and Development Portfolio shall be recommended by the Vice Chairperson for Planning and Development Portfolio who in consultation with the Board of Women's Council shall submit the names to the Council of Women's Affairs for approval; and
- (b) Members of this Portfolio may serve in only one other Portfolio if appointed by the Council of Women's Affairs.

15.7 **Roles and Responsibilities of Planning and Development Portfolio.** This portfolio shall have the following roles and responsibilities:

- (a) Formulate project proposals;
- (b) Assist the General Treasurer to prepare and present the Annual Budget for its approval by the Council of Women's Affairs.
- (c) Implement guidelines for Women Branches/Chapters in the correct method for administering the financial affairs;
- (d) Advise and assist the Council of Women's Affairs on various methods of reducing expenditure and obtain savings in the execution of its duties;
- (e) Appoint an Internal Audit Committee to execute periodic audits of Council of Women's Affairs.
- (f) Develop plans for short and long term goals of the Council of Women's Affairs.
- (g) Provide quarterly financial and progress reports to the Council of Women's Affairs.
- (h) Coordinate requirements and needs with the Executive Board of Planning and Development Services; and
- (i) Any other related function(s) at the direction of the Council of Women's Affairs.

- **COMMUNICATIONS PORTFOLIO**

15.8 **Composition of Communications Portfolio.** The Communications portfolio shall comprise of the following:

- (a) The Vice Chairperson who shall be the Chairperson; and
- (b) Six (6) other members who are suitably qualified as prescribed by the Council of Women's Affairs

15.9 **Appointments to the Communications Portfolio.** The following rules will apply to appointments to this portfolio:

- (a) Six (6) members of the Communications Portfolio shall be recommended by the Vice Chairperson for Communications Portfolio who in consultation with the Board of Women's Council shall submit the names to the Council of Women's Affairs for approval; and
- (b) Members of this Portfolio may serve in only one other Service Portfolio if appointed by the Council of Women's Affairs.

15.10 **Roles and Responsibilities of Communications Portfolio.** This portfolio shall have the following roles and responsibilities:

- (a) Prepare and publish materials for enhancement of the aims and objectives of the Association. All such publications shall have prior approval of the Executive Board of Communications Services and the Council of Women's Affairs;
- (b) Prepare articles for publication in the B.C. Muslim Association magazine for approval and print by the Executive Board of Communications Services;
- (c) Ensure that the Association's website shall have a central domain name and that all information posted on the Association's website shall be authored and approved as per the Association's guidelines;
- (d) Prepare and submit media materials for propagation of Islam to the Executive Board of Communications Services for approval and release;
- (e) Act as media watch and report to the Executive Board of Communications Services for action;
- (f) Provide quarterly financial and progress reports to the Council of Women's Affairs;
- (g) Coordinate requirements and needs with the Executive Board of Public Relations and Communication Services; and
- (h) Any other related function(s) at the direction of the Women's Council or the Executive Board of Public Relations and Communications Services.

- **FUNERAL PORTFOLIO**

15.11 **Composition of Funeral Portfolio.** The Board of Funeral Portfolio shall comprise of the following:

- (a) The Vice-Chairperson who shall be the Chairperson; and
- (b) Six (6) other members who are suitably qualified as prescribed by the Council of Women's Affairs.

15.12 **Appointments to the Funeral Portfolio.** The following rules will apply to appointments to this portfolio:

- (a) Six (6) members of the Funeral Portfolio shall be recommended by the Vice Chairperson for Funeral Portfolio who in consultation with the Board of Women's Council shall submit the names to the Council of Women's Affairs for approval;
- (b) Members of this Portfolio may serve in only one other Portfolio if appointed by the Council of Women's Affairs.

15.13 **Roles and Responsibilities of the Funeral Portfolio.** This portfolio shall have the following roles and responsibilities:

- (a) Provide funeral services for the female members of the Association;
- (b) Market sale of burial plots to Sunni Muslims;
- (c) Formulate guidelines and policies in conjunction with the Executive Board of Funeral Services and Executive Board of Religious Services;
- (d) Create local Women's Branch and Chapter Sub-Committees to assist in the execution of Burial and funeral services;
- (e) Conduct classes and/or seminars on method of handling all aspects of funeral and burial;
- (f) Provide quarterly financial and progress reports to the Council of Women's Affairs;
- (g) Coordinate requirements and needs with the Executive Board of Funeral and Burial Services; and
- (h) Any other related function(s) at the direction of the Council of Women's Affairs or the Executive Board of Funeral and Burial Services

- **SOCIAL AND WELFARE PORTFOLIO**

15.14 **Composition of Social Welfare Portfolio.** The Board of Social Welfare Portfolio shall comprise of the following:

- (a) The Vice Chairperson who shall be the Chairperson; and
- (b) Six (6) other members who are suitably qualified as prescribed by the Council of Women's Affairs.

- 15.15 **Appointments to Social Welfare Portfolio.** The following rules will apply to appointments to this portfolio:
- (a) Six (6) members of the Social Welfare Portfolio shall be recommended by the Vice Chairperson for Social Welfare Portfolio who in consultation with the Board of Women's Council shall submit the names to the Council of Women's Affairs for approval; and
 - (b) Members of this Portfolio may serve in only one other Portfolio if appointed by the Council of Women's Affairs.

