

---

Proposed amendments 2017

---

Constitution & Bylaws



# EXECUTIVE COUNCIL REVIEW

Constitution Review Committee  
2017

*Disclaimer: The information presented herewith is a draft proposal from the CRC and may not be shared outside the Executive Council unless approved.*



## Timelines

- September 17<sup>th</sup>, Member meeting SGM

## EC Feedback

**crc@thebcma.com**

## Agenda

- Introduction
- Committee Members
- Considerations
- Purpose
- General Highlights of the changes
- Organizational Charts
- Election Process
- Dates – Timeline
- Next Steps

## The formation and mandate of BCMA CRC

RESOLUTION: "Be it resolved that as per clause 19.17, a Constitution Review Committee be formed to review and submit proposed alterations and additions to the Executive Council for initial review followed by final approval of the members at a Special General meeting duly called for that purpose as per clause 19.18". AGM October 28-2012



## CRC Chairs/Committee Members

- Committee Members:
  - Abdel-Azim Zumrawi (resigned), Mohammed Jafar Bhamji, Usman Ali, Sikandar Khan, Daud Ismail, Feroz Dean, Ismail Patel, Mahmood Awan, Musa Ismail, Farida Bano Ali, Nazmun Asin, Tahzi Ali
- Chairs:
  - Abdel-Azim Zumrawi: Meeting #1 March 2, 2014
  - Daud Ismail: Meeting #15 March 29, 2015
  - Sikandar Khan: Meeting #21 February 21 2016
  - Currently meeting #47

## Considerations

- Societies Act
- Safety and Security
- CRC Member submissions (15)
- Committee discussions
- Youth Surveys
- Focus Group meetings – town hall meetings
- Moving the Organization forward
- Building accountability and oversight
- Imam consultations
- Legal consultations
- Finance consultations

## Purpose – Societies Act of BC

- BCMA Constitution & Bylaws is based on the Societies Act
- The new Societies Act has come into effect on Nov. 28, 2016 deadline November 2018
- Highlights of the changes:
  - Status of Directors
  - AGM requirements
  - Voting thresholds – (motions)
  - Members and meetings
  - Records

---



---



---



---



---



---



---

## General Highlights of changes

- Inclusive of women to participate at all levels
- Creation of additional Boards and Committees
- Youth & Sports council \*new\*
- Balanced and effective Executive Council
- Key areas of services – Masajid-Burial-Schools  
-Social welfare services
- Board of Trust enhanced
- Board of Governors – safety and security oversight \*new\*
- Investigation committee – Tribunal \*new\*
- Secretariat - record keepers and neutral chair \*new\*
- Election process defined

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

## Branch / Chapter Representatives

### Elected By Position

- 1- Chair
- 2- Youth

2 year term

### Elected by Majority Votes

- 3- Sports
- 4- Secretary
- 5- Treasurer
- 6- Education
- 7- Program Coordinator -- Training, IT
- 8- Membership Relations -Volunteers, Social Media
- 9- Social & Community Outreach
- 10- Fundraising & Funeral
- 11- Maintenance

### Directors Men

Membership Mens

Membership Youth

### Directors Women

Membership Womens

Membership Youth

Approved Minutes Meeting 46

## Branch Directors

Membership Relations

Program Coordinator

Sports

Education

Secretary

Chairperson

Treasurer

Maintenance

Youth

Fundraising & Funeral

Social & Community Outreach

2 year term

## Womens Council

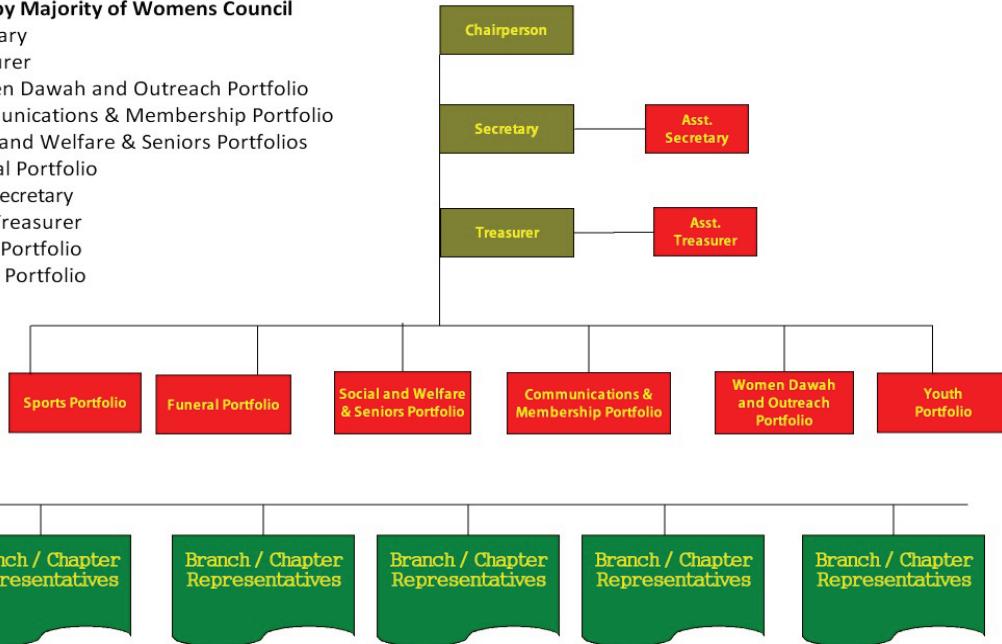
Elected By Position By Women General Council

- Chairperson

Approved Minutes 46

Elected by Majority of Womens Council

- Secretary
- Treasurer
- Women Dawah and Outreach Portfolio
- Communications & Membership Portfolio
- Social and Welfare & Seniors Portfolios
- Funeral Portfolio
- Asst. Secretary
- Asst. Treasurer
- Youth Portfolio
- Sports Portfolio



2 year term

## Womens Board

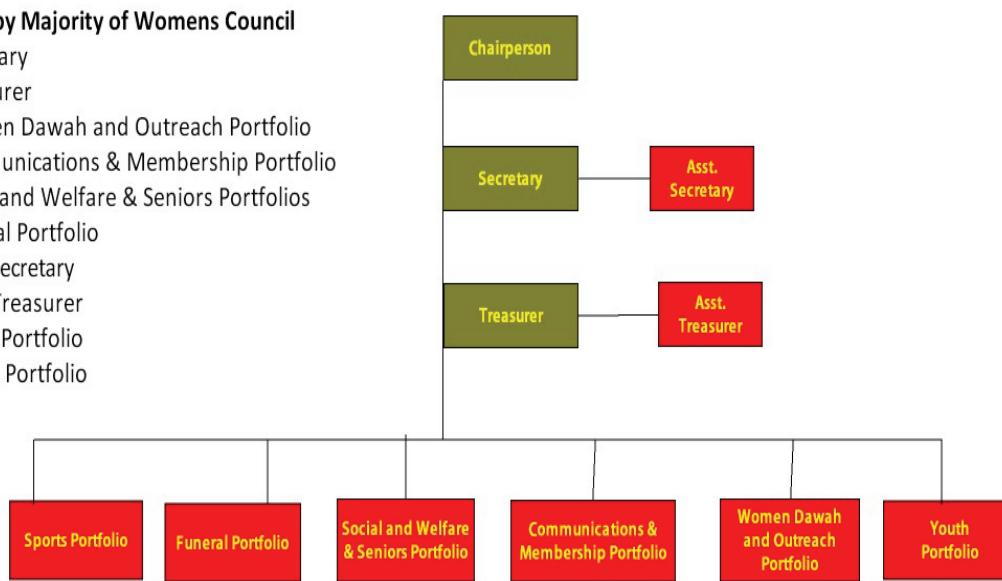
Elected By Position By Women General Council

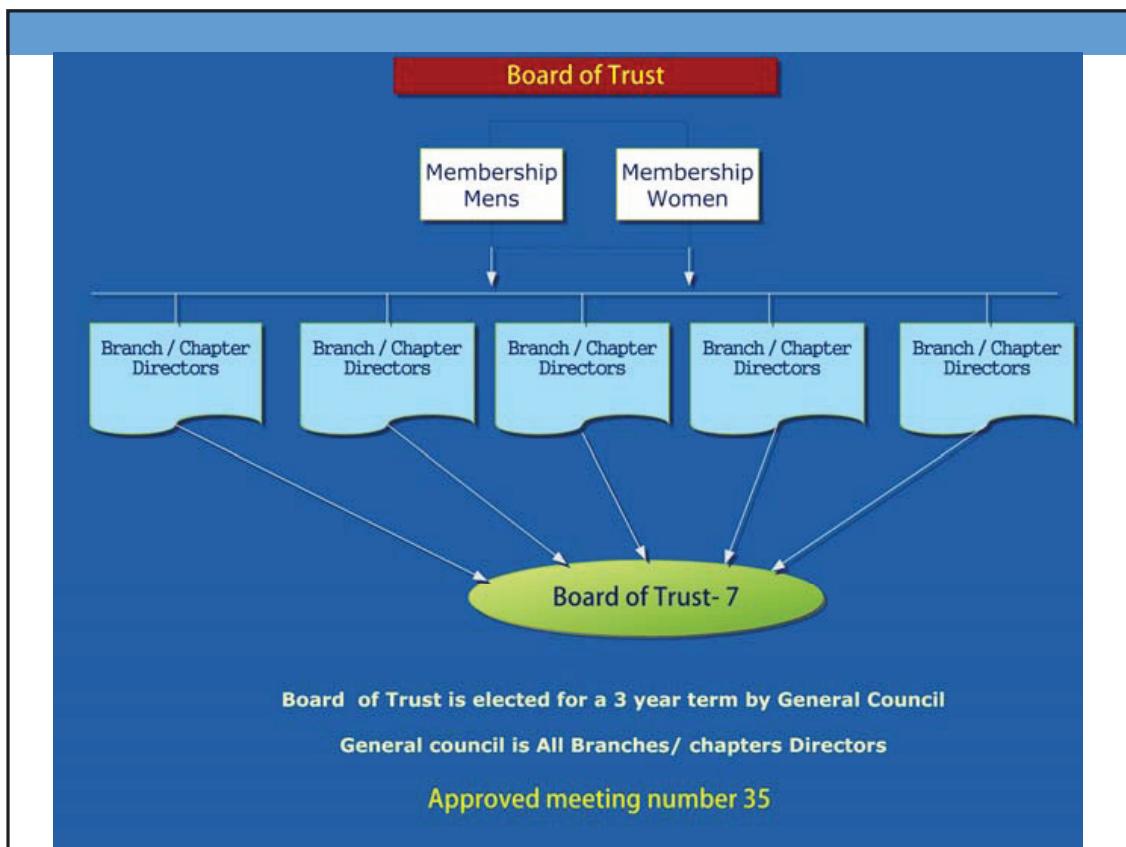
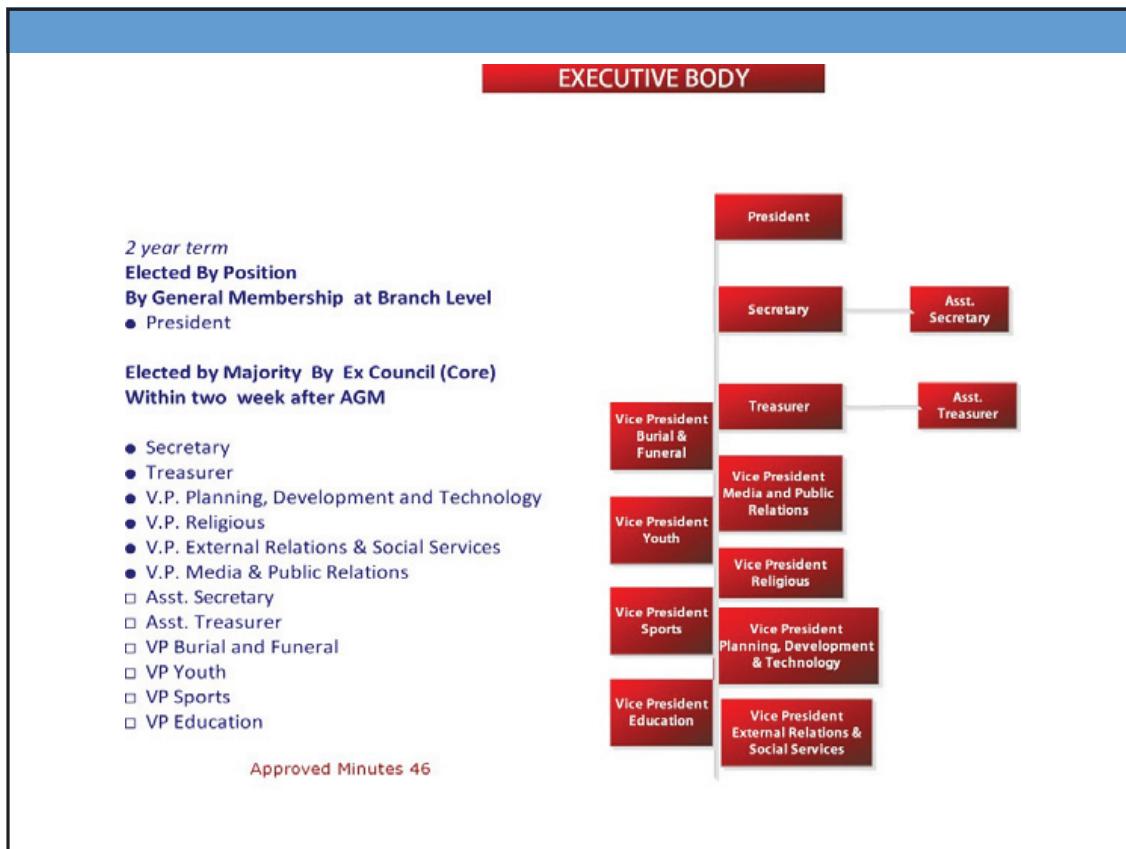
- Chairperson