15.16 **Roles and Responsibilities of Social Welfare Portfolio.** This portfolio shall have the following roles and responsibilities:

- (a) Coordinate Hajj services with the Executive Board of Social Welfare Services;
- (b) Advise the Council of Women's Affairs and/or the Executive Board of Social Welfare Services for acquiring community facilities;
- (c) Assist seniors and provide social activities;
- (d) Provide Dawah and other services as necessary to the prisons, correctional institutions, hospitals and seniors homecare in conjunction with the Executive Board of Social Welfare Services;
- (e) Establish food and clothing banks for the needy;
- (f) Provide counselling services;
- (g) Provide quarterly financial and progress reports to the Council of Women's Affairs;
- (h) Coordinate requirements and needs with the Executive Board of Social S Welfare Services; and
- (i) Any other related function(s) at the direction of the Council of Women's Affairs or the Executive Board of Social Welfare Services.

● **YOUTH AND SPORT PORTFOLIO**

15.17 **Composition of Youth and Sport Portfolio.** The Board of Youth and Sport Portfolio shall comprise of the following:

- (a) A Vice Chairperson who shall be the Chairperson and forty (40) years of age or less;
- (b) Six (6) other members who are forty (40) years of age or less and suitably qualified as prescribed by the Council of Women's Affairs.

15.18 **Appointments to the Youth and Sport Portfolio.** The following rules will apply for appointments to this portfolio:

- (a) Six (6) members of the Youth and Sports Portfolio shall be recommended by the Vice Chairperson for Youth and Sport Portfolio who in consultation with the Board of Women's Council shall submit the names to the Council of Women's Affairs for approval; and

- (b) Members of this Portfolio may serve in only one other Portfolio if appointed by the Council of Women's Affairs.

15.19 **Roles and Responsibilities of Youth and Sport Portfolio.** This board shall have the following roles and responsibilities:

- (a) Develop and inculcate Islamic values through learning and participation;
- (b) Formulate guidelines and policies for the youth and sport activities in consultation with the Women's Council;
- (c) Be responsible for the administration of the youth and sport activities of the Sunni Muslim women of British Columbia;
- (d) Assist and provide all necessary services and cooperation in carrying out the mandate;
- (e) Facilitate the activities of the Youth and Sport Portfolio and appoint sub-committees as needed;
 - (i) Organize minimum of one Youth activity per Branch and Chapter per year to facilitate formation of local youth committees.
 - (ii) Establish Muslim Girl Guide program for youth at each Branch and Chapter.
 - (iii) Conduct quarterly Youth Seminars to give dawah and encourage participation in Islamic activities.
 - (iv) Organize sports activities suitable for youth, teens, adults and seniors at each Branch and Chapter and other Masajid within BC..
 - (v) Organize Sports competition with Masajid from other Provinces in Canada to facilitate a wider and stronger relationship for future growth.
 - (vi) Organize other recreational activities such as Camping and Swimming.
- (f) Cooperate and interact with other youth and sport organizations locally, nationally and internationally;
- (g) Provide quarterly financial and progress reports to the Council of Women's Affairs; and
- (h) Any other related function(s) at the direction of the Council of Women's Affairs.

ARTICLE 16

COMMITTEES

- 16.1 **Committees Generally.** Committees shall be created for the sole purpose of executing a defined function on behalf of the Executive Council, Executive, Independent Boards and Branch or Chapter Management Committees.

In general, all committees shall serve for a period of a maximum of three (3) years. The term of all such committees shall be from January 1st of year one to December 31st of year three.

Under exceptional circumstances, where an operation or service requires a permanent and consistent follow up, the Association may establish such committee(s) and assign committee members for longer period than three (3) years. All such committee(s) will have a defined term of reference from the Executive Council.

Additional committees and or sub-committees may be created by the Executive in consultation with respective Boards and the approval of the Executive Council for specific projects and specific terms of reference.

There shall be six (6) types of permanent Committees as follows:

- (a) Membership Committee;
- (b) Election Committee;
- (c) Investigation Committee;
- (d) Halal Committee;
- (e) Hilal Committee;
- (f) School Management Committee;
- (f) Sub Committee;

● **MEMBERSHIP COMMITTEE**

- 16.2 **Composition of Membership Committee.** The Membership Committee shall comprise of a Chairperson and six (6) other members who are in good standing as follows:

- (a) Four (4) men to administer male membership.
- (b) Two (2) women to administer female membership.

- 16.3 **Appointment to Membership Committee.** The following rules will apply for appointments to this committee:

- (a) The Executive shall recommend the name of the Committee Chairperson and four (4) men and two (2) women to the Executive Council for approval within two (2) months after the Annual General meeting but not later than December 31st of the year of expiration of Membership committee.

- (b) The Executive Council shall approve and appoint the Chairperson and six (6) other members for a period of three (3) years. The term shall be considered completed on December 31st of year three.
- (c) The Chairperson shall have the right to replace committee members in consultation with and agreement of the Executive.

16.4 **Roles and Responsibilities of Membership Committee.** This committee shall have the following roles and responsibilities:

- (a) Shall scrutinize Membership criteria for eligibility or continued eligibility;
- (b) Shall accept or reject new or renewal membership;
- (c) Submit their findings to the Executive within thirty days for new membership;
- (d) To create and update membership forms for use by Branch and Chapter officials for new member applicants;
- (e) To produce membership lists for election purposes whenever needed by the Election Committee;
- (f) To produce membership lists by each Branch and Chapter to confirm status on quarterly basis;
- (g) To promote and advertise the advantages of becoming a member of the Association;
- (h) To recommend ideas such as 'loyalty program' to add new values for Association members;
- (i) In the case of a dispute the matter shall be forwarded to the Executive Council for final decision.

● **ELECTION COMMITTEE**

16.5 **Composition of Election Committee.** The Election Committee shall be comprised of the Chairperson and six (6) other members who are in good standing and not contesting the election as follows:

- (a) Four (4) men to administer male elections.
- (b) Two (2) women to administer female elections.

The President shall be the coordinator and the liaison between the Committee and the Executive.