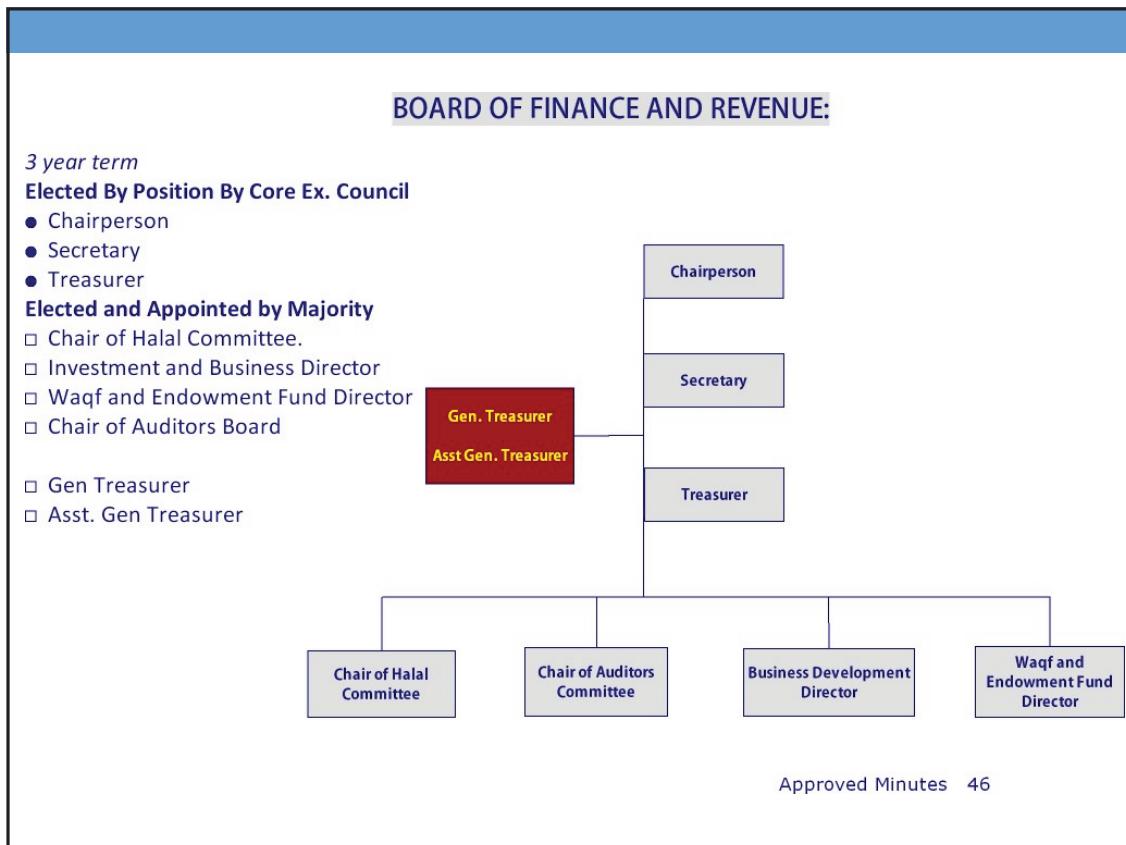
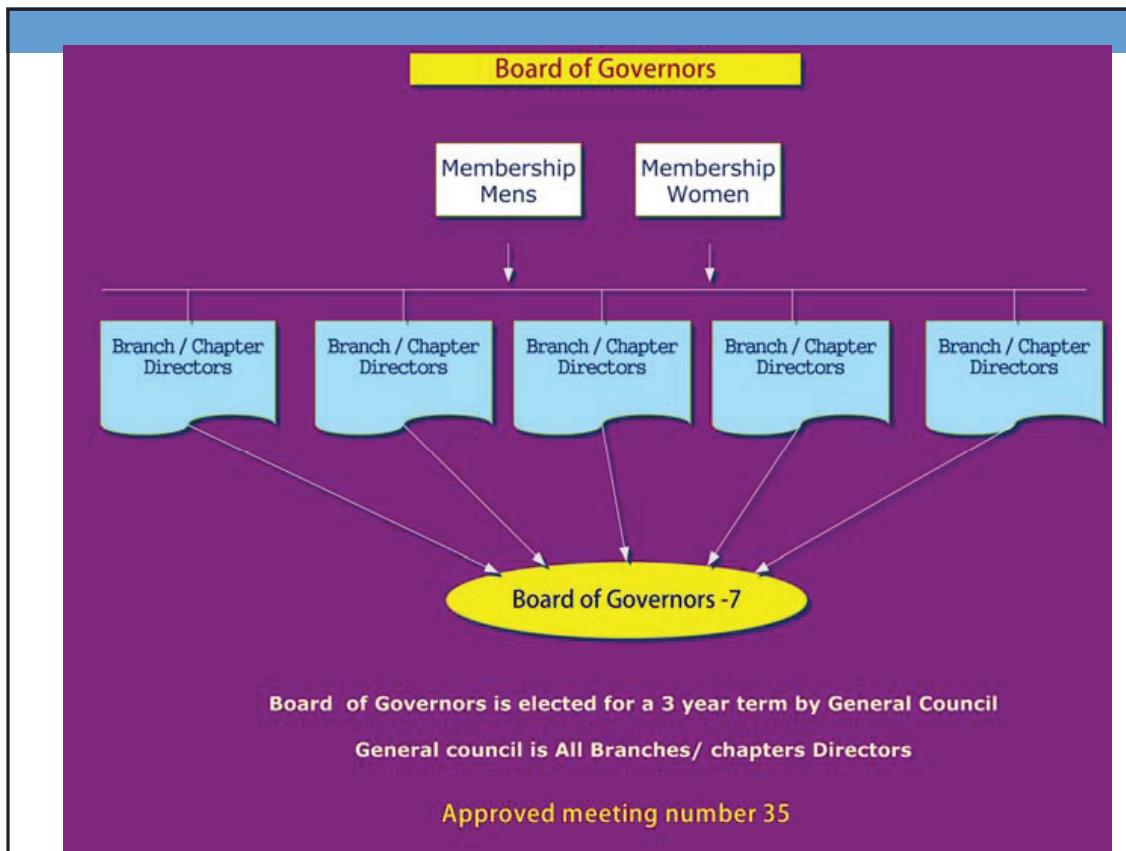
Approved Minutes 46

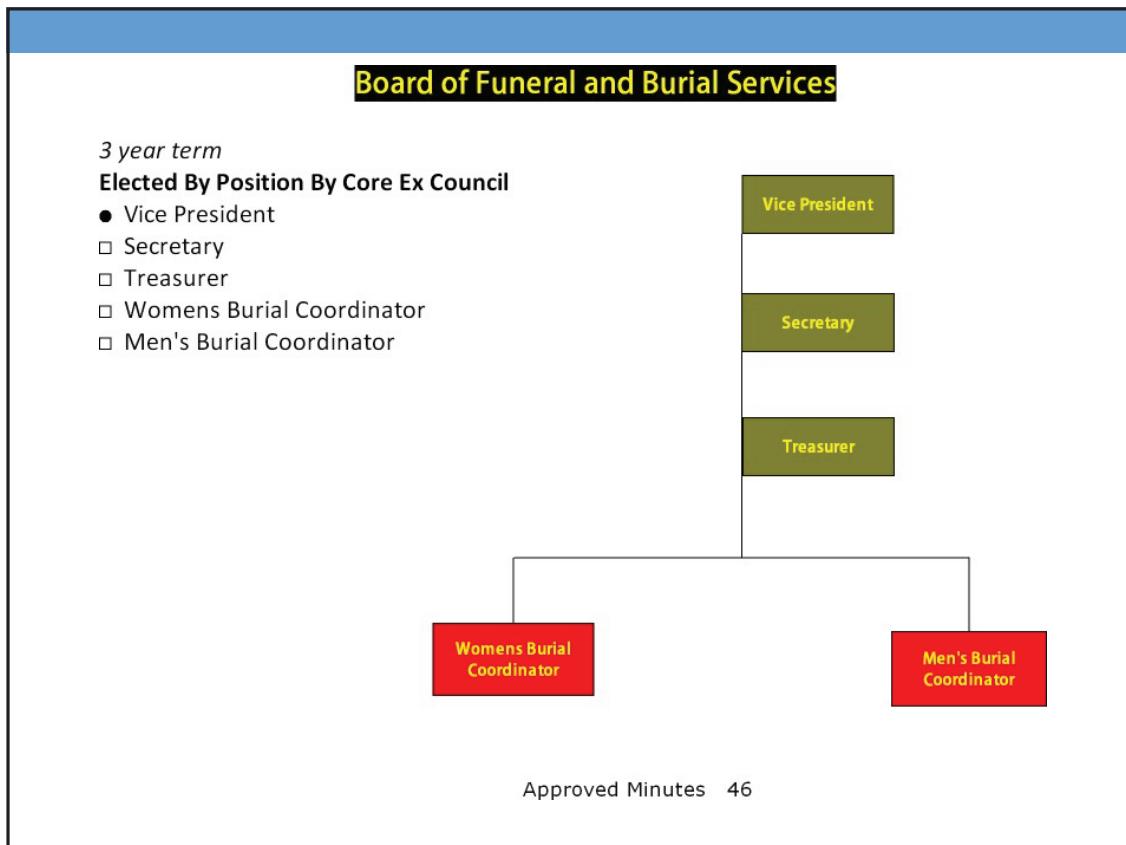
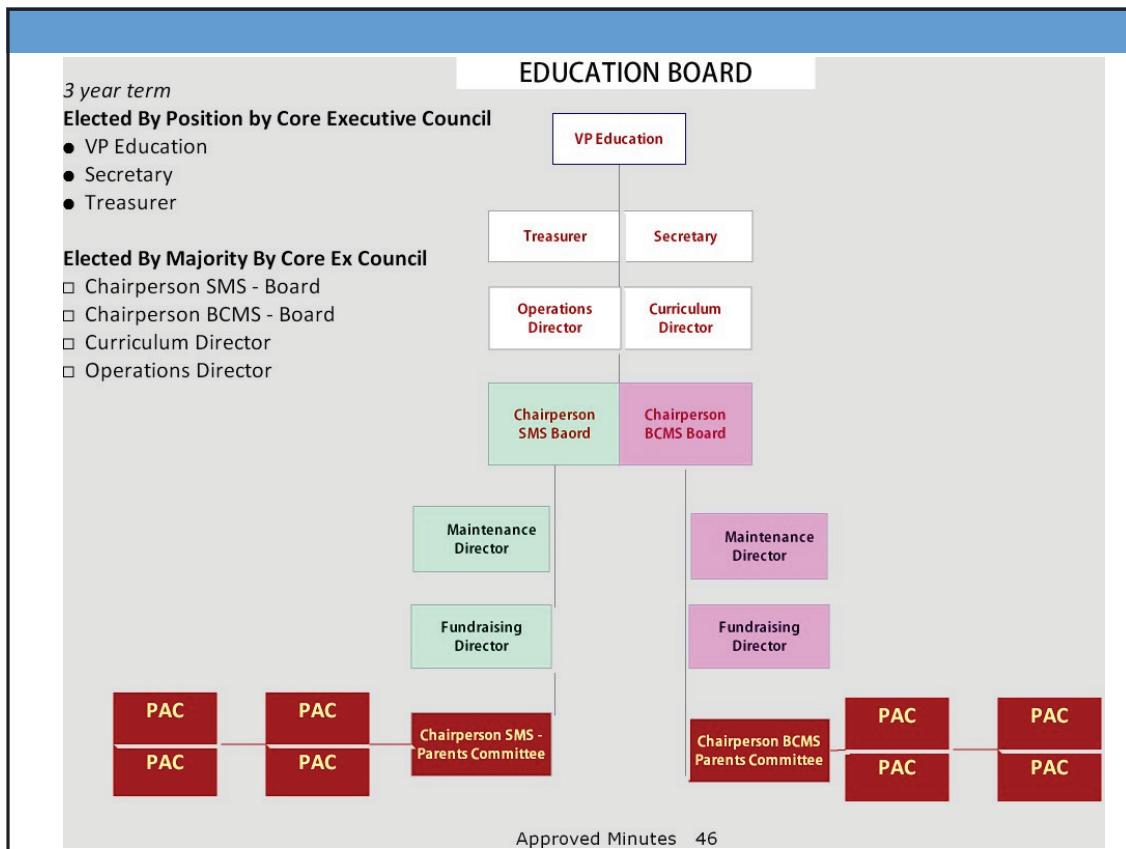
Elected by Majority of Womens Council

- Secretary
- Treasurer
- Women Dawah and Outreach Portfolio
- Communications & Membership Portfolio
- Social and Welfare & Seniors Portfolios
- Funeral Portfolio
- Asst. Secretary
- Asst. Treasurer
- Youth Portfolio
- Sports Portfolio







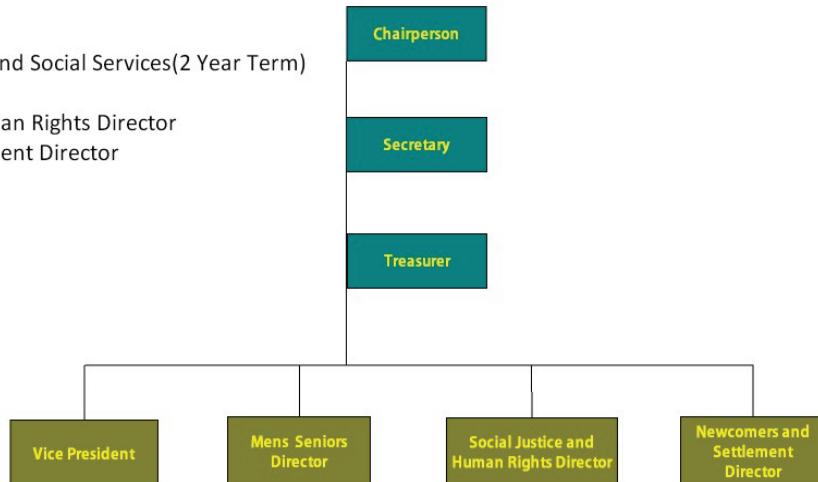


## BOARD OF SOCIAL JUSTICE AND WELFARE

3 year term

**Elected By the Core Executive Council**

- Chairperson
- Secretary
- Treasurer
- V.P. External Relations and Social Services(2 Year Term)
- Men's Seniors Director
- Social Injustice and Human Rights Director
- Newcomers and Settlement Director



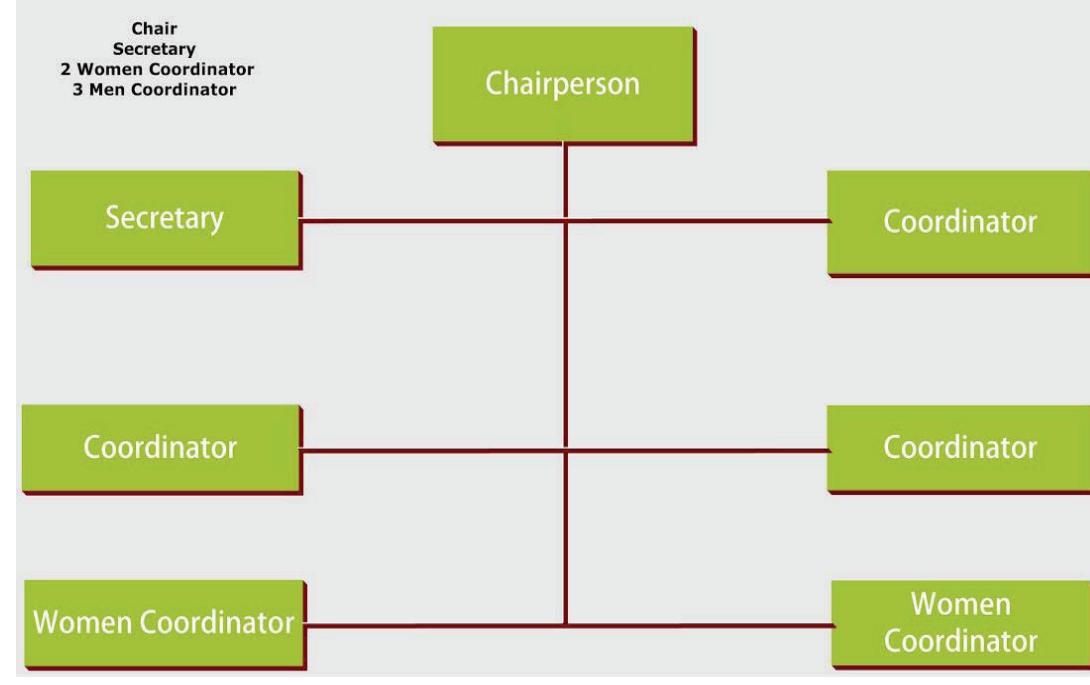
Approved Minutes 46

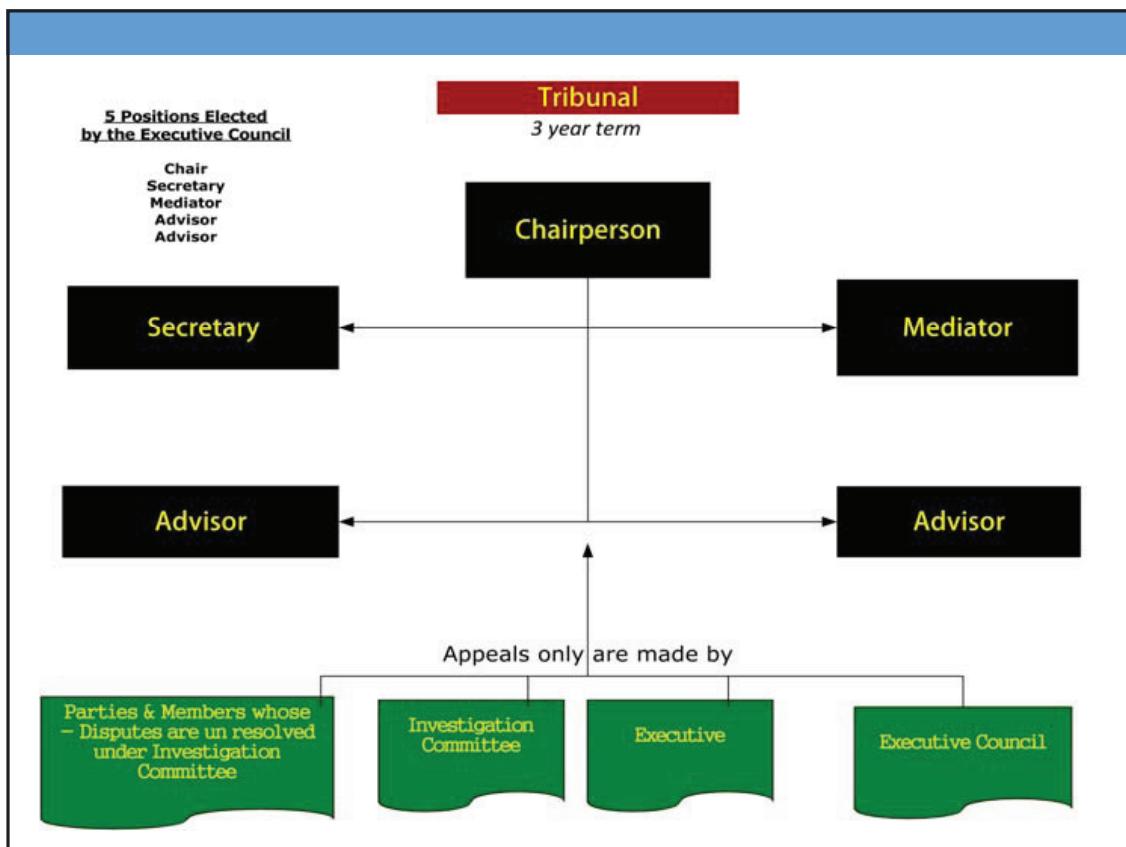
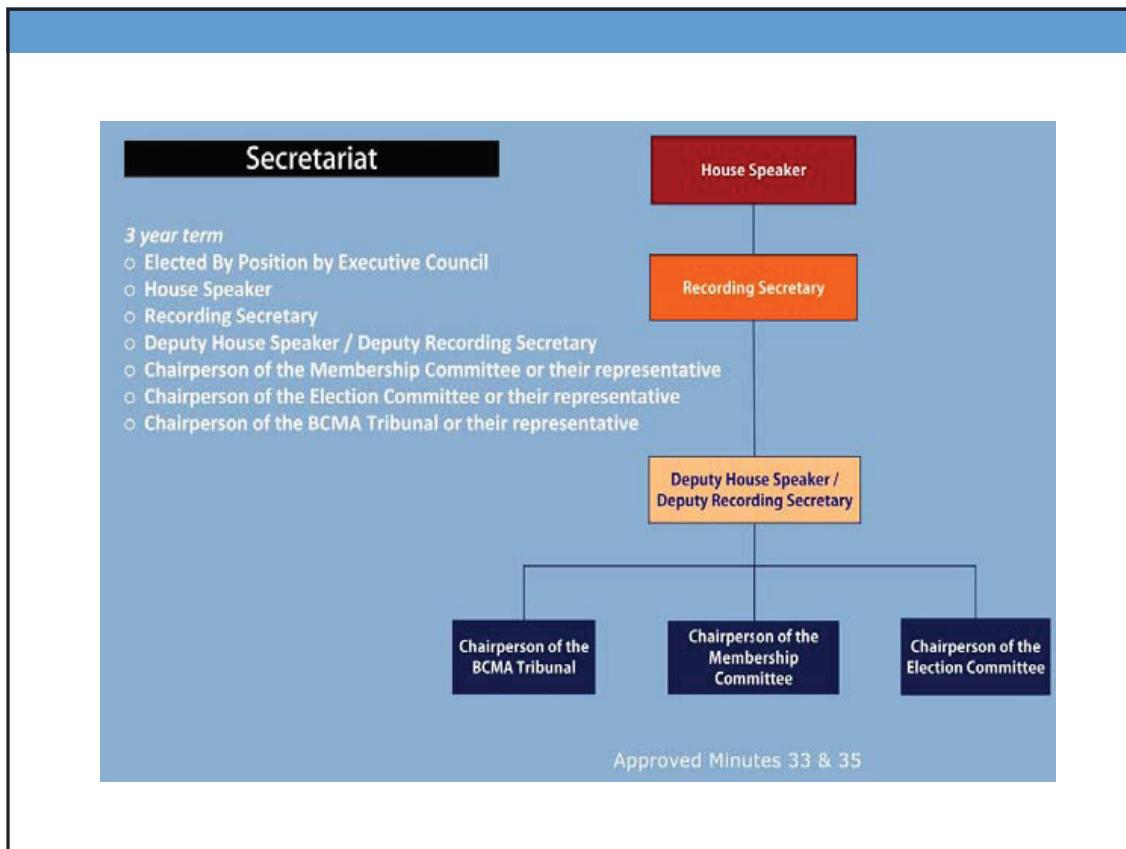
**7 Positions Elected  
by the Executive Council**

Election Committee

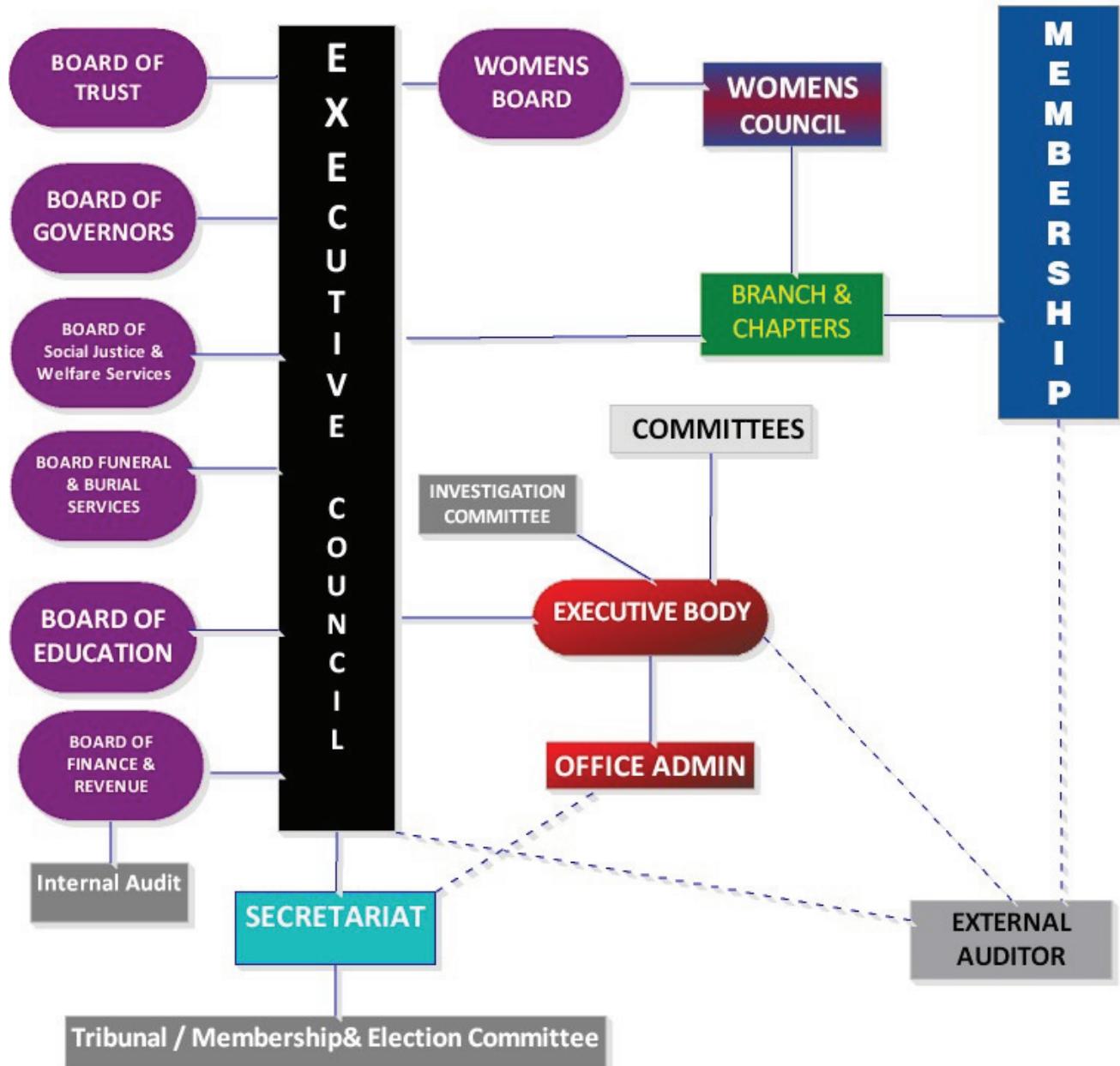
3 year term

Chair  
Secretary  
2 Women Coordinator  
3 Men Coordinator

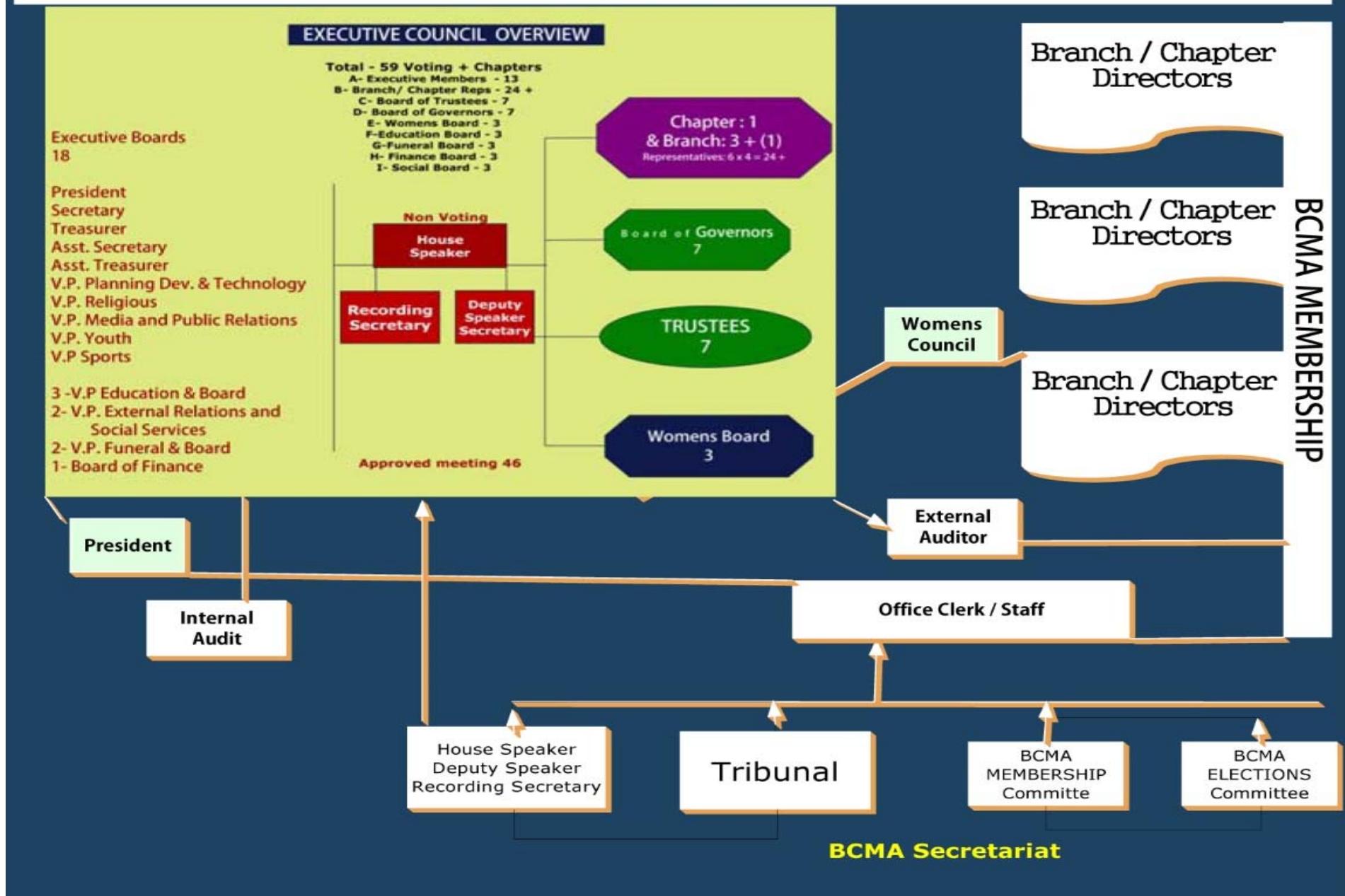




## OVERVIEW KEY FUNCTIONS



## BCMA Organizational Chart



## Election Process – Step 1

### **Nomination and Election of Branch and Chapter Directors (Brothers and Sisters) and President, Gen Secretary and Gen Treasurer.**

- June 1 to June 30 ( 2<sup>nd</sup> Option: July 1 to July 15)
  - Call for Nomination from current paid members for all Directors and President
  - Executive executes RFQ/RFP, based on “Scope of Work” pre-defined by Board of Finance, for External Auditor
- July 1 to July 30 (2<sup>nd</sup> Option: July 15 to July 30)
  - Verify and post all approved Candidates
- August 1 to September 30
  - Conduct and complete all elections at all locations
  - Summarize External Auditor RFQ results and submit to Executive Council
- October 1 to Seven (7) days before AGM
  - Complete Transition, Cross Training and Handover
  - Outgoing Executive Council to review RFQ results and select External Auditor
- Day of AGM:
  - External Auditor selection is announced to the members.
  - All New Branch/Chapter Management Committees are in effect.
  - Womens Council is in effect.

## Election Process - Step 2

### **Nomination and Election of CORE Executive Council**

- Sept 1 to Sept 30
  - Call for Nomination from General Council members for:
    - Board of Governance (BOG) (7)
    - Board of Trust Affairs (BOT) (7)
    - Board of Womens Affairs (11)
    -
- Oct 1 to October 15
  - Verify and post all approved candidates
- October 30 or Day of AGM:
  - Conduct elections for all the above
  - Confirm Election of President by tallying of all the votes from the sealed ballot boxes
- Nov 1 to Nov 30: Complete Transition, Cross Training and Handover
- Dec 1<sup>st</sup>: New Core Council is in effect.  
(Core Council is defined as and includes President, BOG, BOT, Branch & Chapter Reps)

## Election Process – Step 3

### **Nomination and Election of All Remaining Boards**

- November 1 to November 15
- Call for Nomination from Core Council members for:
  - Remaining executive VPs,
  - Gen & Asst. Treasurer and Gen. & Asst Secretary
  - 10 members for Board of Education Management;
  - 3 remaining members for Board of Funeral and Burial Management;
  - 7 remaining members for Board of Finance and Revenue
  - 6 remaining members for Board of Social Justice and Welfare
- November 15 to November 30
  - Verify and post all approved Candidates
- November 30 : Conduct and complete elections of all the above
- Dec 1 to Dec 31: Complete Transition, Cross Training and Handover
- Jan 1<sup>st</sup>: All Boards and Executive Council are in effect

## Election Process – Step 4

### **Nomination and Election of All Committees**

- November 1 to November 15
  - Call for Nomination from all Executive Council members for Committees:
    - 7 nominees for Halal;
    - 7 nominees for Hilal;
    - 5 nominees for Investigation;
    - 7 nominees for Membership;
    - 7 nominees for Election;
    - 5 nominees for Internal Audit;
    - 3 members for Office of Secretariat;
    - 3 members for Office of Tribunal.
- November 15 to November 30
  - Verify and post all approved Candidates
- November 30: Conduct and complete elections
- Dec 1 to Dec 31: Complete Transition, Cross Training and Handover
- January 1st: All Committees are in effect.

## Election Process – Step 5

### **Election Committee to fill all vacancies in all Boards and Committees on an ongoing basis.**

- The Branch and Chapter Management is elected by Sept 30.  
Any and all vacancies are to be filled within 7 days from the local membership by the elected team under the guidance of and reported to the Election Committee.
- All Boards and Committees are elected by November 30.  
Any and all vacancies are to be filled within 7 days from the local membership by the Executive Council under the guidance of and reported to the Election Committee.
- Dec 1 to Dec 30: Complete Transition and Cross Training
- January 1<sup>st</sup>: All positions are backfilled and the entire Association is fully operational .
- Election Committee continues to monitor and backfill all vacancies as they occur throughout their term and report to the Executive Council.