16.6 **Appointment to Election Committee.** The following rules will apply to appointments to this committee:

- (a) The Executive shall recommend the name of the Committee Chairperson and four (4) men and two (2) women to the Executive Council for approval within two (2) months after the Annual General meeting but not later than December 31st of the year of expiration of the term of Election Committee.

- (b) The Executive Council shall approve and appoint the Chairperson and six (6) other members for a period of three (3) years. The term shall be considered completed on December 31st of year three.
- (c) The Chairperson shall have the right to replace or add new committee members in consultation with and in agreement of the Executive.
- (d) Members of the Election Committee shall not be eligible to contest in any elected or appointed position of the Association until the Committee is dissolved or a member resigns from this committee.

16.7 **Roles and Responsibilities of Election Committee.** This committee shall have the following roles and responsibilities:

- (a) Conduct the election of the Branch and Chapter officials; Executive and Board of Women's Council.
- (b) Call for nomination of candidates for elected positions;
- (c) Scrutinize nomination forms and the candidate's personal profile for their eligibility in accordance with the Constitution and Bylaws of the Association;
- (d) Accept or reject the candidate's nomination;
- (e) Ensure that a member contests for only one (1) office;
- (f) Ensure that a member shall have only one (1) vote and shall be registered in only one (1) Branch and Chapter;
- (g) Ensure that a member who holds a position in a Branch and Chapter Management Committee shall not stand for another position in another Branch and Chapter for the same term;
- (h) Ensure that Oath of Office and Confidentiality Agreement have been duly completed;
- (i) Prepare nomination forms, ballot papers and ballot boxes;
- (j) All endeavors shall be made by the election committee to include all elected officials of all remote Branches/Chapters to participate in the election of the Executive;
- (k) Display the final list of candidates eligible for contesting in the election for each Branch and Chapter fourteen (14) days prior to the election date;
- (l) Forward a copy of eligible candidates to the head office;
- (m) Ensure that all members provide a proper identification and proof of membership;
- (n) Conduct the election by secret ballot and declare the successful candidates and their positions for the ensuing term;

- (o) Setup time for the first Executive Council meeting immediately after the Annual General Meeting when elections are held for the election of the President;
- (p) Call and review nominations for the Executive positions of the Association;
- (q) Be returning officers for the Election of the Executive members;
- (r) Resolve any disputes arising from election process. Produce election report to the Executive and forward all relevant documents to the head office; and
- (s) Conduct all elections to fill in any vacancies as it occurs during its term.

- **INVESTIGATION COMMITTEE**

16.8 **Composition of Investigation Committee.** The Investigation Committee shall comprise of a Chairperson and six (6) other members in good standing who have served the Association as an official for at least five (5) years as follows:

- (a) Four (4) men to administer male membership.
- (b) Two (2) women to administer female membership.

16.9 **Appointment to Investigation Committee:** The following rules will apply to appointments to this committee:

- (a) The Executive shall recommend to the Executive Council the names of the Chairperson and four (4) men and two (2) women to the Executive Council for approval within two (2) months after the Annual General meeting but not later than December 31st of the year of expiration of Investigation committee;
- (b) The Executive Council shall consider the recommendation and approve the appointment of the Chairperson and six (6) Committee members for a period of three (3) years. The term shall be considered completed on December 31st of year three.
- (c) The Investigation Committee once appointed can only be dissolved or dismissed at the Annual General Meeting.
- (d) These members shall not serve in any other capacity.

16.10 **Roles and Responsibilities of Investigation Committee.** This committee shall have the following roles and responsibilities:

- (a) Investigate any complaint referred to it by the Executive/Executive Council;
- (b) Report the findings of such complaint to the Executive;
- (c) Provide recommendation(s) to the Executive of their findings; and
- (d) The Executive shall present the findings to the Executive Council within thirty (30) days for decision.

- **HALAL COMMITTEE**

16.11 **Composition of Halal Committee.** The Halal Committee reports directly to the Vice President of Board of Religious Services on all administrative matters through their Chairperson. It functions under the directive of the Board of Religious Services and the Executive Council. The Halal Committee shall comprise of the following:

- (a) A Chairperson and six (6) other suitably qualified members;
- (b) Three (3) members of the Board of Religious Services, preferably the Imams of the Association.
- (c) Five (5) independent delegates (one each) from five (5) similar organizations;
- (d) The quorum shall comprise of a Chairperson and six (6) members.

16.12 **Appointment to Halal Committee.** The following rules will apply to appointments to this committee:

- (a) The position of Chairperson shall be recommended by the Executive in consultation with the Vice President of Religious Services;
- (b) Six other members shall be nominated by the Executive Council on the recommendations of the Branch and Chapter and in consultation with the Board of Religious Services;
- (c) The Vice President of Religious Services shall nominate three members of the Religious Services; preferably the Imams;
- (d) The Vice President of Religious Services in consultation with the Executive shall solicit and nominate names of up to five (5) representatives from similar non BCMA organizations;
- (e) All such nominations must be submitted to the Executive Council for approval within two (2) months after the Annual General meeting but not later than December 31st of the year of expiration of the term of Halal Committee.
- (f) The Executive Council shall consider the recommendation and approve the appointment of the Chairperson and Committee members for a period of three (3) years. The term will be considered completed on December 31st of year three;
- (g) Term of office shall be three (3) years.