---

Proposed amendments 2017

---

Constitution & Bylaws



**Notes:**

**TEXT** in red is clause or phrase is to be deleted;  
**TEXT** in purple are changes or new clauses;

## 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:
  - Masajid (Mosques);
  - Schools;
  - Darul Ulooms;
  - Day Care;
  - Senior homes;
  - Homes for needy;
  - Libraries;
  - Recreational centers;
  - 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:
  - Religious;
  - Educational;
  - Funeral and burial;
  - Social;
  - Marriage;
  - Counseling;
  - Employment placement;
  - Management of trust and zakat funds;
  - 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 establish Foundations or Awqaaf;**
  - Clause (g) is added to separate Awqaaf from (f)
- (h) 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;
- (i) To raise money for and engage in charitable activities;
- (j) To administer all trust funds;
- (k) To pursue and encourage the formation of Branches and Chapters to cater for the welfare of Muslim communities;
- (l) To promote Islam as a complete way of life;
- (m) To encourage and facilitate women's and youth activities.
- (n) **To propagate and foster the religious belief of the Association and the religion of the Association is Islam;**
- (o) **To uphold and promote the Kalima (creed) which is the first principle of Islam and it reads LA ILAHA ILLALLAH MUHAMMADUR RASULULLAH which means "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.**
  - *The above 2 clauses have been reworded and relocated back to the Constitution from 19.19 to 19.2*

## BYLAWS

### 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) "**Awqaaf**" is a voluntary, permanent, irrevocable dedication of a portion of one's wealth – in cash or kind – to Allah. **The singular of Awqaaf is waqf;**
- (e) "Boards" means a group of qualified individuals managing a specified portfolio headed by a chair **who is a Vice-President;**
- (f) "Executive Board" means a group of qualified individuals managing a specified portfolio headed by a chair who is a Vice-President;
- (g) "Branch and chapter management Board" means a group of eligible individuals managing the affairs of the branch and chapter representing the Mens and Womens affairs;
- (h) "Branches" means the branches of The B.C. Muslim Association;
- (i) "Chapters" means an arm of the Association that has not achieved the status of a Branch;
- (j) "Constitution" means the constitution of The B.C. Muslim Association;
- (k) "Darul Uloom" means a place dedicated for giving religious Islamic education;
- (l) "Dawah" literally means "invite", and in this sense it refers to calling to the Truth through preaching and propagation of Islam;
- (m) "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);
- "Executive Council" means the collective forum of the representatives of from various Branches and the Chapters, management councils
  - along with the Executive, Executive Council Boards including the Board of Trust Affairs and the Board of Governors and the Secretariat.
- (n) "Executive Council" means the collective forum of the defined representatives from various Branch and Chapter Management Boards, Independent Boards, Youth & Sports Board along with the Executive including the Board of Trust Affairs, the Board of Governors and the Office of the Secretariat;
- (o) "Core Executive Council" includes President, Board of Governors, Board of Trust and Branch & Chapter Representative as defined.
- (p) "Executive" means the President, Vice Presidents, General Secretary, Assistant General Secretary, General Treasurer and Assistant General Treasurer of the B.C. Muslim Association along with the Vice Presidents. This is equivalent to the Board of Directors as per Society Act;
- (q) "Fiqh" means Islamic Jurisprudence that is made up of the rulings of Muslim Islamic jurists to direct the lives of the Muslims;
- (r) **General Council – Constitutes all the elected officials of BCMA.**
- (s) "Ghusl" means full bath or body wash;
- (t) "Hajj" means Islamic pilgrimage. Hajj is one of the pillars of Islam;
- (u) "Halal" means something that is lawful and permitted in Islam;
- (v) "Hilal" means the very slight crescent moon that is first visible after a new moon. Muslims look for the hilaal (crescent) when determining the beginning and end of Islamic months;
- (w) "Imam" means a man who leads a Muslim congregational prayer, a religious leader can also be called an Imam;
- (x) "Janazah" means funeral;
- (y) "Jumu'ah" means the Friday congregational prayer;
- (z) "Kalima" means the creed of Islam, "There is none worthy of worship save Allah; Muhammad is the messenger of Allah";
- (aa) "Masjid" is the plural of Masjid;
- (bb) "Masjid" is a mosque;
- (cc) "Members" means and includes all members and officials of The B.C. Muslim Association;

- (dd) "Membership" means the membership of The B.C. Muslim Association;
- (ee) "Muslim Organization" means a Sunni Muslim organization registered in British Columbia with similar aims and objectives;
- (ff) "Officers" means all the officials of The B.C. Muslim Association including its Branches and Chapters;
- (gg) "Officials" means officers of The B.C. Muslim Association who are either elected appointed or nominated for a specific role;
- (hh) "President" means a person who has been duly elected, appointed as the President of The B.C. Muslim Association;
- (ii) "Ramadan" means the ninth month of the Muslim calendar during which Muslims observe the Fast;
- (jj) "Resident" means citizen, landed immigrant or any person with a visa of more than twelve (12) months;
- (kk) "Rules" appearing after the word Constitution shall mean Branch and Chapter rules are part of this Constitution;
- (ll) Sadaqa Al-Fitr (also known as Zakatul-Fitr) is a small amount of food to be given in charity at the end of Ramadan, before the holiday (Eid) prayers. This amount is separate from the annual payment of Zakat (also known as Zakatul Maal), which is one of the pillars of Islam. Unlike Zakat, which is calculated annually as a percentage of extra wealth, the Sadaqa Al-Fitr is to be paid equally by every Muslim man, woman and child at the end of Ramadan to Muslims;
- (mm) Sadaqatul Jariyah is money or goods donated in charity for continuous rewards from Allah Subhan wa Taala in this life and the hereafter;
- (nn) "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;
- (oo) "Sal'lal'laahu a'laihi wa sal'lam" means may Allah Subhanahu wa Ta'ala send prayers and salutations upon him;
- (pp) "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;
- (qq) "Shurah" means achieving consensus through consultation;
- (rr) "Subhanahu wa Ta'ala" means glory be to Allah, the pure and exalted who is above all imperfections;
- (ss) "Sunnah" are traditions of Prophet Muhammad, including his sayings and practices;
- (tt) "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;
- (uu) "Taraweeh" are special evening prayers performed during the month of Ramadan;
- (vv) "Umrah" is a pilgrimage to Makkah that can be undertaken at any time of the year;
- (ww) "Waqf" means an inalienable religious endowment in Islam, such as devoting a building or plot of land for religious or charitable purposes;
- (xx) "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;
- (yy) "Zakatul Fitr" is an amount that Muslims are obliged to pay as charity at the end of Ramadan;
- (zz) "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 adjacent portable **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)** **Four (4)** classes of members in the Association:

- (a) Ordinary Members;
- (b) Life Members; and
- (c) Honorary Members.
- (d) Junior members

**3.2 BRANCH and CHAPTER MANAGEMENT Committees BOARDS**

The Branches and Chapters shall have the following responsibilities:

- (a) The primary responsibility of a Branch is to manage the day to day operations and the assets of the Association within their location. Branch area through a Management Committee Board.
- (b) The primary responsibility of a Chapter is to manage **the day to day operations and the** assets of the Association within their location. **in the Chapter area through a Management Committee.**

**3.3 BOUNDARIES and STATUS of BRANCH and CHAPTER**

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 Membership and Election Committees and approved by the Executive Council. In order to attain the status of a Branch there shall be at least **seventy five (75) one hundred (100)** paid members who held membership of the Association for a minimum period of **twelve (12) three (3) months** and reside in the Branch area.
- (b) The Chapters are established on the basis of municipal boundaries or at the discretion of the Membership and Election Committee approved by the Executive Council. In order to attain the status of a Chapter there shall be at least **thirty-five (35) twenty five (25)** paid members who held membership of the Association for a minimum period of **twelve (12) three (3) months** and reside in the Chapter area.
- (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 **Membership and Election Committee Executive** and the results shall be submitted to the Executive Council. Upon review of **the results and 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:**

The Association shall have an Executive who are the Directors of the Association:

- (a) **EXECUTIVE** shall be comprised of a **President,, General Secretary, Assistant General Secretary, General Treasurer, Assistant General Treasurer** and **four (4) Eight (8)** Vice-Presidents as follows:
  - **Media and Public Relations**
  - **Religious Services**
  - **Planning Development and Technology**
  - **External Relations & Social Services**
  - **Burial and Funeral Services**
  - **Youth Services**
  - **Sports and Recreations Services**
  - **Education Services**

3.5

**BOARDS and COUNCILS:**

The Association shall have the following Councils to manage specific areas of services:

(a) **Womens Council**

(b) **EXECUTIVE COUNCIL** shall be a collective forum comprised of the Executive, the Board of Trust, the Board of Governors, the Office of the Secretariat and representatives from various Branch and Chapter Management Boards, Board of Youth and Sports along with the following independent Boards reporting directly to the Executive Council:

- **Board of Education Services**
- **Board of Funeral and Burial Services**
- **Board of Finance & Revenue Services**
- **Board of Social Justice and Welfare Services**
- **Board of Trust**
- **Board of Governance**
- **Board of Tribunal (non voting)**
- **Office of the Secretariat (non voting)**

3.6

**COMMITTEES:**

The Association shall have the following *standing* committees:

- (a) Membership Committee: The Election Committee seeks nomination from the general membership and submits to the Executive Council for verification and appointment.
- (b) **Election Committee: The Election Committee seeks nomination from the general membership and submits to the Executive Council for verification and appointment**
- (c) Investigation Committee: The Election Committee seeks nomination from the general membership and submits to the Executive Council for verification and appointment.
- (d) **Halal Committee: The Election Committee seeks nomination from the general membership and submits to the Executive Council for verification and appointment**
- (e) Hilal Committee. The Election Committee seeks nomination from the general membership and submits to the Executive Council and the Branch and for verification and appointment.
- (f) Sub Committees: The Executive Council and the Management Boards shall have the authority to create Add -Hoc and Sub-Committees as needed to address specific issue or objective within a defined timeline.

**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:

Uphold the Constitution of the Association and, in particular, contribute to the attainment of the purposes of the Association;

- (a) Comply with these Bylaws;
- (b) Regularly attend meetings of the members of the Society;
- (c) 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** **Four** classes of Membership as follows:

- (a) Ordinary Members;
- (b) Life Members;
- (c) Honorary Members;
- (d) **Junior 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. **The application can be made using either on the preprinted or electronic form.**

#### 4.7 APPLICATION 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 their recommendation to Head Office **for the Membership Committee within 30 days**;
- (c) There shall be a **maximum** of ninety (90) day waiting processing period from the date the application is received by Branch/Chapter before a successful new member is issued his a 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) **The head office shall process the application using the online database and issue the card directly to the applicant within 30 days. The membership committee and each branch and chapter membership director shall be given 'read only' access to the online database for ongoing review and updates.**
- (f) **The expiry dates for all membership shall be December 31.**
- (g) **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) twenty five (25)** 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) twenty five (25)** years;
- (d) **Application for Life membership shall be submitted to the Branch/Chapter by members on or before July 31<sup>st</sup> to be approved by the Executive Council.**
- (e) At any Annual General Meeting of the Association, Life Member(s) may be appointed by **seventy-five percent two-thirds (2/3)** of members present. The Executive shall nominate member(s) for

#### 4.9 HONORARY MEMBERSHIP APPOINTMENTS:

The Executive Council of the Association may bestow Honorary Membership to **a Muslim** **an individual** for valuable contribution to the Association. Honorary Members shall not be entitled to notice of meetings of the Association **or have voting rights. Any prior appointments to the year 2016 shall remain valid.**

4.10 **JUNIOR MEMBERSHIP:**  
**All youth shall be eligible to be a junior member when they reach the age of 10 years. They shall cease to be a junior member when they reach the age of 16 years. They shall not have voting rights and shall be classified as Junior Ambassadors Honorary members based on their volunteer activities at BCMA events.**

4.11 **MEMBERSHIP FEE AND RENEWAL:**

Membership fee shall be determined by the Executive Council 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.**  
**The term of subscription shall from January 1<sup>st</sup> of the calendar year till the end of December 31<sup>st</sup>;**
- (b) **Students and seniors.** A member of sixty-five (65) years of age 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) Membership dues paid any day within the calendar year shall be considered as in good standing for the year;
- (d) Life Members shall be exempt from paying membership fees;
- (e) Honorary Members shall be exempt from paying membership fees.

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 upon **cease to be a Member in Good Standing. Upon** payment of all outstanding Membership Fees **and 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;
- (h) **Jeopardize the safety and security of the Association including the Masajids and Muslims;**
- (i) **Conduct himself in a manner that is not ethically, morally and Islamically acceptable such as:**
  - **Making false accusations,**
  - **Willfully spreading false information about the association or the candidates,**
  - **Misrepresentation of BCMA Financial accounts and books.**
  - **Misrepresenting Islam and Muslims and or engaged in activities that may portray Islam and Muslims negatively.**

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

An expelled or revoked member shall be eligible to reapply for membership after two years.

- (f) An expelled or revoked member shall be eligible to reapply for membership after **three (3) years** upon review by the Executive Council.

#### 4.15 RESIGNATION OF A MEMBER

A member may resign his membership in writing to the Executive **who shall present it to the Executive Council for acceptance.**, 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 BOARDS COMMITTEE

##### 5.1

#### THE BRANCH MANAGEMENT BOARD COMMITTEE GENERALLY:

The Branch & Chapter Management Board **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:
  - Fundraising and Funeral;
  - **Funeral Services; Program Coordination services;**
  - **Youth Services; Youth Development Services;**
  - Maintenance Services;
  - **Education Services; Education and Dawah Services;**
  - **Membership Services; Membership and Outreach Services;**
  - **Sports Services; Sports and Recreation Services;**
  - **Social Services. Social and Welfare Services**

##### 5.2 THE CHAPTER MANAGEMENT BOARD GENERALLY:

The Chapter Management Board 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:
  - Maintenance Services;
  - **Sports Services / Youth Services; Youth and Sports Services;**
  - **Education Services; Education and Dawah Services;**
  - **Social Services., Social and Welfare Services;**
  - **Membership and Outreach Services;**
  - **Funeral Services; Program Coordination services**

## 5.3

**ROLES OF BRANCH AND CHAPTER MANAGEMENT BOARD MEMBERS:****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 and member communications.

**Treasurer:**

The Treasurer shall be responsible for the accounting, records of inventory of all assets and finance of the Branch and Chapter.

**Fundraising and Funeral:**

This position requires the member to assist the Burial and Funeral Board on behalf of the local membership. and liaise with the Board of Funeral and Burial Services on behalf of the local membership as well as organize means of fund raising for the Branch operations. In the case of Chapter the Chairperson shall also assume fund raising responsibilities.

**Youth Developments Services:**

**This position requires the member to organize and conduct youth activities. This position requires the member to organize and conduct youth activities who shall be 40 years of age or younger.**

**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

**Program Coordination Services:**

This position requires the member to organize and coordinate local programs, projects and events.

**Education Services:**

**Education and Dawah Services:** This position requires the member to organize and facilitate education services for children and adults.

**Membership Services;****Membership and Community Outreach Services:**

This position requires the member to register new members, follow up on renewals and maintain local membership register. **In the case of Chapter the Treasurer shall also assume membership responsibilities.**

**Maintenance Services:**

This position requires the member to ensure all assets including real property are properly maintained.

**Sports: Sports and Recreation Services:**

This position requires the member to organize and conduct all sports and recreation activities in order to develop balanced and healthy life style.

**Social Services. Social & Community Outreach:**

This position requires the member to organize and conduct all social services including arms giving and refugee integration and welfare.

## 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 Chairperson and Youth director shall be nominated and elected for specified position by the general membership;
- (b) The remaining Directors shall be elected by general membership by majority vote;
- (c) The Election Committee shall seek and verify nominations forms, personal profile, Oath of Office and Confidentiality Agreement for eleven (11) officials of Branch and nine (9) officials of Chapter;
- (d) 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;
- (e) The election committee shall tally the votes in the presence of the members and declare the successful candidates;

- (f) The Election Committee shall be required to resolve any disputes arising from the election process;
- (g) The candidates are required to serve the local Branch and or Chapter for which they have been duly elected. The Branch and Chapter candidates shall not be eligible to contest elections at the Executive Board or be eligible for independent Boards Chairman, Secretary and Treasurer.

**5.5 ELIGIBILITY FOR ELECTION ON A BRANCH AND CHAPTER MANAGEMENT BOARD COMMITTEE:**

The members of the Branch and Chapter Management Board **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;

**Not be an office bearer of another Muslim organization with similar goals aims and objectives of the Association registered in British Columbia;**

- (c) **Not hold similar position deemed to be in conflict of interest in another Muslim organization registered in British Columbia with similar goals aims and objectives;**
- (d) Have a sound understanding and aspiration of the community;
- (e) Demonstrate loyalty and dedication to the Association consistently through volunteerism; and
- (f) Contest for the term in only one (1) Branch or Chapter.

**5.6 QUALIFICATIONS FOR BRANCH AND CHAPTER MANAGEMENT BOARD COMMITTEE:**

The following shall be the desired qualifications for a Branch and Chapter Management Board **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** Posses at least grade 12 education and experience in administrative duties;
- (g) **Has** sound knowledge of the Constitution, **bylaws, policies, guidelines**, community, its needs, resources and aspirations;
- (h) The Secretary **shall** must possess computerized word-processing skills strong communications and computer skills;
- (i) The Treasurer **shall** must possess basic accounting and computer computerized bookkeeping skills;
- (j) The Youth Services Director shall be forty (40) years of age or less.; and
- (k) **The chairperson shall possess management skills as well as sound knowledge of Islamic Traditions.**

**5.7 TERM OF OFFICE FOR BRANCH AND CHAPTER MANAGEMENT BOARD 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.

For the purpose of the duration of terms of office, any Chairperson who has resigned after having served partially shall be considered as having fulfilled his term. Whereas, any Chairperson who has been appointed in an "Interim" or "Acting" position shall not be considered as having fulfilled a full term.

**5.8 VACANCIES IN BRANCH AND CHAPTER MANAGEMENT BOARD:**

Any vacancy created by the resignation, death, disqualification or expulsion of the Chairperson shall be filled immediately by an eligible acting Chairperson from within the Local management Board.

- (a) An Interim Chairperson shall be appointed within three (3) months of such vacancy;
- (b) Acting or Interim Chairperson shall be eligible to contest for a full term as per the election process if he has not served 2 full terms;
- (c) Past Chairperson who has served 2 full terms can be eligible to be appointed as Acting or as an Interim Chairperson;
- (d) The branch management board shall fill all other vacancies within thirty (30) days;
- (e) The election committee shall be advised of All such appointments.

**5.9 DISSOLUTION OF BRANCH AND CHAPTER MANAGEMENT BOARD COMMITTEES:**

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

In The event of majority resignation designed to bring down the board deliberately, the resigning directors shall not be eligible for re-election or appointment for the balance of the term.

5.10

**ROLES AND RESPONSIBILITIES OF BRANCH AND CHAPTER MANAGEMENT BOARD COMMITTEES:**

The Branch and Chapter Management Board **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 **in collaboration with the trustees**;
- (c) **Render approved Deliver** services including religious, educational and social **which has been approved by the Executive and are within the parameters of the by laws**;
- (d) Be accountable to the Branch and Chapter Members, Executive, Executive Council and **the 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;

**Maintain proper register of members at all times and file the same to the head Office;**

- (g) **Maintain proper register of members at all times and file the same to the head Office within thirty (30) days of receipt for new membership and within five (5) days for any renewal;**
- (h) Maintain an inventory of all movable and immovable assets of the location as per the prescribed format provided by the Administration office or the Board of Trust;
- (i) **Conduct a semi-annual open house session to update the local community on the progress and seek input on matters of concerns and issues;**
- (j) Promote and help establish a local Women's Branch and Chapter Committee for the women to manage their own affairs;
- (k) There shall be quarterly joint meetings between Women's and Men's local Management Committees to exchange ideas, develop plans and review progress;
- (l) 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;
- (m) Hold an Annual General Meeting of the Branch and Chapter no later than **September 30 October 30** of each year;
- (n) 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:
  - Minutes of last Annual General Meeting;
  - Annual Report;
  - Auditor's Report on Summarized Financial Statement for the Branch and Chapter;
  - Election of Branch and Chapter officials if applicable.
  - 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;

**Ensure that all capital projects (submitted in the form specified by the Executive Council) are approved by the Executive Council;**

- (o) Ensure that all capital project **proposal** including feasibility study abides by the guidelines established in clause 19.8. All such proposal shall be submitted **to the Executive** and approved by the Executive Council before the commencement of the project;
- (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, Sadaqa 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 Membership Committee or emailed to [member@thebcma.com](mailto:member@thebcma.com)** 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.
- (t) **The head office shall issue the Cards to the membership.**

5.11

**PROHIBITIONS FOR BRANCHES AND CHAPTERS:**

The Branches and Chapters shall not:

- (a) Communicate with any level of government or other organization **and embassies** 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 as per clause 19.8 without prior approval of the Executive;
- (e) Engage in, participate or sponsor events that may be 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:

**EXECUTIVE COUNCIL** is a collective forum through which all affairs of the Association are carried out by the **Shurah democratic 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 **and attended** by following delegates:

- (a) **Thirteen (13) members of The Executive**
- (b) **Seven (7) members of Board of Governors**
- (c) **Seven (7) members of Board of Trust Affairs**
- (d) **Three (3) Members of Board of Education**
- (e) **One 1 Member of Board of Funeral and Burial Services**
- (f) **One 1 Member of Board of Finance & Revenue**
- (g) **One 1 Member of Board of Social Justice and Welfare**
- (h) **Three(3) members of the Office of Secretariat (non voting)**
- (i) **Three (3) Members of the Womens Council**
- (j) **Defined members of Branches and Chapters as follows:**
  - Chairperson or Secretary and Treasurer of each Branch and Chapter or their nominees.
  - A Branch shall be entitled to one (1) additional delegate when its membership exceeds three hundred (300) members; and
- (k) **Three (3) members of the Board of Tribunal (Advisory role - non voting – when Required)**

6.3

#### 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 except individuals in the advisory role and members of the secretariat who shall have no voting rights. **However, the members of the Board of Trust Affairs shall only have the right to vote as follows:**

- In the event of purchase or disposition of real property assets;
- In the utilization of any funds related to real property assets transactions;
- In the formation or dissolution of a Branch and Chapter.

6.4

#### ROLES AND POWERS OF THE EXECUTIVE COUNCIL:

All decisions of the Association shall be delegated to the Executive **or Boards and Committees** 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 **in collaboration with the Election and membership committees;**
- (o) To examine and approve or disapprove any recommendation by the Executive Election and Membership Committee for change of Branch and Chapter status in accordance with this Constitution and Bylaws; and
- (p) There shall be an executive Council Meeting very 6 – 8 weeks.
- (q) **Form ad-hoc committees as and when required to resolve matters requiring immediate attention.**

To appoint additional Boards and Committees as required on the recommendation of the Executive and or other Boards.

6.5

#### **ELECTIONS AND APPOINTMENTS:**

**The President Elect, Secretary Elect, Treasurer Elect, Board of Trust Affairs Elect, The Board of Governance Elect, Branch and Chapter Representatives Elect and Youth and Sports Council representatives Elect as the core group of the Executive Council members shall elect all other Positions of the Association.**

## **Article 7**

### **THE 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) four (4)** Vice Presidents.

7.3

#### **ELECTION OF PRESIDENT OF THE ASSOCIATION:**

The Election Committee shall organize and conduct all elections of the Executive.

- (a) The President of the Association shall be nominated and elected for specified position by the general membership;
- (b) The Election Committee shall seek and verify nominations forms, personal profile, Oath of Office and Confidentiality Agreement for these specific positions;
- (c) The election shall be conducted by secret ballot in conjunction with the Branch and Chapter elections;
- (d) The Election Committee shall seal, tape and signed off the ballot boxes at the end of the election process per location in presence of the membership;
- (e) The ballot box shall be held in confidence and in trust to be opened on the day of AGM for tallying of the votes;
- (f) The Election Committee shall be required to resolve any disputes arising from the election process. Proxy votes are not permitted.

7.4

#### **TERMS OF THE PRESIDENT:**

The President shall not hold this position for more than two (2) terms, each term of not more than two (2) years; However, he shall be eligible for any other office at the expiry of either the first or second term or at any other times.

**For the purpose of the duration of terms of office, any member who has resigned after having served partially shall be considered as having fulfilled his term. Whereas, any member who has been appointed in an "Interim" or "Acting" position shall not be considered as having fulfilled a full term.**

7.5

#### **VACANCY OR RESIGNATION OF THE PRESIDENT, GENERAL SECRETARY AND THE GENERAL TREASURER:**

Any vacancy created by the resignation, death, disqualification or expulsion of the President, **General Secretary and the General Treasurer** shall be filled immediately from within the Executive Board or the Executive Council in an "acting" capacity.

An Interim **President, General Secretary and the General Treasurer** shall be elected within three (3) months of such vacancy by the Election Committee from within the Executive Council.

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.

Acting or Interim President shall be eligible to contest for a full term as per the election process if he has not served 2 full terms.

Past Presidents who has served 2 full terms can be eligible to be appointed as Acting or as an Interim President.

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

**ELIGIBILITY AND QUALIFICATION FOR ELECTIONS OF THE PRESIDENT, GEN. SECRETARY and GEN. TREASURER:**

**The members of the Executive shall:**

- (a) Have maintained his membership current for the last five (5) consecutive years;
- (b) Demonstrate mature disposition and leadership skills;
- (c) Posses sound knowledge of the Constitution, community, its needs, resources and aspirations;
- (d) Act impartially in all decisions and conduct in the best interest of the Association;
- (e) Not hold similar position in another Muslim organization registered in British Columbia with similar goals and objectives;
- (f) Have a sound understanding of the Constitution and knowledge of Islamic traditions;
- (g) Must have demonstrated loyalty and dedication to the well being of the Association;
- (h) The President contestants shall meet the following requirements:
  - Must have served one full term at the branch or chapter level, Independent Boards or as an executive of the Association.
  - Must have served 5 years in total at senior positions within the Association as an official.
  - The General Secretary shall meet the following requirements:
  - Must have served as a Secretary within BCMA or any other organization and have both verbal and writing skills.
  - Must possess Computer skills including word processing and calendar management.
  - The General Treasurer shall meet the following requirements:
  - Must be a certified accountant with the designation of a CPA or its equivalent.
  - Must have worked as a book keeper in the field of Business or in an Accounting firm.
  - Must be familiar with common accounting software and systems.
- (i) The General Treasurer shall meet the following requirements:
  - Must be a certified accountant with the designation of a CPA or its equivalent.
  - Must have worked as a book keeper in the field of Business or in an Accounting firm.
  - Must be familiar with common accounting software and systems.

7.11

**ELECTION OF ASSISTANT SECRETARY, ASSISTANT TREASURER AND THE VICE-PRESIDENTS:**

- (a) The Election Committee shall seek nomination from the Executive Council and elect the following within fourteen (14) days of Annual General Meeting of the election year:

- Eight (8) Vice-Presidents;
  - General Secretary;
  - Assistant General Secretary;
  - General Treasurer; and
  - Assistant General Treasurer.
- (b) The Election Committee shall seek and verify nominations form, personal profile, Oath of Office and Confidentiality Agreement for these specific positions;
- (c) The election shall be conducted by secret ballot during the first Executive Council meeting for the remaining Executive positions by majority vote.
- (d) The Election Committee shall be required to resolve any disputes arising from the election process.
- (e) Proxy votes are not permitted.

**7.12 ELIGIBILITY AND QUALIFICATION FOR ELECTIONS OF ASSISTANT SECRETARY, ASSISTANT TREASURER AND THE VICE-PRESIDENTS:**  
**These members shall:**

- (a) Must be a Current Members;
- (b) Demonstrate mature disposition, leadership skills and knowledge of Islamic traditions;
- (c) Posses sound knowledge of the Constitution, community, its needs, resources and aspirations;
- (d) Act impartially in all decisions and conduct all affairs in the best interest of the Association;
- (e) Shall not hold similar official position in any other Muslim organization registered n British Columbia with similar goals and objectives;
- (f) Have a sound understanding of the Constitution, Bylaws and administrative duties;
- (g) Must have demonstrated loyalty and dedication to the well being of the Association;
- (h) Has preferably served as a Branch and Chapter official or a member of any Board or committee for at least one (1) term;
- (i) The Assistant Secretary shall possess computerized word-processing skills and be well versed in the application of the Bylaws and the Process and Procedures of the Association;
- (j) The Assistant Treasurer shall possess computerized accounting skills, ability to prepare financial statements for small business and basic knowledge of tax implication for a non-profit organization;
- (k) The Vice President of the Board of Religious Services shall be:
  - A practicing Muslim who is well versed in Shariah;
  - Well versed in the teachings of Islam and has maintained an unblemished character and is held in high esteem by the Muslims of British Columbia;
  - Preferably a graduate of a recognized Islamic Institution.
- (l) The Vice President of the Board of Media and Public Relations:
  - Must poses excellent Verbal and Writing skills including word processing
  - Have a proven Computer skills including the use of social media
- (m) The Vice President of the Board of Planning, Development and Technology:
  - Must have computer skills to document and create presentations
  - Possess Project and Business case management skills including ability to conduct feasibility studies.
- (n) The Vice President of the Board of External Relations:
  - Be able to document Memorandum of Understanding and follow through for mutual benefit Must be able to meet, greet and entertain to establish firm relationship
  - Must possess skills to do research and apply for grants and awards for the benefit of the Association.
  -

**7.13 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 on administrative and operational matters. The Executive shall notify of all such actions or decision taken to the Executive Council in its next meeting and within 48 hours electronically;
- (e) In case of any decisions on capital assets requiring immediate action of more than \$20,000, must have a joint approval by the Executive and the Board of trust Affairs meeting and within 48 hours electronically;
- (f) All such decisions shall be communicated electronically with 48 hours and presented to the executive council with 30 days for approval;

- (g) Nominate members of Boards and Committees to the Executive Council for approval;
- (h) Recommend to the Executive Council the hiring and termination of salaried or contracted employees of the Association;
- (i) Determine the time, place and agenda for the Executive Council and Annual General Meetings;
- (j) Recommend the dissolution of Boards or Committees to the Executive Council;
- (k) Ensure all policies and resolutions recommended/adopted by all Boards are referred to the Executive Council for approval;
- (l) 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;
- (m) Publish and present to the membership a consolidated plan as approved by the Executive Council within six (6) months of taking office;
- (n) Present a four (4) year strategic plan to the membership with the approval of the Executive Council at each Annual General Meeting;
- (o) Examine and present recommendation to the Executive Council for change of status of Branch and Chapter in accordance with the Constitution and Bylaws;
- (p) Provide job descriptions to all employees of the Association including terms and benefits;
- (q) Provide semi-annual report to update the membership on general progress, activities and state of the Association;
- (r) Submit all written complaint(s) from the member(s) to the Executive Council within 60 days for appropriate action;
- (s) Document the policies and procedures and ensure that it is implemented throughout the Association; and
- (t) Develop and present the annual budget to the Executive Council for approval.
- (u) (U) The General Treasurer and Asst. Gen. Treasurer shall appraise and assist the Board of Finance and Revenue in policy decision.

## 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) Four (4) Executive Boards as follows:

- (a) Religious Services;
- (b) Media and Public Relations;
- (c) Planning, Development & Technology;
- (d) External Relations and Social Services

9.2

**INDEPENDENT BOARDS:**

There shall be six (6) Independent Boards as follows:

Board of Governance;  
 Board of Trust Affairs;  
 Board of Finance and Revenue;  
 Board of Education Services;  
 Board of Funeral and Burial; and  
 Board of Social Justice and Welfare.

**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; and
- (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** Assist 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) 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 PLANNING AND DEVELOPMENT SERVICES**

### **EXECUTIVE BOARD OF PLANNING, DEVELOPMENT & TECHNOLOGY**

#### **9.7 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.

#### **9.8 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; 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 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;
- N. Develop and implement a common Information Technology system which is robust and enables all divisions to conduct all administration and business activities using common databases;
- O. Develop and implement Environmental friendly technologies as well as practices which supports and safeguards the environment; and
- P. Establish a new management working committee and or Chapters in collaboration with the Membership Committee with the approval of the Executive Council.

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

### **EXECUTIVE BOARD OF MEDIA & PUBLIC RELATIONS**

#### **9.10 COMPOSITION OF BOARD OF PUBLIC RELATIONS AND COMMUNICATIONS SERVICES MEDIA AND PUBLIC RELATIONS:**

The Board of Public Relations and Communications Services shall comprise of the following:

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

#### **APPOINTMENTS TO BOARD OF PUBLIC RELATIONS AND COMMUNICATIONS SERVICES BOARD OF MEDIA AND& PUBLIC RELATIONS:**

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; and
- (b) Members of this Board may serve in only one other Board if appointed by the Executive Council.

**9.12 ROLES AND RESPONSIBILITIES OF PUBLIC RELATIONS AND BOARD OF COMMUNICATIONS SERVICES BOARD OF MEDIA AND PUBLIC RELATIONS:**

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 EXTERNAL RELATIONS**

**COMPOSITION OF BOARD OF EXTERNAL RELATIONS\_and SOCIAL SERVICES:**

The Board of External Relations 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 EXTERNAL RELATIONS:**

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; and
- (b) Members of this Board may serve in only one other Board if appointed by the Executive Council.

**9.15 ROLES AND RESPONSIBILITIES OF BOARD OF EXTERNAL RELATIONS:**

This board shall have the following roles and responsibilities:

- (i) Formulate and implement long lasting relationship policies and guidelines with regards to other organizations, Government Bureaucracies and International Organizations;
- (j) Propagate BCMA Services;
- (k) Assist the President and other BCMA Boards, Branches and Chapters in dealing with Governments;
- (l) Promote the goodwill of BCMA on behalf of the Association;
- (m) To Monitor and assess events that may impact the interest of the Association;
- (n) Establish and maintain a trust and lasting relationships with all stake Holders;
- (o) Create, control and manage the external relationship on behalf of all divisions with regards to grants and assistance from all levels of Government;
- (p) To ensure that no breach occurs with the external relation policies;
- (q) Provide monthly financial and progress reports to the Executive; and
- (r) Any other related function(s) at the direction of the Executive or the Executive Council.
- (s) Consult and liaise with the Board of Social Justice and Welfare services.

## 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

### INDEPENDANT BOARDS

#### THE BOARD OF TRUST AFFAIRS

##### 10.1 **PURPOSE:**

Trustees generally are representatives of the BCMA MEMBERSHIP elected to safeguard the Assets of the BCMA. While trustees' personal and professional backgrounds may vary, all are passionate about BCMA, have proven their leadership with a history of professional achievement or civic involvement, and have tirelessly volunteered and are dedicated to the BCMA.

##### 10.2 **COMPOSITION OF BOARD OF TRUST AFFAIRS:**

The Board of Trust Affairs shall comprise of Nine (9) Elected Members.

The Chairperson shall be appointed from amongst the Seven (7) members, including a Secretary and a Treasurer.

##### **APPOINTMENTS TO THE BOARD OF TRUST AFFAIRS:**

In order to ensure continuity, a staggered approach will be taken during the 1<sup>st</sup> (first) election of the Board of Trust. Four members will be elected for three years each and three for two years each. All members of the Board shall be eligible for future re-elections for a subsequent 3 year term.

At the AGM of the year before the election year of the Board of Trust, the Election Committee shall call for nominations from the General Council members for vacancies that will be arising for the next election and shall scrutinize the eligibility of the candidates as per the set criteria.

The Election Committee shall conduct the election for the vacant position(s) from the approved list of the candidates at the General Council meeting of the following AGM. All General Council members present shall elect the candidate(s) for one term.

The Chairperson shall be appointed from amongst the elected candidates by the Executive Council at the next follow up meeting.

All Seven Trustees shall be elected by the General Council.

##### 10.4 **VACANCIES ON THE BOARD OF TRUST AFFAIRS:**

Any vacancies arising in the Board of Trust Affairs will be filled by the Executive Council of the BCMA. The appointee shall only fill the vacant position till the next election.