16.13 **Roles & Responsibilities of Halal Committee.** This committee shall have the following roles and responsibilities:

- (a) Facilitate the availability of halal meat and other halal products;
- (b) Set standards and guidelines for the food industry on the preparation and handling of Halal foods;
- (c) Adopt and monitor standard inspection procedure and guidelines for slaughter house to ensure proper adherence to Islamic method of slaughtering and meet the requirement of Food and Safety Act of British Columbia;

- (d) Ensure that the meat sold in the market is packed by an inspected and an approved manufacturing facility monitored by a Muslim organization;
- (e) Manage the certification of businesses recognized as selling halal products;
- (f) Develop and maintain field inspection check lists for various types of facilities for reporting purposes;
- (g) Carry out compliance spot checks to ensure halal requirements are met prior to issuing the Halal Certificate to the requesting company/establishment;
- (h) Inspect all Halal meat products, by-product manufacturers & restaurants and verify that offshore products are, in fact, Halal and meet the Association's criteria;
- (i) Advise the Executive Council of the range of acceptable processed food;
- (j) Provide technical information on food additives, ingredient and preservatives;
- (k) Investigate and ensure that patients in hospitals and "Care Homes" are provided with food according to Islamic dietary requirement;
- (l) Maintain proper records of all applications and documents;
- (m) Establish the annual fee structure for certification of different levels of businesses and facilities;
- (n) Carry out any other sundry duties requested by the Executive Council; and
- (o) Appoint sub-committee to facilitate this committee as deemed necessary.

- **HILAL COMMITTEE** - The Hilal Committee reports directly to the Executive.

16.14 **Composition of Hilal Committee:** The Hilal Committee reports directly to the V.P of Religious Services on all administrative matters through their Chairperson. It functions under the directive of the Board of Religious Services and the Executive Council. The Hilal Committee shall be comprised of the following:

A Chairperson, who shall be an Imam of the Association and six (6) other members who are suitably qualified either from the Board of Religious Services or general membership.

The approval of the Executive Council on the recommendation and submission by the Hilal Committee shall be considered as final. This decision cannot be changed unilaterally by any individual Imam or the Hilal Committee without re-submission to the Executive Council.

16.15 **Appointment to the Hilal Committee.** The following rules will apply for appointments to this committee:

- (a) The position of Chairperson shall be recommended by the Executive in consultation with the Vice President of Religious Services;
- (b) Six (6) other members shall be nominated by the Executive Council in consultation with the Board of Religious Services.

- (c) All such nominations must be submitted to the Executive Council for approval within two (2) months after the Annual General meeting but not later than December 31st of the year of expiration of the term of Hilal Committee.
- (d) The Executive Council shall consider the recommendation and approve the appointment of the Chairperson and Committee members for a period of three (3) years. The term will be considered completed on December 31st of year three.

16.16 **Roles and Responsibilities of the Hilal Committee.** This committee shall have the following roles and responsibilities:

- (a) Maintain proper guidelines, procedures and process regarding Hilal (crescent) sighting;
- (b) Determine the prevailing opinion on local and global moon sighting and submit their findings to the Executive Council for approved policy decision;
- (c) Collaborate with other similar Organization to facilitate agreement on set opinion and to foster joint celebrations.
- (d) Decide upon the commencement of each new month (every month);
- (e) Advise the Executive on the beginning and the end of Ramadan and on the festival of Eid ul Fitr and Eid ul Adha; and
- (f) Provide monthly report to the Executive through the Board of Religious Services.

- **SUB-COMMITTEES**

16.17 **Sub-Committees.** The Boards and Committees in consultation with the Executive may establish Sub-Committees from time to time to which the following rules shall apply:

- (a) The Sub-Committees shall be governed by the provisions of this Constitution and Bylaws and are formed for specific needs of the Boards and/or Committees
- (b) These Sub-Committees are formed with specific term of reference for specific needs of the Boards and/or Committees;
- (c) The roles and responsibilities of these Sub-Committees shall be defined by the respective Boards and/or Committees; and
- (d) These Sub-Committees shall include but not be limited to:
 - (i) Dawah Committee;
 - (ii) School Management Committee;
 - (iii) Fund Raising Committee;
 - (iv) Media Watch Committee; and
 - (v) Human Resources Standards Committee.

ARTICLE 17

MEETINGS

- 17.1 **Annual General Meeting.** The first Annual General Meeting of the Association was held in April 1967, and subsequent Annual General Meeting shall be held after the end of fiscal year (July 31st) but not later than October 31st of each year at such time and place as determined by the Executive.
- 17.2 **Special General Meeting.** There maybe a Special General Meeting called under petition by the members of the Association. The petition shall require the following:
- (a) At least fifty (50) in number or ten (10) percent of members (whichever is less) in good standing may request the Executive to call for such meeting by signing a petition stating the purpose to convene such a meeting;
 - (b) The petition shall be signed by the petitioners along with their full name, address, phone number and membership number;
 - (c) The petition shall be delivered to the General Secretary with a deposit of one thousand Canadian dollars (CDN \$1,000.00) cash or certified cheque;
 - (d) The Executive shall convene the Special General Meeting within thirty (30) days upon receipt of the valid petition. Rules of the Annual General Meeting for quorum and voting shall apply here also;
 - (e) Where such a Special General Meeting is convened on petitioners request, at least seventy-five (75%) percent of the petitioners shall be present at the meeting. Otherwise, the deposit of one thousand dollars (\$1,000.00) shall be forfeited; and
 - (f) If the quorum for Special General Meeting is not met despite the presence of seventy (75%) of petitioners, the meeting shall be cancelled after the second call. The petitioners deposit shall be refunded.
- 17.3 **Chairperson for Meetings.** The chairperson for meetings of the Association shall be as follows:
- (a) The President or his appointee shall chair Annual General Meetings; and
 - (b) The Executive Council shall appoint an independent chairperson who is not a member of the Executive to chair Special General Meetings.
- 17.4 **Notice of Meeting.** The Association shall give its members at least fourteen (14) days notice prior to the Annual General or Special General Meetings.
- 17.5 **Waiver of Notice.** Any accidental omission or error in giving notice of any Annual or Special General Meetings or any such adjourned meeting shall not invalidate such meetings or make for any proceedings taken thereat. Any member may at any time waive notice of any such meetings and may ratify, approve and confirm, any or all proceedings taken or had, thereat.
- 17.6 **Invalidation of Notice.** Any error or omission in giving notice for a meeting of Executive Council shall not invalidate such a meeting.

- 17.7 **Quorum for Meetings.** The quorum for meetings of the Association shall be as follows:
- (a) The quorum for Annual General Meeting and Special General Meeting shall be twenty percent (20%) of total membership for first call. In the event the quorum is not met there shall be a second call within sixty (60) minutes after the first adjournment where a quorum of ten percent (10%) or fifty (50) members whichever is lower shall be required. If the second call is not met the meeting shall be adjourned to a future date, time and place to be determined by the Chairperson.
 - (b) The quorum for Executive Council Meeting shall be a minimum of fifty percent plus one (50%+1) of voting delegates of the Lower Mainland Branches and Chapters.
 - (c) For all other meetings of the Association there shall be a quorum of fifty percent plus one (50%+1) of eligible participants.
- 17.8 **Adjournment.** Any meeting of the Association may be adjourned to transact its business at a later date, time and place.
- 17.9 **Business of Annual General Meeting.**
- (a) The following business shall be dealt with at the Annual General Meeting:
 - (i) Confirmation of notice for convening Annual General Meeting;
 - (ii) Minutes of the last Annual General Meeting and business arising thereof;
 - (iii) President and Board Reports;
 - (iv) Financial Report:
 - (A) Treasurer's Report;
 - (B) Audited Financial Statements for the Fiscal Year;
 - (v) Presentation of four (4) year strategic plan;
 - (vi) Appointment of Auditor; and
 - (vii) Motion(s) (if any).
 - (b) **Notice of Motion.** Any member in good standing of the Association may submit a formal motion at the Annual General Meeting by sending a notice thereof to the General Secretary of the Association no later than September 30th. The motion shall be reviewed by the Executive Council. The motion shall be placed on the agenda paper for discussion at the Annual General Meeting.
- 17.10 **Decisions at Meetings.** All decisions at any meeting of the Association shall be decided by a simple majority of votes of members present, except as stated otherwise elsewhere in these bylaws. All voting members shall be in good standing.

17.11 **Resolutions.** The rules for resolutions at a general meeting of the Association are as follows:

- (a) A resolution proposed at a meeting must be seconded before being voted upon;
- (b) The chair of a meeting may move or propose a resolution; and
- (c) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member; and the proposed resolution does not pass.

17.12 **Fiscal Year.** The Fiscal Year of the Association shall be twelve (12) months period beginning on August 1st, and ending on July 31st of the following year.

ARTICLE 18

HUMAN RESOURCES MANAGEMENT

- 18.0 (a) Generally, in accordance with these Bylaws, the Executive Council shall appoint qualified employees for respective positions on salary or contract.
- (b) The Association shall be an equal opportunity employer.
- (c) All employees of the Association shall have a job description.
- (d) Performance reviews shall be conducted annually and prior to renewal of any contract or salaried position.
- (e) No employee shall hold equivalent of two full-time paid positions with the Association at any time.
- (f) All appointments and dismissal of employees shall be notified to the Executive Council through the Executive.
- (g) The Association shall develop salary scales and benefits package such that fair and equitable compensation is offered for similar positions.
- (h) All vacancies shall be advertised in the open market to attract the best candidate for the benefit of the Association.

• IMAMS

- 18.1 **Appointment of Imams.** Subject to the Rules and Bylaws of the Association the Executive shall appoint qualified Imam(s) as follows:
- (a) The Branch and Chapter shall submit a requisition to the Executive;
- (b) The Executive shall follow the hiring process by posting the position as per the defined qualification requirements;
- (c) The Board of Religious Services shall review all written applications and provide a short list of potential candidates to the selection committee.
- (d) The selection committee comprised of two delegates each from Branch/Chapter and the Executive along with at least three from the Board of Religious Services shall interview and make their recommendation of the selected applicant to the Executive Council through the Executive for final appointment with concurrence of the Branch and Chapter;
- (e) The Imam shall report to the Chairperson of the Branch and Chapter for delivery of the services as per the job description and agreement.
- (f) All Imams shall have a contract of not more than two (2) years. However, any continuation of employment shall be subject to both probationary and annual satisfactory performance review.

- 18.2 **Categories of Imams.** There shall be two (2) categories of Imams:
- (a) Official (employed); and
 - (b) Voluntary.
- 18.3 **Qualifications for Official Imam.** An Official Imam shall:
- (a) Be a practicing Sunni Muslim male;
 - (b) Be a graduate of an Islamic degree program from a recognized Islamic Institution or its equivalent as approved by the Board of Religious Services;
 - (c) Be well versed in Shariah and Fiqh;
 - (d) Have working knowledge of Arabic and English languages in speaking, reading and writing; and
 - (e) Possess interpersonal skills.
- 18.4 **Qualifications for Voluntary Imam.** A voluntary Imam shall be certified by Board of Religious Services.
- 18.5 **Roles and Responsibilities of Imam.** The duties of the Imams shall be prescribed by the Executive in consultation with the Executive Council. Duties and responsibilities shall be defined in the Employment Contract and job description. An Imam shall serve the Muslim Community according to the Association guidelines that shall include but not limited to:
- (a) Lead congregational Salah five (5) times a day in any of the Association's Masajid, Canters or Venues;
 - (b) Lead or organize Jumua'h, Eid and Taraweeh Salah;
 - (c) Organize and conduct Dawah work among Muslims and non-Muslims;
 - (d) Organize and conduct classes for children;
 - (e) Perform marriage according to Shariah;
 - (f) Provide religious guidance on funeral services;
 - (g) Attend and conduct Janazah Salah at Masajid and/or any other site designated by the Association;
 - (h) Provide counseling to youth, adults and families as required by the members of the community;
 - (i) Assist in collection of funds;
 - (j) Actively participate in any function and/or event undertaken by the Association;