##### 10.5 **TERMS:**

- (a) Each member of the Board of Trust shall be elected for a period of three (3) years.
- (b) The term begins effective January 1st of the next calendar year.
- (c) There shall be no term limit.

## 10.6 PROCEEDINGS OF THE BOARD OF TRUST AFFAIRS:

### Calling Meetings:

The Chairperson of the Board of Trust Affairs may, at any time, and the secretary, on the request of the Board of Trust Affairs, shall convene a meeting of the Board of Trust Affairs.

### Chairperson of Meetings:

The Chairperson shall chair all the meetings of the Board of Trust Affairs but if at a meeting the Chairperson is not present within 30 minutes after the time appointed for holding the meeting, the Secretary shall chair and act as the chair or if not then any other member of the Board.

## 10.7 ELIGIBILITY AND QUALIFICATIONS:

To be considered a qualified candidate for the Board of Trustees, the applicant will have demonstrated:

- (a) Have Demonstrated a dedication to furthering the work of BCMA;
- (b) Understanding of complex business, real estate and financial transactions;
- (c) Has been a member of the Association in good standing for at least 15 Consecutive years;
- (d) Has served as an official or on any committees of the Association for a minimum of (10) year's;
- (e) Preferably possess basic computer skills and is experienced in administration and business management;
- (f) Is not found to be incapable of managing his own affairs by reason of mental infirmity;
- (g) Is not a discharged or an un-discharged bankrupt;
- (h) All officials including the trustees shall go through a Criminal Records check;
- (i) All trustees elected must take an oath of office and conform to the provisions of the constitution; and
- (j) None of the Trustees shall be a director of a chapter/branch, member of any other BCMA board or be part of the executive or be part of the internal auditing committee during the tenure of his/her office.

## 10.8 ROLES AND RESPONSIBILITIES OF BOARD OF TRUST AFFAIRS:

This Board of Trust Affairs shall have the following roles and responsibilities:

- (a) Always hold all capital properties inclusive of real and monetary cash in trust of BCMA;
- (b) To ensure all capital funds collected for a particular project is utilized for the stated project:
  - In the event the project does not materialize or after the completion there is a surplus in the stated project funds, The Trustees should refer the matter to the executive Council with the consultation of the project managers.
- (c) Shall have jurisdiction over all Capital and real properties in trust for the Association;
- (d) Will ensure that the title to BCMA real estate and other assets will be kept in BCMA name;
- (e) To approve or disapprove any financial transactions relating to BCMA's real estate and other assets. No sale, assignment, transfer, or any other action involving the disposition of BCMA's real estate can be authorized without the written consent of seven (7) of the existing number of Trustees;
- (f) To review and provide recommendations for annual budget proposed by the BCMA Executive;
- (g) To review the financial transactions and disbursement of BCMA funds (including borrowing, lending and investing for and on behalf of BCMA for amount greater than \$20,000 for any projects);
- (h) Assigned trustees shall be entitled to attend all meetings of the Organization dealing with real estate or capital projects. The trustees must be forwarded a notice of all meetings;
- (i) Trustees may be asked to represent BCMA on an ad hoc basis, and are encouraged to participate in development activities when needed;
- (j) Co-signing and withdrawals and revenue of funds are in accordance with BCMA Guidelines;
- (k) All legal documents with respect to Real Estate Transactions shall be executed by four individuals: Two (2) from the Board of Trust Affairs, the Chairman, Secretary or the Treasurer and Two (2) from the Executives the President, Treasurer or the Secretary;
- (l) The Trustees shall examine and verify the inventory of all moveable and all movable and immovable assets of the Association at all locations once a year;
- (m) 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;
- (n) Act as a caretaker Board in cases of dissolution of any chapter/ branch or the executive till proper appointments has been done by the election committee;
- (o) Any activity that is contrary to the Constitution and Bylaws of the Association, the Trustees have the mandate to:
  - Inform appropriate party to so that the issue can be addressed.
  - Hold the individuals accountable by recommending appropriate actions to the Executive Council.

- If the matter is significant that will jeopardize the ongoing operation and integrity of the Association, the Board of Trust Affairs have the authority to call an emergency Executive Council meeting to resolve and take corrective measures within 7 days
- (p) Administer the handover of all inventory and records from the Outgoing officers to the incoming officers. In case no proper handover has taken place, the trustees should refer the matter to the Executive council;
- (q) Provide quarterly financial and progress reports to the Board of Trust Affairs and the Executive Council;
- (r) Provide annually a Risk Assessment Report to the Executive Council of all the Capital and real Properties; and
- (s) Any other responsibilities or functions at the direction of the Executive Council.

## **THE BOARD OF GOVERNANCE**

### **10.9 PURPOSE:**

The Board of Governance is generally required to act in an advisory and consultation role in order to steer the Association forward to meet its overall mandate as defined in its Constitution and By-laws. This is achieved by setting effective supervision and accountability through the implementation of appropriate systems and processes. All of its decision and policies are made for the safety, security and continuity of the Association. It is not a Management Board but provides general oversight and governs performance of the Association as a whole.

### **COMPOSITION OF BOARD OF GOVERNANCE:**

- (a) The Board of Governance shall comprise of Seven (7) elected members.
- (b) The Chairperson shall be appointed by the Executive Council from amongst the seven (7) elected members.
- (c) The elected board members shall have full voting rights in all Executive Council meetings.

### **10.11 APPOINTMENTS TO BOARD OF GOVERNANCE:**

In order to ensure continuity, a staggered approach will be taken during the 1<sup>st</sup> (first) election of the Board of Governance. Four members will be elected for three years each and three for two years each. All members of the Board shall be eligible for future re-elections for a subsequent 3 year term.

At the AGM of the year before the election year of the Board of Governance, the Election Committee shall call for nominations from the General Council members for vacancies that will be arising for the next election and shall scrutinize the eligibility of the candidates as per the set criteria.

The Election Committee shall conduct the election for the vacant position(s) from the approved list of the candidates at the General Council meeting of the following AGM. All General Council members present shall elect the candidate(s) for one term.

The Chairperson shall be appointed from amongst the elected candidates by the Executive Council at the next follow up meeting.

All Seven Board of Governance shall be elected by the General Council.

### **10.12 VACANCIES ON THE BOARD OF GOVERNANCE:**

Any vacancies arising in the Board of Governance shall be filled by the Executive Council through the Election committee. All such appointment shall be for the interim period until the next election year of the Board of Governance.

### **10.13 TERMS:**

- (a) Each member of the Board of Governance shall be elected for a period of three (3) years.
- (b) The term begins effective January 1st of the next calendar year.
- (c) There shall be no term limit.

### **10.14 PROCEEDINGS OF THE BOARD OF GOVERNANCE:**

#### **Meetings:**

The Chairperson may call a meeting at any time or the secretary on the request of the Board may convene a meeting.

The Chairperson or the secretary shall set the agenda and ensure matters dealt with at Board meetings appropriately reflect the Board's role and annual work plan, including the effective and efficient reporting of committee deliberations to the Executive Council.

#### **Chairperson of Meetings:**

The Chairperson shall preside over all the meetings of the Board and if at any time he is not present within 30 minutes of the scheduled time, the Secretary shall himself or request and appoint another member to chair and conduct the meeting.

### **10.15 ELIGIBILITY AND QUALIFICATIONS OF THE BOARD MEMBERS:**

To be considered a qualified candidate for the Board of Governance, the applicant will have demonstrated:

- A. Loyalty and dedication to furthering the mandate of BCMA;
- B. Has been a member of the Association in good standing for at least 10 years;
- C. Has served in an official capacity of the Association for a minimum of 5 years;
- D. Is over the age of fifty (50) years and possess a mature disposition;
- E. Possess good computer and both verbal and written communications skills;
- F. Is not found to be incapable of managing his own affairs by reason of mental infirmity;
- G. Is not a discharged or an un-discharged bankrupt; and
- H. Is not related to any employee or officer of the Association in any capacity.

#### 10.16 ELIGIBILITY AND QUALIFICATIONS OF THE CHAIRPERSON:

- (a) Loyalty and dedication to furthering the mandate of BCMA;
- (b) Proven leadership skills and Effective communicator;
- (c) Good strategic and facilitation skills, ability to achieve consensus;
- (d) Act impartially and without bias, respecting Executive Council;
- (e) Outstanding record of achievement in one or leadership skills; and
- (f) A proven commitment to the Association.

#### 10.17 ROLES AND RESPONSIBILITIES OF BOARD OF GOVERNANCE:

The Board of Governance shall have the following roles and responsibilities.

- (a) Ensure that the reputation and integrity of the Association is preserved;
- (b) Ensure that BCMA achieves its vision, mission and objectives as set forth by the executive council;
- (c) Ensure adherence of the Constitution, the bylaws and Policies;
- (d) Ensure compliance to the society act & all others laws and regulations;
- (e) Ensure that the privacy and security guidelines of the Association are implemented;
- (f) Ensure all Standard Operating Procedures (SOPs) are documented and fully implemented for each division, board and committees;
- (g) Ensure all independent committees are enabled and given the authority to deliver on their mandate;
- (h) Ensure any activity that is contrary to the Constitution and Bylaws of the Association is corrected by:
  - Informing appropriate party so that the issue can be addressed.
  - Hold the individuals accountable by recommending appropriate actions to the Executive Council.
  - If the matter is significant that will jeopardize the ongoing operation and integrity of the Association, the Board of Governance in consultation with the Board of Trust Affairs shall have the authority to call an emergency Executive Council meeting to resolve and take corrective measures within 7 days.
- (i) Ensure the designation and boundaries of each Branch and Chapter is current by conducting demographic studies;
- (j) Promote new chapters based on the demographic studies in order to GROW the Association and serve the local communities;
- (k) Identify and propose areas of improvement to the executive Council from the results of the Investigation and Tribunal decisions;
- (l) Attend Executive Council meetings and provide minutes of all meetings and quarterly report as required;
- (m) In the absence of a formal Constitution review committee, The Board of Governors shall suggest amendments to the current constitution to the Executive council for approval before going to the Membership;
- (n) Shall approve and submit to the Executive Council All resolutions to be proposed at the Annual General Meetings; and
- (o) Any other responsibilities or functions at the direction of the Executive Council.

#### 10.18 ROLE OF THE CHAIRPERSON:

In addition to the role and responsibilities of all Governors, the Chair is responsible for:

- (a) Ensuring the integrity and effectiveness of the Board's governance role and processes;
- (b) Presiding at meetings of the Board;
- (c) Encouraging active participation and input while ensuring that all Governors have the opportunity to share perspectives with regard to debate or discussion;
- (d) Ensuring effective, ongoing relationships and communications between the Board of Governors and the President concerning matters impacting the Association and the functioning of the Executive Board;
- (e) Maintaining effective relationships with Chairperson of all other Boards, Committees and stakeholders of the Association;

## BOARD OF EDUCATION SERVICES

Education board is a body that operates schools under the Banner of BCMA.

Its elected board members manage the affairs of the education board.

The primary goal of the board is to utilize available resources to help all students to reach standards set out by education Ministry and BCMA.

They shall only be interested in the opinions of families with children. A school board must also ensure that Islamic Values, Morals, and Teachings shall not be compromised while acknowledging the Muslim society has a stake in Islamic education. A school board must place all students first when making any decision.

### 10.19 COMPOSITION

BCMA Education shall be composed of Nine (9) Eleven (11) members:

- (a) Elected by Position:
  - VP Education Chairperson
  - Secretary
  - Treasurer
  - Curriculum Director
  - Operations Director
- (b) Elected and Appointed by majority Votes:
  - Chairperson SMS - Board
  - Chairperson BCMS - Board
  - Maintenance Director for each School
  - Fundraising Director for Each School

### 10.20 THE QUORUM:

For all Meeting, shall be Six (6) members.

### 10.21 VACANCIES:

Any vacancies arising in the Board of Education shall be filled by the Executive Council through the Election committee. All such appointment shall be for the interim period until the next election year.

### 10.22 QUALIFICATIONS

The General members will take into consideration at the time of nomination the knowledge of Islamic Teachings, Islamic integrity, character, Balanced Approach and maturity. They shall also have sound Business knowledge and have academic Experience.

Members of the Board will not concurrently occupy any other elected or non-elected role in BCMA.

Individuals should meet the following requirements in order to apply for the position:

- (a) Member of good standing;
- (b) A member who has shown leadership, ability to communicate effectively at all times, and has the ability to make decisions which is not self-serving and which is in the best interest of the BCMA;
- (c) They shall not receive any remuneration for their services; and
- (d) Be visible, active and accessible to the community and the membership

### 10.23 APPOINTMENT:

The Election Committee shall call for nominations from the Core EX. Council and conduct the elections.

The Core Ex. Council will elect members of the Board of Education Services.

A candidate, if nominated, must remain qualified throughout the election and, if elected, throughout the term of office. Board candidates should confirm that they have the desired qualifications described above. It is the responsibility of the candidate to be Truthful at the time of nominations as to whether he or she is qualified to be elected to and hold office.

**10.24 TERMS:**

Each member of Board of Education Services will be elected for a term of three (3) years beginning on January 1st of the calendar year.

At the expiry of the term, if the Board members have met the expectations and have the confidence of the executive council, they shall be eligible for Re Appointment.

There shall be no term limit.

**10.25 ROLES AND RESPONSIBILITIES:**

The Board of Education is responsible for implementing board's policies. They entrust the day-to-day management of the board to its staff through the board's directors.

Additionally, the board shall have the following roles and responsibilities:

- (a) Manage and operate schools and educational facilities;
- (b) Ensure effective stewardship of the board's resources;
- (c) Appoint a minimum of five (5) members of (PAC) Parents Action Committee per school in consultation with the Executive Council where deemed necessary;
- (d) Guide and assist with the establishment of (PAC) Parents Action Committee for each of B.C.M.A Muslim Schools;
- (e) Establish guidelines for each School Management and (PAC) Parents Action Committee;
- (f) Prepare school budget and identify the needs and fulfillment of educational and human resources ahead of school commencement;
- (g) Formulate education plan for all schools managed by the Association;
- (h) Closely coordinates with the Executive in acquiring funds to cover extra expenses;
- (i) For All upgrades and maintenance to the school facilities, the Board shall set aside a separate fund to meet the expenses;
- (j) Hire and discharge school staff in consultation with the Principal 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;
- (k) Identify the needs for various administrative positions and appoint any new opening with the approval of the executive Council;
- (l) Communicate with the different levels of government and school boards on behalf of the Association on matters relating to education;
- (m) Establish regular communication with parents and Muslim communities on behalf of the schools;
- (n) Maintain a close contact with Islamic educational institutions in British Columbia and across Canada;
- (o) Follow the guidelines as set forth by the Executive Council from time to time;
- (p) Formulate and implement policies, process and procedures for administration of the schools with the approval of the Executive;
- (q) Prepare school syllabus in accordance with the Ministry of Education guidelines, which shall also be shall include:
  - Proper religious instructions;
  - Teaching of Arabic language; and
  - Teaching of Islamic history;
- (r) Provide quarterly financial and progress reports to the Executive Council;
- (s) Recommend and administer scholarship funds if any, as per the guidelines set by the Executive Council;
- (t) Monitor and evaluate the effectiveness of policies developed by the board in achieving the board's goals and the efficiency of the implementation of those policies;
- (u) Evaluate the performance of the Principal on an annual basis or as required;
- (v) Ensure the Principal is performing as per the contract and Job Description including performance reviews of School Staff on an annual basis or as required;
- (w) Setting goals for student achievement;
- (x) Establishing a respectful, caring, professional climate throughout the school;
- (y) Creating collaborative relationships inside the board and across the community;
- (z) Promoting continuous improvement at school;
- (aa) Promoting community involvement and establishing communications with stakeholders;
- (bb) Any other related function(s) at the direction of the Executive Council;
- (cc) 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.
- (dd) The chairperson of the board of each schools or their nominees to attend Executive Council meetings along with the VP of the Education

## 10.26 PROCEEDINGS & PROCEDURE OF BOARD OF EDUCATION SERVICES

### **Calling Meetings:**

The VP Education shall be the Chairperson and chair all the meetings of the Board of Education Services but if at a meeting the Chairperson is not present within 30 minutes after the time appointed for holding the meeting, the Secretary shall chair act as the chair or if not then any other member of the Board.

### **Chairperson of Meetings:**

The Chairperson shall chair all the meetings of the Board of Education Services but if at a meeting the Chairperson is not present within 30 minutes after the time appointed for holding the meeting, the Secretary shall chair act as the chair or if not then any other member of the Board.

## 10.27 PORTFOLIOS:

### **Chairperson (SMS – Board):**

This position requires the member to ensure the concerns of the PAC at SMS are addressed and brought to the attention of the Board.

### **Chairperson (BCMS –Board):**

This position requires the member to ensure the concerns of the PAC at BCMS are addressed and brought to the attention of the Board.

### **Secretary:**

The Secretary shall be in charge of all correspondence, minutes, records of the Board and oversee all the communications.