- (k) Organize and conduct Hajj classes and to assist the Board of Social Services in facilitating Hajj packages;
- (l) Submit to the Head Office all official documents signed on behalf of the Association that includes but not limited to Registration of Marriage;
- (m) The Executive Council shall have power to direct the Vice President of the Board of Religious Services to call upon an Imam to organize or lead congregational Salah in any of the Association's Masajid, Centers or Venues and also to attend any other service/function as required;
- (n) An official Imam may be appointed as a Board of Religious Services member;
- (o) An Imam shall conduct himself in a respectable manner at all times.
- (p) Any other related function(s) at the direction of the Executive or the Executive Council;

- **MARRIAGE OFFICERS**

18.6 **Appointment of Marriage Officers.** The Executive Council in consultation with the Board of Religious Services shall appoint Marriage Officers for a period of three (3) years to conduct marriages for Sunni Muslims. This is subject to review for renewal.

18.7 **Qualifications for Marriage Officers.** The Marriage Officer shall:

- (a) Be a member in good standing;
- (b) Have working knowledge of Islamic Shariah;
- (c) Have demonstrated ability to document and submit reports as required by the Vital Statistics department.

18.8 **Roles and Responsibilities of Marriage Officers.** Marriage Officers shall have the following roles and responsibilities:

- (a) Marriage Officers shall perform all marriages in accordance with Shariah and the guidelines defined by the Board of Religious Services; and
- (b) Provide a quarterly report including a copy of all Certificate of Marriage registration to the Head Office.

- **EXTERNAL AUDITOR(S)**

18.9 **Appointment of External Auditors.** The Executive Council members shall submit nominees for External Auditor to the Executive who shall compile a panel of professional accountants based on the defined required services and the remuneration to be paid to them. The selected nominees shall be presented to the membership at the Annual General Meeting. The members at the Annual General Meeting shall appoint one of these nominees as the External Auditor. Other terms of the appointment shall be negotiated by the Executive.

18.10 **Qualifications for Auditors.** The qualification of Auditor(s) shall be as prescribed by the Society Act of British Columbia.

- 18.11 **Vacancy in Office of Auditors.** The Executive Council may fill in any vacancy arising in the office of Auditor(s) during the current fiscal year.
- 18.12 **Examination of Accounts.** The Auditor(s) of the Association shall audit and report to the Executive, Executive Council and members as required.
- 18.13 **Rights of Access.** Auditor(s) of the Association shall have a right of access at all times to all records, documents, books, accounts, minutes of all meetings, special reports and vouchers of the Association. He shall be entitled to obtain from the Executive and Officers of the Association such information and explanation, as may be necessary for the performance of his duties as an Auditor.
- 18.14 **Entitled to Attend Meetings.** The Auditor(s) of the Association shall be entitled to attend any meetings of members of the Association at which Accounts that have been examined or reported on, bylaws, are to be placed before the members for the purpose of making any statement of explanation they desire with respect to the Accounts.
- 18.15 **Right to Extend Back.** The right and duties of an Auditor(s) of the Association shall extend back to the date of the last Audit of the Association's books of accounts and financial statements or to the date of incorporation where no previous audit was conducted.

- **AGENTS OR CONTRACTORS**

- 18.16 **Appointment of Agents or Contractors:** The Executive or Executive Council may from time to time appoint agents or contractors to carry out assignments to meet the objectives of the Association. Such agents or contractors shall have authority to perform the duties as prescribed by the Executive or Executive Council.
- 18.17 **Remuneration of Agents:** Any such agents or contractors whose professional services are required and pre-approved maybe remunerated for such services.

- **IMMIGRATION FOR EMPLOYMENT AND SPONSORSHIP**

- 18.18 **Process for Sponsorship:** The Association may sponsor an individual to Canada for employment upon approval by the Executive Council. Such sponsored individual shall possess suitable qualification to meet the job requirement. The Association shall not engage in sponsorship of any individuals other than for employment of the Association.

All such sponsorship shall strictly follow the guidelines as established from time to time by Service Canada.

- **REMUNERATION FOR ELECTED OFFICE**

- 18.19 **Rules of Engagement:** All elected or appointed officer(s) shall serve without remuneration and no such member(s) or officer(s) shall directly or indirectly gain or receive any monetary benefit.

- **RESIGNATION AND VACANCIES**

- 18.20 **Process for Resignation:** An official may resign his/her elected or appointed position in writing which shall be effective upon consultation and review by the Executive Council.

18.21 **Effect of Absenteeism:** An official is deemed to have resigned if he/she is absent for more than sixty (60) days

18.22 **Process for Vacancies:** All such vacancies shall be filled within thirty (30) days except as stated otherwise elsewhere in these bylaws

- **NON-PERFORMANCE**

18.23 **Definition of Non Performance:** An official is deemed to have failed to perform if:

- (a) he/she has not attended three regularly scheduled meetings in sequence without valid reason;
- (b) he/she is found to be incapable of managing his affairs by reason of mental infirmity;
- (c) he/she is found to be a discharged or an un-discharged bankrupt;
- (d) he/she fails to produce required reports and fulfill his regular duties.