### **Treasurer:**

The Treasurer shall be responsible for the accounting and finance of the Board including Accounts payable and accounts receivables as well as oversee the admissions and promote enrolment of students for the school.

### **Chairperson (SMS – PAC):**

This position requires the member to ensure the concerns of the PAC at SMS are addressed and brought to the attention of the Board.

### **Chairperson (BCMS – PAC):**

This position requires the member to ensure the concerns of the PAC at BCMS are addressed and brought to the attention of the Board.

### **Maintenance Director:**

This position requires the member to ensure all assets under their jurisdiction are properly maintained.

### **Fundraising Director:**

This position requires the member to organize fundraising activities.

### **Curriculum Director:**

This position requires the member to Evaluate and propose new innovative ways of learning and scrutinize through consultation any new curriculum before adoption.

### **Operations Director:**

To oversee the school administration and staff management and student services such as transportation and other needs.

## 10.28 BOARD OF FINANCE AND REVENUE:

To establish a clear financial accountability framework of the association by implementing a sound financial system.

To establish revenue source means in order to sustain growth and on going Financial Commitments of the Association.

## 10.29 COMPOSITION

Board of Finance shall be composed of Nine (9) members:

(a) Elected by Position:

- Chairperson
- Secretary
- Treasurer

- (b) Elected and Appointed by majority Votes:
- Chair of Halal Committee.
  - Business Development Director
  - Waqf and Endowment Fund Director
  - Chair of Auditors Board
  - General Treasurer
  - Asst. Gen. Treasurer

**10.30 THE QUORUM:**

For all Meeting, shall be Four (4) members.

**10.31 VACANCIES ON THE BOARD OF FINANCE AND REVENUE:**

Any vacancies arising in the Board of Finance shall be filled by the Executive Council through the Election committee. All such appointment shall be for the interim period until the next election year.

**10.32 QUALIFICATIONS:**

Members of the Board will not concurrently occupy any other elected or non-elected role in BCMA.

Board candidates should meet the following requirements in order to apply for the position:

- A. Member in good standing;
- B. A member who has shown leadership, ability to communicate effectively at all times, and has the ability to make decisions which is not self-serving and which is in the best interest of the BCMA;
- C. They shall not receive any remuneration for their services;
- D. Be able to conduct and research on new investment opportunities with the understanding of Returns and Payback periods, Risk exposure;
- E. Creating collaborative relationships inside the board and across the Muslim business community;
- F. Be able to conduct ongoing due diligence on the ongoing investments;
- G. Possess good computer and both verbal and written communications skills;
- H. Having a background in business operations and finance.

**10.33 APPOINTMENT:**

The Election Committee shall call for nominations from the Core EX. Council and conduct the elections.

The Core Ex. Council will elect members of the Board of Finance and Revenue.

A candidate, if nominated, must remain qualified throughout the election and, if elected, throughout the term of office. Board candidates should confirm that they have the desired qualifications described above. It is the responsibility of the candidate to be Truthful at the time of nominations as to whether he or she is qualified to be elected to and hold office.

**10.34 VACANCIES:**

Any vacancies arising in the Board shall be filled by the Executive Council through the Election committee. All such appointment shall be for the interim period until the next election year.

**10.35 TERMS:**

Each Board of Finance member will be elected for a term of three (3) years beginning on January 1st of the calendar year.

At the expiry of the term, if the Board members have met the expectations and have the confidence of the executive council, they shall be eligible for Re Appointment.

There shall be no term limit.

**10.36 ROLES AND RESPONSIBILITIES**

This board shall have the following roles and responsibilities:

- (a) Establish broad financial policy that will guide The Association;
- (b) Help in developing, monitoring and management of Associations budgets;

- (c) Advise the President and The Executive Council of any significant financial matters arising;
- (d) Where appropriate delegate responsibility for the implementation of financial processes across all divisions;
- (e) Develop and provide financial reporting tools and processes;
- (f) Appoint a minimum of five (5) members of for committees to carry out functions of the Board in consultation and approval of the Executive Council;
- (g) Promote, assist and administer with the establishment of endowment and waqf funds which are shariah compliant in consultation with the Religious Board;
- (h) Submit names for an Internal Audit Committee to the Executive Council for approval;
- (i) Prepare request for Quote for external Auditors and scope for Audit;
- (j) Closely coordinates with the Executive in acquiring funds to generate revenue;
- (k) Provide training and orientation to all Treasures at all Divisions;
- (l) Formulate and implement policies, process and procedures for administration of funds with the approval of the Executive Council;
- (m) Provide quarterly financial and progress reports to the Executive Council;
- (n) Recommend and administer scholarship funds if any, as per the guidelines set by the Executive Council;
- (o) Monitor, evaluate and advise the Executive council in all the financial position of the Association;
- (p) Evaluate the performance of funds on a regular basis;
- (q) Any other related function(s) at the direction of the Executive or the Executive Council;
- (r) The Board 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; and
- (s) Prepare Business plans and Proposal to generate Ongoing Revenue streams to meet the organizations short term and long-term goals and needs.

#### 10.37 PORTFOLIOS:

**Chairperson:**

The Chairperson shall be responsible for proper administration of the Board of Finance and Revenue and shall ensure the Board is fulfilling its roles and responsibilities.

**Secretary:**

The Secretary shall be in charge of all correspondence, minutes and records of the Board.

**Treasurer:**

The Treasurer shall be responsible for the accounting and finance of the Board including Accounts payable and accounts receivables.

**Chair of Halal Committee:**

Shall liaison with the halal committee and be responsible for verifying and managing goods consumed by Muslims are certified as halal as per Islamic Standards set out by the BCMA Imams and to take corrective measures if or when the word Halal is misused.

**Business Director:**

This position requires the member to seek and manage revenue-generating operations including Shariah compliant financing tools with the approval of the Executive council.

**Waqf and Endowment Fund Director:**

This position requires the member to seek and manage waqf and endowment generating opportunities with the approval of the Executive council.

**Chair of Auditors committee.**

Shall preside over meeting with internal auditors. Have accounting background and posses auditing knowledge. Prepare and Ensure guidelines and scope for internal and external auditing are met.

#### THE BOARD OF FUNERAL AND BURIAL SERVICE

#### 10.38 PURPOSE:

THE BOARD OF FUNERAL AND BURIAL SERVICES is generally responsible for the management of every burial plot purchased on behalf of the Association at all locations. Further, they are to manage and maintain a database in order to track sale of all such plots and its utilization on an ongoing basis. Additionally they are responsible to guide the bereaving families and execute the funeral rites and ritual services according to the approved Islamic law while meeting the applicable governmental regulations.

#### 10.39 COMPOSITION:

- (a) The Board of FUNERAL AND BURIAL SERVICES shall comprise of Five (5) members;
- (b) The Chairperson shall be appointed by the Core Executive Council from amongst the Five (5) elected members:
  - 1. **Chairperson** Vice President
  - 2. Secretary
  - 3. Treasurer
  - 4. Women's Burial Coordinator
  - 5. Men's Burial Coordinator

#### 10.40 APPOINTMENTS

The Election Committee shall call for nominations from the Core EX. Council and conduct the elections.

The Core Ex. Council will elect members of the Board of FUNERAL AND BURIAL SERVICES

The Core Executive Council shall appoint the Chairperson from amongst the elected candidates.

A candidate, if nominated, must remain qualified throughout the election and, if elected, throughout the term of office. Board candidates should confirm that they have the desired qualifications described above. It is the responsibility of the candidate to be Truthful at the time of nominations as to whether he or she is qualified to be elected to and hold office.

#### 10.41 VACANCIES:

Any vacancies arising in the Board of Funeral and Burial Services shall be filled by the Executive Council through the Election committee. All such appointment shall be for the interim period until the next election year.

#### 10.42 TERMS:

Each member of the Board of FUNERAL AND BURIAL SERVICES shall be elected for a period of three (3) years beginning on January 1st of the calendar year.

At the expiry of the term, if the Board members have met the expectations and have the confidence of the executive council, they shall be eligible for Re Appointment.

There shall be no term limit.

#### 10.43 ELIGIBILITY AND QUALIFICATIONS OF THE BOARD MEMBERS:

To be considered a qualified candidate for the Board, the applicant will have demonstrated:

- (a) A person of mature disposition;
- (b) Possess leadership qualities;
- (c) Act impartially in all decisions;
- (d) Conduct Himself/herself in the best traditions of Islam;
- (e) Conduct Himself/herself in the best interest of the Association;
- (f) Has sound knowledge of Islamic rites and rituals with regards to funeral and burial
- (g) Shall not hold official position in any other Muslim organization registered in British Columbia;
- (h) Has been a member of the Association in good standing; and
- (i) Is not found to be incapable of managing his own affairs by reason of mental infirmity.

#### 10.44 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 Council;
- (i) Coordinate with Women's Funeral Services as required or at least on a monthly basis;

- (j) Train and establish a pool of volunteers to help in performing the funeral rituals (Ghusul) and in the process of Burial of the bodies;
- (k) Any other related function(s) at the direction of the Executive or the Executive Council; and
- (l) The Board 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.

#### 10.45 PORTFOLIOS

**Chairperson:**

The Vice President shall be responsible for proper administration of the Board and shall ensure the Board is fulfilling its roles and responsibilities.

**Secretary:**

The Secretary shall be in charge of all correspondence, minutes and records of the Board.

**Treasurer:**

The Treasurer shall be responsible for the accounting and finance of the Board including Accounts payable and accounts receivables.

**Women's Burial Coordinator:**

The Womens Burial Coordinator shall create a committee, which includes the branch and chapter representatives along with other regular trained volunteers as necessary.

**Men's Burial Coordinator:**

The Men Burial Coordinator shall create a committee, which includes the branch and chapter representatives along with other regular trained volunteers as necessary.

### **BOARD OF SOCIAL JUSTICE AND WELFARE**

#### 10.46 BOARD OF SOCIAL JUSTICE AND WELFARE:

- (a) To establish a sound social welfare services for the membership of the association so that the needs for seniors, destitute and refugees are delivered adequately;
- (b) To be a watchdog and establish policies and guidelines to fight against Islamophobia and help those whom may have been impacted by hate and racism against Islam and Muslims;
- (c) To establish revenue source means in order to sustain the delivery of services.

#### 10.47 COMPOSITION:

Board of Social Justice and Welfare Services shall have Seven (7) members;

1. Chairperson
2. Secretary
3. Treasurer
4. Vice President External Relations and Social Services
5. Men's Seniors Coordinator
6. Social Injustice and Human Rights Director
7. Newcomers and Settlement Director

#### 10.48 THE QUORUM:

For all Meeting shall be Four (4) members.

#### 10.49 VACANCIES:

Any vacancies arising in the Board of Social Justice and welfare services shall be filled by the Executive Council through the Election committee. All such appointment shall be for the interim period until the next election year.

#### 10.50 QUALIFICATIONS

The Chair, Secretary and treasurer of the Board will not concurrently occupy any other elected or non-elected role in BCMA.

Board candidates should meet the following requirements in order to apply for the position:

- (a) Member in good standing;

- (b) A member who has shown leadership, ability to communicate effectively at all times, and has the ability to make decisions which is not self-serving and which is in the best interest of the BCMA;
- (c) They shall not receive any remuneration for their services;
- (d) Creating collaborative relationships inside the board and across the Muslim organizations;
- (e) Have demonstrated to have ability to volunteer in aiding newcomers and seniors;
- (f) Possess good computer and both verbal and written communications skills; and
- (g) Preferably having a background in business operations and finance.

#### 10.51 APPOINTMENT:

The Election Committee shall call for nominations from the Core EX. Council and conduct the elections.

The Core Ex. Council will elect members of the Board of Social Justice and Welfare Services.

The Chairperson shall be appointed from amongst the elected candidates by the Executive Council.

A candidate, if nominated, must remain qualified throughout the election and, if elected, throughout the term of office. Board candidates should confirm that they have the desired qualifications described above. It is the responsibility of the candidate to be truthful at the time of nominations as to whether he or she is qualified to be elected to and hold office.

#### 10.52 VACANCIES:

Any vacancies arising in the Board shall be filled by the Executive Council through the Election committee. All such appointment shall be for the interim period until the next election year.

#### 10.54 TERMS:

Each Board of Social Justice and Welfare Services member will be elected for a term of three (3) years beginning on January 1st of the calendar year.

At the expiry of the term, if the Board members have met the expectations and have the confidence of the executive council, they shall be eligible for Re Appointment.

There shall be no term limits.

#### 10.54 ROLES AND RESPONSIBILITIES:

This board shall have the following roles and responsibilities:

- (a) Formulate guidelines and policies for social services including needs for all not limited to kids, youth, seniors and families whom may be destitute and refugees, Newcomers, and those needing Mental health and rehabilitation
- (b) Provide long-term programs and services in an organized and professional manner such as half way houses, seniors care facilities, rehabilitation, women's shelter, homeless shelters, hot soup kitchens for the hungry, employment resource services, Youth Help Hotline services, Islamophobia Hotline services;
- (c) May hire employees based on budget approved by the executive council to deliver services in a consistent manner;
- (d) Advise the Executive and/or the Executive Council on acquiring community facilities;
- (e) Assist seniors and provide social activities and needs and outreach programs;
- (f) Establish food and clothing banks for the needy;
- (g) Provide counseling services;
- (h) Provide quarterly financial and progress reports to the Executive Council;
- (i) Any other related function(s) at the direction of the Executive or the Executive Council;
- (j) Prepare Business plans and Proposal to generate Ongoing Revenue streams to meet the Boards short term and long-term goals and needs;
- (k) Prepare Business plans and Proposal with the three level of government to generate Ongoing Revenue streams to meet the Boards short term and long-term;
- (l) Conduct and research Trends of Islamophobia and its impact on Muslims;
- (m) Work in partnerships with other Muslim organizations with Executive Council approvals.
- (n) Identify ongoing demands of newcomers and seniors and provide solution and services as required based on resource available;
- (o) Maintain the sponsorship agreement (SAH) valid every year;

- (p) Organize fund raising events for sponsoring refugees, and Newcomers, Halfway Houses, Senior Care facilities, and other services that are needed in the community that are provided by the Board;
- (q) Apply for funds from related Government departments in order to meet and sustain the services of the Board;
- (r) The board may with the approval of the executive Council hire employees, define the duties and manage their performance; and
- (s) Establish Sub committees for the portfolios with the approval of the Executive Council.

#### 10.55 PORTFOLIOS:

**Chairperson:**

The Chairperson shall be responsible for proper administration of the Board of Social and Welfare Services and Revenue and shall ensure the Board is fulfilling its roles and responsibilities.

**Secretary:**

The Secretary shall be in charge of all correspondence, minutes and records of the Board.

**Treasurer:**

The Treasurer shall be responsible for the accounting and finance of the Board including Accounts payable and accounts receivables.

**Women's Seniors Coordinator:**

Shall be responsible for organizing and coordinating all the programs, activities and programs for Womens social and welfare needs.

**Men's Seniors Coordinator:**

Shall be responsible for organizing and coordinating all the programs, activities and programs for Men's social and welfare needs.

**Social Injustice and Human Rights Director:**

This position requires the member to be an advocate for Muslims who may have been wronged in the greater society for being a Muslim.

**Newcomers and Settlement Director:**

Shall be responsible for organizing and preparing the membership develop and deliver programs and services to assist Newcomers and refugees to Canada.

## Article 11

### THE WOMEN'S COUNCIL

11.0 The WOMEN'S COUNCIL generally shall be a collective forum of representatives from all Women's Branches and Chapters 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 WOMEN'S COUNCIL shall be perpetual in nature. Womens Council shall have autonomy over their affairs.

11.1 The WOMEN'S COUNCIL shall have as its members who are from Branch Management Committees, Chapter Management Committees, and Board of WOMEN'S COUNCIL

#### 11.2 Roles and Responsibilities of WOMEN'S COUNCIL.

In addition to the responsibility conferred upon by these bylaws or by Annual General or Special General Meeting of the Association or the Executive, Executive Council, the WOMEN'S COUNCIL shall have the following powers:

- (a) To elect and or appoint the Board of WOMEN'S COUNCIL and nominate the Committee members;
- (c) To resolve all disputes between the members of the WOMEN'S COUNCIL;
- (d) To manage funds collected by the WOMEN'S COUNCIL;
- (e) To have administrative authority in matters relating to the WOMEN'S COUNCIL;
- (f) To ensure any vacancy or vacancies created by the resignation, death, disqualification or expulsion of an official is referred to the election committee.
- (h) To raise funds for projects that pre-approved by the Executive Council;
- (i) To recommend honorarium names to the executive council as the WOMEN'S COUNCIL may deem appropriate;
- (c) All policy decisions shall be approved by the Executive Council of the Association.