18.24 **Effect of Non Performance:** Any official who is deemed to have failed to perform his assigned role and duties shall be asked to resign his position after the following procedure has been executed:

- (a) A call is made and verbal warning given to rectify the situation within thirty (30) days;
- (b) If not resolved then another written warning is given to respond within 10 business days to confirm willingness to continue in the role or submit resignation;
- (c) If no response is received within the time limit, a final letter shall be sent advising that the position will be filled by another person.

- **LIABILITY**

18.25 **Liability Protection for Officers:** Every elected and appointed officer of the Association shall be deemed to have assumed office, on the express understanding, agreement and on condition that, every elected and appointed officer of the Association, shall from time to time and at all times, be indemnified, and saved harmless out of the funds of the Association from and against all costs, charges and whatsoever expenses which such elected and appointed officer sustains or incurs in or about any action, suit or proceedings brought, commenced or prosecuted against him/her – for or against, in respect of any act, deed, matter or thing whatsoever made done or permitted by him/her or any other elected or appointed officer in or about the execution of the duties of his/her or their office. Also from and against all other costs, charges and expenses he/she sustains or incurs, in relation to the affairs thereof, except such costs, suit or proceedings, charges or expenses, as are occasioned by his/her own willful neglect, default, non compliance of the Association’s Constitution and Guidelines and lack of due diligence in taking such action or decision.

18.26 **Liability Insurance:** The Association shall purchase and maintain insurance for the benefit of the officials against personal liability incurred by him or her in the course of authorized official Association business.

● **INDEMNITY**

18.27 **Indemnity of Association.** Every elected or appointed official of the Association shall indemnify the Association from and against all cost, charges and expenses brought against the Association as a result of any legal action, suit or proceedings where such official(s) have acted or taken decision which:

- (a) Violated any provision of the Constitution, By Laws or Guidelines of the Association;
- (b) Failed to take due diligence in taking action or decision in carrying out such duty or actions;
- (c) Failed to honor the Oath of Office and Confidentiality Agreement;
- (d) Was unauthorized by the authority in charge of making decision or taking actions.

18.28 **Indemnification of Directors.** The Association must, with the approval of the court, indemnify any elected or appointed official or former elected or appointed official of the Association, and his or her heirs and personal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred by him or her, in a civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a director, including an action brought by the Association.

ARTICLE 19

GENERAL PROVISIONS

- 19.1 **Borrowing of Funds:** The rules governing borrowing by the Association shall be as follows:
- (a) Masajid shall not be used as collateral to borrow funds.
 - (b) For the purposes of carrying out the objects of the Association, the Executive Council may use non Masjid designated properties as collateral to borrow, raise or secure the payment of money in such a manner as appropriate under the Islamic banking law.
 - (c) Seventy-five percent (75%) majority of the Executive Council in conjunction with seventy-five percent (75%) majority of the Board of Trust Affairs may:
 - (i) Borrow money on the credit of the Association without incurring interest; or
 - (ii) Charge, mortgage, hypothecate or pledge all or any of the non Masjid designated real and personal property of the Association, including book debts, rights, powers, franchises or undertakings, to secure and provide security for any money borrowed, or other debt, or any other obligation or liability of the Association.
 - (d) Notwithstanding anything else contained in this clause, the Association shall not issue any debentures without the approval of majority of seventy five percent (75%) votes of the Special General Meeting of the Association.
- 19.2 **Masajid – Restricted Property.** The rules governing Masajid shall be as follows:
- (a) The authority to designate a property as Masjid in consultation with the local membership rests solely with the Executive Council of the Association. The designation shall be made no earlier than twelve (12) months after the date of purchase of the property;
 - (b) A property once assigned for Masjid shall remain as such, and not used for any other purpose;
 - (c) Masjid property shall not be leased, disposed of, mortgaged or transferred, which may result in its use for some other purpose;
 - (a) In case of dissolution of the Association, the Masjid shall be transferred to another Islamic society having similar aims and objectives with condition binding that the Masjid shall not be used for any other purpose;
 - (b) The Board of Religious Services shall determine the type of activity or function that will be permitted in Masajid;
 - (c) The Executive Council shall have the powers to restrict or ban the use of Masjid by individuals or group that are deemed contrary to the Sunnah or not in the best interest of the Association;

- (g) The Executive Council in conjunction with the Board of Trust Affairs shall have the powers to re-construct and or renovate a Masjid when deemed necessary for the safety and service to the local Community.

19.3 **Documents, Records and Minutes.** The rules governing documents, records and minutes of the Association shall be as follows:

- (a) The Executive shall be responsible for safe keeping of all documents, records, files, books and any other inventory of the Association.
- (b) The Executive shall store important documents at a place other than the main business address of the Association.
- (c) Minutes shall be recorded for all meeting of the Executive Council, the Executive, all committees, boards and sub-committees of the Association and kept with the other records of the Association.

19.4 **Bill of Exchange.** The rules governing bill of exchange of the Association shall be as follows:

- a) All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness, issued in the name of the Association, shall be signed by such authorized officer(s) of the Association, and in such manner, as shall from time to time, be determined by resolution of the Executive Council.
- b) Any of such authorized officer(s) may alone endorse notes and drafts, for collection, on account of the Association through its bankers, and endorse notes and cheques for deposit with the Association's bankers for the credit of the Association.
- (c) Anyone of such authorized officer(s) appointed may arrange, settle, balance and certify all books and accounts, between the Association and the bankers of the Association, may receive all paid cheques and vouchers and sign, all the bank's forms or settlement of balances, and release verification slips.

19.5 **Dissolution.** The rules governing dissolution of the Association shall be as follows:

In the event of dissolution or winding-up of the Association, the liquidator appointed, shall cause all assets of the Association available for distribution, to be transferred to a Sunni Muslim organization(s) situated in British Columbia and has similar objectives to the objects of this Association, and selection of such organization(s) shall be determined by the majority of the Association's members attending the first meeting called by the liquidator.

19.6 **Capital Transactions Involving the Association.** Transactions involving the Association shall be governed by the following rules:

The acquiring or buying and selling of all real property shall be approved by a special resolution which requires the consent of seventy five percent (75%) of members present at a Special General Meeting duly called either by the Executive or by the Branch / Chapter where the acquisition is being transacted.

All other transactions made for the Association shall be approved by seventy five percent (75%) of the Executive Council.

19.7 **Disclosure of Interest.** The rules for disclosure shall be as follows:

A member of Executive, Trustee or Branch and Chapter who is directly or indirectly interested in a proposed contract of transaction with the Association shall disclose his interest in writing.

19.8 **Expenditure Limits.** The following limits shall be observed for Expenditures.

- (a) **Operating Expenditure:** Except for pre-approved operating expenses, utilities and salary payments no single transaction exceeding three thousand (\$3,000.00) shall be incurred by the Branch and Chapter Management Committee or any other Committees of the Association without prior approval of the Executive who shall have the authority to approve amounts up to ten thousand (\$10,000.00) beyond which all request must have approval of the Executive Council.
- (b) **Capital Expenditures for Plant and Equipment:** Except for pre-approved Capital project expenses relating to Plant and Equipment, no single transaction exceeding five thousand (\$5,000.00) shall be incurred by the Branch and Chapter Management Committee or any other Committees of the Association without prior approval of the Executive who shall have the authority to approve amounts up to twenty thousand (\$20,000.00) beyond which all request must have approval of the Executive Council.
- (c) **Capital Expenditures for Property and Construction:** Except for pre-approved Capital project expenses relating to real property, new construction and/or renovation, no single transaction exceeding ten thousand (\$10,000.00) shall be incurred by the Branch and Chapter Management Committee or any other Committees of the Association without prior approval of the Executive who shall have the authority to approve amounts up to twenty thousand (\$20,000.00) beyond which all request must have approval of the Executive Council.

19.9 **Common Seal.** The Executive Council may adopt a seal which shall be a “common seal” of the Association. The Common Seal of the Association shall be under the control of the Executive, and the responsibility for its custody shall rest with the General Secretary of the Association.

19.10 **Signing Officers – General Documents.** The President, General Secretary and General Treasurer shall sign transfers, licenses, contracts and engagements on behalf of the Association as follows:

All documents including transfers, licenses and contracts must have a minimum of two (2) signatures. In the absence of any of the signing officers, an authorized Vice-President shall sign.

All agreements related to services portfolio must have the signature of the respective Vice-President as one of the two (2) signatories.

19.11 **Signing Officers – Execution of Deeds and Real Property Transactions.** Execution of deeds and real property transactions shall include the chairperson of the Board of Trust Affairs.

- 19.12 **Use of Association's Facilities.** All use of the Association's facility shall be in accordance with the Association's operations guidelines. No member(s) shall use, rent, hire or occupy the Association's facilities or any asset without prior approval of Branch and Chapter Management or Executive. In all such matters the Executive's directives and decisions shall be final.
- 19.13 **Privacy and Information Policy.** The privacy policies of the Association shall be as follows:
- (a) The Association shall uphold the Federal, Provincial and Local government laws, bylaws and regulations and apply them in the course of its routine operation.
 - (b) The Association shall not disclose any personal information of its members except when a warrant has been issued with Court Order to any individual, organization or the government without prior written consent of the member.
 - (c) Membership information shall be maintained solely for the use of the Association. It shall not be made available to a third party.
 - (d) All original drawings, titles, software licenses, electronic information, manuals, agreements of the Association shall be secured by the head office.
 - (e) The Board of Trust Affairs and Executive shall ensure that the privacy and security are implemented.
 - (f) The Association's website shall have a central domain name. All information posted on the Association's website shall be authored and approved as per the Association's guidelines.
 - (g) No official or member of the Association shall disclose, give or release to a third party any official, confidential or privileged documents or information of the Association without prior written approval of the Executive.
 - (h) Members may have access to information as per the Association guidelines.
- 19.14 **General Policies.** The Executive may develop general operational policies from time to time, in consultation with the Boards, for better governance of the Association. These policies shall require the approval of the Executive Council prior to implementation. Such policies shall form part of the Association's guidelines.
- 19.15 **Ordinary Resolutions.** A resolution passed in a General Meeting by the members of a society by a simple majority of the votes cast in person.
- 19.16 **Special Resolution.** A resolution passed in a Special or Annual General Meeting by a majority of not less than 75% of the votes of those members of a society who are present, being entitled to do so, vote in person, of which the notice that the bylaws provide, and not being less than 14 days' notice, specifying the intention to propose the resolution as a special resolution has been given.

- 19.17 **Amendment of Constitution and Bylaws.** The Bylaws of the Association shall not be altered or added to except by a special resolution of the Association and in accordance with the Society Act. A majority of seventy-five percent (75%) of voting members present shall approve the need for changes in the Constitution and Bylaws. Such changes in Bylaws shall be delegated to a Constitution Review Committee comprising of no more than nine (9) members of which five (5) shall be appointed in that meeting and the remaining four (4) including the Chair shall be appointed by the Executive Council.
- 19.18 **Adoption of Constitution and Bylaws.** The proposed alterations and or additions are to be submitted to the Executive Council for their initial approval after which a Special General Meeting of the members shall be called giving fourteen (14) days notice and specifying the intentions of the resolution. A majority of seventy-five percent (75%) of voting members present shall approve recommended changes as they deem appropriate for the betterment of the Association. These recommended changes shall have the final approval of the Executive Council for adoption.

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