## BOARD OF WOMEN'S COUNCIL

- 11.3 The affairs of the Women Council shall be managed by the Board of WOMEN'S COUNCIL for implementation.
- (a) The Board of WOMEN'S COUNCIL Chairperson or her representative and Secretary or their nominee(s) shall liaise with the Executive and the Executive Council of the Association.
- (b) The Board of WOMEN'S COUNCIL Chairperson or her representative and Secretary or their nominee(s) shall not be perceived to be competing or duplicating the functions of the Executive or the executive council of the Association.
- 11.4 Composition of Board of Women's Council:**  
 The Board of WOMEN'S COUNCIL shall comprise of Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and **Four (4) Six (6)** Vice Chairpersons.
- A. Women Dawah and Outreach Portfolio.
  - B. Communications & Membership Portfolio
  - C. Social and Welfare Portfolio
  - D. Funeral Portfolio
  - E. Sports and Recreation
  - F. Youth Services
- 11.5 Appointments of the Board of Women's Council:**
- 11.6 Election of Chairperson of Board of WOMEN'S COUNCIL;**
- A. Shall be elected from open nominations from general Membership and will be elected by Position.
  - B. 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.
  - C. Only the General Womens Council – the elected women at the branches and chapters shall be eligible to cast a vote.
  - D. Shall only hold the position of Chairperson for two terms across all branches and chapters.
- 11.7 Election of Secretary and Treasurer. Asst. Secretary, Asst. Treasurer.** The Chairperson in consultation with the elected board shall appoint the Secretary, the treasurer, Assistant Secretary, and Assistant Treasurer within seven (7) days of their appointment in the election year. All such appointees shall have the same rights, authorities and the privileges as any elected member of the Management Board of Women's Affairs.
- 11.8 Election of Vice-Chairpersons.** WOMEN'S COUNCIL by open nomination shall vote for the following positions and candidates, which will be elected by majority of Vote.
- A. Women Dawah and Outreach Portfolio.
  - B. Communications & Membership Portfolio
  - C. Social and Welfare Portfolio
  - D. Funeral Portfolio
  - E. Sports and Recreation
  - F. Youth Services
- 11.9 Proxy votes are not permitted.
- 11.10 The Elections Committee shall conduct the election Process.
- 11.11 Qualifications of Board of WOMEN'S COUNCIL Generally.** The following shall be the desired qualification of the Chairperson, **Four (4) 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) two-year 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.
  - (j) Must have served 5 years in total at within the Association as an official or a committee member.

**11.12 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.

**11.13 Roles and Responsibilities of the Board of WOMEN'S COUNCIL Members.**

All-important operational decisions of the WOMEN'S COUNCIL shall be delegated to the Board of WOMEN'S COUNCIL for implementation.

**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 WOMEN'S COUNCIL and the Executive Council;
- (c) Exercise any authority delegated by the Executive Council;
- (d) Act and make all decisions on behalf of the WOMEN'S COUNCIL on matters requiring immediate attention. The Board of WOMEN'S COUNCIL shall notify the WOMEN'S COUNCIL all such actions or decisions taken in its next meeting;
- (f) Determine the time, place and agenda for the Annual General Meeting of the WOMEN'S COUNCIL;
- (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 WOMEN'S COUNCIL for approval;
- (k) Produce semi-annual report to update the membership on general progress, activities and state of the WOMEN'S COUNCIL and

#### **PROCEEDINGS OF THE BOARD OF WOMEN'S COUNCIL**

**11.14 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.

**11.15 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.

**11.16 Delegation of Powers.** The Board of WOMEN'S COUNCIL may at any time, and the secretary, on the request of The Board of WOMEN'S COUNCIL may delegate any, but not all, of their powers to committees of the WOMEN'S COUNCIL. 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.

**11.17 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.

**11.18 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.

#### **PORFTOLIOS**

**11.19 Board of Women's Council Portfolios.** There shall be four (4) Vice-Chairpersons for the following:

- (a) Women Dawah and Outreach Portfolio.
- (b) Communications & Membership Portfolio
- (c) Social and Welfare Portfolio
- (d) Funeral Portfolio
- (e) Sports and Recreation
- (f) Youth Services

#### **•Women Dawah and Outreach Portfolio**

**11.20 Composition of Women Dawah and Outreach Portfolio.** Women Dawah and Outreach 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.

**11.21 Appointments to the Women Dawah and Outreach Portfolio.** The following rules will apply to appointments to this portfolio:

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

**11.22 Roles and Responsibilities of Women Dawah and Outreach Portfolio.** This portfolio shall have the following roles and responsibilities:

- (a) Organize educational and Interfaith programs for all Muslim women and non – Muslims and new Muslim sisters and children.
- (b) Organize religious seminars and Islamic teachings for the women;
- (c) Follow the guidelines as set forth by the religious board from time to time;
- (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) Any other related function(s) at the direction of the WOMEN'S COUNCIL.

#### •**COMMUNICATIONS and Membership PORTFOLIO**

**11.23 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

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

- (a) Six (6) members of the Communications and Membership 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 WOMEN'S COUNCIL for approval; and
- (b) Members of this Portfolio may serve in only one other Service Portfolio if appointed by the WOMEN'S COUNCIL.

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

- (a) Assist in Preparation to publish women Council's programs, promotions and activities' in the official BCMA Newsletter.
- (b) All Independent publications shall have prior approval of the Executive Board of Communications Services and the WOMEN'S COUNCIL;
- (c) Ensure that the membership has access to the Services and liaison with the Membership Committee in order to keep membership current.
- (d) Prepare articles for publication in the B.C. Muslim Association Newsletter
- (e) Ensure that the Association's website has information that is current and shall be authored and approved as per the Association's guidelines;
- (f) Prepare and submit media materials for propagation of Islam to the Executive Board of Communications Services for approval and release;
- (g) Act as media watch and report to the Executive Board of Communications Services for action;
- (h) Coordinate requirements and needs with the Executive Board of Public Relations and Communication Services; and
- (i) 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**

The Vice Chairperson of the Funeral portfolio shall be a member of the Funeral and Burial Board – As a Womens Burial Coordinator

The rules of the election of the Vice Chairperson of the Funeral board shall be the rules set out for the members of the Funeral and Burial Board of the executive council.

The responsibilities of the Vice Chairperson of the Funeral board shall be those as set out for the members of the Funeral and Burial Board of the executive council.

The Vice chair shall also liaise with branch and Chapters Funeral representatives.

## •SOCIAL AND WELFARE PORTFOLIO

**11.26 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 WOMEN'S COUNCIL for approval; and
- (b) Members of this Portfolio may serve in only one other Portfolio if appointed by the WOMEN'S COUNCIL.

**11.27 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 WOMEN'S COUNCIL and/or the Executive Board of Social Welfare Services for acquiring community facilities;
- (c) Assist seniors and provide social activities;
- (d) Establish food and clothing banks for the needy;
- (e) Provide counselling services;
- (f) Coordinate requirements and needs with the Executive Board of Social S Welfare Services; and
- (g) Any other related function(s) at the direction of the WOMEN'S COUNCIL or the Executive Board of Social Welfare Services.

**11.28 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.

**11.29 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.

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

1. Formulate guidelines and policies for the Youth in consultation with the Executive;
2. Develop and instill Islamic values through learning and participation;
3. Administer youth activities such as;
4. Organize minimum of one Youth activity per Branch and Chapter per year to facilitate formation of local youth committees;
  - i. Establish Muslim Scouts program for youth at each Branch and Chapter; and
  - ii. Conduct quarterly Youth Seminars to give Dawah and encourage participation in Islamic activities.
5. Assist the Youth and provide all necessary services and cooperation in carrying out the mandate of the Board;
6. Facilitate the activities of the Board of Youth Development Services and appoint Sub-Committees as needed;
7. Cooperate and interact with other youth organizations locally, nationally and internationally;
8. Provide quarterly financial and progress reports to the Executive; and
9. Any other related function(s) at the direction of the Executive or the Executive Council.

## •EXECUTIVE BOARD OF SPORTS AND RECREATION SERVICES

**11.31 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.

**11.32 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.

**11.33 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:
- (d) 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;
- (e) Organize Sports competition with Masajid from other Provinces in Canada to facilitate a wider and stronger relationship for future growth;
- (f) Organize other recreational activities such as Camping and Swimming.
- (g) Assist and provide all necessary services and cooperation in carrying out the mandate of the Board;
- (h) Provide quarterly financial and progress reports to the Executive;
- (i) Any other related function(s) at the direction of the Executive or the Executive Council.

## Article 12

### WOMEN'S BRANCH AND CHAPTER MANAGEMENT BOARDS COMMITTEES

#### 12.1 WOMEN'S BRANCH MANAGEMENT BOARD

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:

- Chairperson
- Secretary
- Treasurer
- Eight (8) members who shall be Directors of the following:
- Fundraising Services
- Youth Development Services
- Program coordination services
- Maintenance Services
- Women Dawah and Educational Services
- Membership and Outreach Services
- Sports and Recreation Services
- Social and Welfare Services

#### 12.2 THE CHAPTER MANAGEMENT BOARD:

The Chapter Management Board 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:

- Chairperson;
- Secretary;
- Treasurer;

Six (6) members who shall be in charge of the following portfolios:

- Maintenance Services;
- Youth and Sports Services ;
- Education and Dawah Services;
- Social and Welfare Services;

- Membership and Outreach Services;
- Program Coordination.

#### 12.3 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. In Case of Chapter the treasurer Assumes responsibility of Fundraising

**Youth Development Services:**

This position requires the member to organize and conduct youth activities. In case of Chapter the role of Sports and youth are combined.

**Program coordination services:**

This position requires the member to organize and coordinate events and programs at the Masjid.

**Maintenance Services:**

This position requires the member to ensure all assets under their jurisdiction are properly maintained.

**Women Dawah and Educational Services:**

This position requires the member to organize and facilitate Dawah services for children and adults as well as non-Muslims.

**Membership and Outreach Services:**

This position requires the member to register new members, follow up on renewals and maintain membership register. Other duties include communicating with members through social media, newsletter, and other means.

**Sports and Recreation Services:**

This position requires the member to organize and conduct sports activities. The role of Sports and youth are combined.

**Social and Welfare Services:**

This position requires the member to organize and conduct social services.

#### 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:

- Have maintained her membership current for the last three (3) consecutive years;
- Meet Branch and Chapter residency requirement and shall have landed immigrant or citizenship status in Canada;
- Not hold similar position in another Muslim organization registered in British Columbia with similar goals aims and objectives of the Association
- Have a sound understanding and aspiration of the community;
- Demonstrate loyalty and dedication to the Association; and
- 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 person of mature disposition;
- Possess leadership qualities;
- Act impartially in all decisions;
- Conduct herself in the best traditions of Islam;

- (e) Conduct herself in the best interest of the B.C. Muslim Association;
- (f) Posses at least grade 12 education and experience in administrative duties;
- (g) Has sound knowledge of the Constitution; community, its needs, resources and aspirations;
- (h) Has sound knowledge and experience in administrative duties;
- (i) Has sound knowledge of the community, its needs, resources and aspirations;
- (j) Shall not hold official position in any other Muslim organization;
- (k) The Secretary shall possess strong communications and computer skills;
- (l) The Treasurer shall possess basic accounting and computer skills;
- (m) The Youth Services Director shall be forty (40) years of age or less; and
- (n) The chairperson shall possess management skills as well as sound knowledge of Islamic Traditions.

#### 12.6 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 WOMEN'S COUNCIL and the Association:

- (a) Day to day operation and management of assets for their Branch and Chapter;
- (b) Render approved services including religious, educational and social;
- (c) Be accountable to the Board of WOMEN'S COUNCIL and Women Branch and Chapter members;
- (d) Maintain and keep proper books of accounts, minutes and records according to the Association standards;
- (e) Prepare and submit financial reports to its members, Board of WOMEN'S COUNCIL, Executive and the Executive Council as and when required;
- (f) Maintain all movable and immovable assets and necessary improvement of those assets;
- (g) Maintain proper register of members at all times and file the same to the head office;
- (h) 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;
- (i) Hold an Annual General Meeting of the Branch and Chapter no later than September 30th of each year;
- (j) 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:

- Minutes of last Annual General Meeting;
- Annual Report;
- Financial Report with Auditors observation as summarized for the Financial Statements of the Branch and Chapter.
- Election of Women's Branch and Chapter officials if applicable;
- (k) 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;
- (l) 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
- (m) Comply with directives issued by Board of WOMEN'S COUNCIL failing which will result in disciplinary action.

#### 12.7 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 Council;
- (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 may be 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.

#### 12.8 VACANCIES IN BRANCH AND CHAPTER MANAGEMENT BOARD:

- (a) Any vacancy created by the resignation, death, disqualification or expulsion of the Chairperson shall be filled immediately by an eligible acting Chairperson from within the Local management Board;

- (b) An Interim Chairperson shall be appointed within three (3) months of such vacancy in consultation with the Election Committee;
- (c) Acting or Interim Chairperson shall be eligible to contest for a full term as per the election process if he has not served 2 full terms;
- (d) Past Chairperson who has served 2 full terms can be eligible to be appointed as Acting or as an Interim Chairperson; and
- (e) The branch management board in consultation with the election committee shall fill all other vacancies within thirty (30) days.

**12.9 DISSOLUTION OF BRANCH AND CHAPTER MANAGEMENT BOARD COMMITTEES:**

When resignation of simple majority of Branch and Chapter Management Board Committee members is received by the Branch and Chapter Secretary or the Election committee or the General Secretary of the Association, the Branch and Chapter Management Board Committee shall be deemed dissolved.

In The event of majority resignation designed to bring down the board deliberately, the resigning directors shall not be eligible for re-election or appointment for the balance of the term.

## 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 1<sup>st</sup> of year one to December 31<sup>st</sup> 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:

- Membership Committee;
- Election Committee;
- Investigation Committee;
- Halal Committee;
- Hilal Committee;
- School Management Committee;
- Sub Committees

#### **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 Independent Chair/House Speaker shall recommend the names received from the membership willing to contest the election for the position of the Committee Chairperson to the Executive Council along with other nominees to be members of the Membership Committee. The election of the Chairperson shall be by position only.

Additional four (4) men and two (2) women shall also be elected by the Executive Council 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 Term of Office shall be 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 Council.
- (d) Members of the Membership 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.

#### 16.4 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 council 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; and
- (i) In the case of a dispute the matter shall be forwarded to the appropriate Governing body and the parties reserve the right to plead their cases with the Executive Council.

### 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 BCMA Secretariat shall be the coordinator and the liaison between the Committee and the Executive Council.

#### 16.6 APPOINTMENT TO ELECTION COMMITTEE:

The following rules will apply to appointments to this committee:

- (a) The Independent Chair/House Speaker shall recommend the names received from the membership willing to contest the election for the position of the Committee Chairperson to the Executive Council along with other nominees to be members of the Election Committee. The election of the Chairperson shall be by position only.
- Additional four (4) men and two (2) women shall also be elected by the Executive Council within two (2) months after the Annual General meeting but not later than December 31st of the year of expiration of Election committee.
- (b) The Term of Office shall be 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 Council.
  - (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, Executive Council, Management Council, Executive Boards and other bodies and committees as required.
- (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 Executive and Executive Council;
- (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 Executive, Trustees, Board of governors, Women's council, Youth and Sports Council and the various boards of Executive Council;
- (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.
- (t) In Case of a tie vote or where the candidates contesting the election has equal number of votes and the position(s) available to be filled is less than the number for candidates contesting, The election committee can hold a toss or a roll of the dice or Picking a name card from a closed box or whatever means available to them to decide the winner in an open and transparent manner.

- **INVESTIGATION COMMITTEE**

**16.8 COMPOSITION OF INVESTIGATION COMMITTEE:**

The Investigation Committee shall comprise of a Chairperson and four (4) other members in good standing who have served the Association least two (2) years. The committee shall ensure at least 2 women are represented.

**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 members of the committee including Chairperson within two (2) months after the Annual General meeting but not later than December 31<sup>st</sup> of the year of expiration of Investigation committee.
- (b) The Executive Council shall consider the recommendation and approve the appointment of the names submitted 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 within BCMA.

**16.10 ROLES AND RESPONSIBILITIES OF INVESTIGATION COMMITTEE:**

This committee shall have the following roles and responsibilities:

- (a) Investigate submitted complaints referred to them by the Branch/Chapters, Boards, Executive/Executive Council, membership;
- (b) Acknowledge receipt of complaint within 5 days to the submitter with resolution and feedback to all impacted parties within 30 days;
- (c) Follow a standardize recordkeeping and communications template to log and maintain records of all incidents and action taken with follow-up;
- (d) Provide quarterly reporting or as needed to the Executive and Executive Council; and
- (e) Refer appeals and matters of a legal/business sensitive nature to the Tribunal.

## 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; and
- (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:

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

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

### EXECUTIVE SECRETARIAT

#### 16.17 THE OFFICE OF THE EXECUTIVE SECRETARIAT:

The Office of the BCMA Executive Secretariat under the direction of the Executive Council is the administrative office responsible for ensuring the proper record keeping of the organization.

The Office of the BCMA Executive Secretariat also maintains corporate records and is a resource for members of the BCMA membership, providing information on policies, procedures, precedents and records of the BCMA.

The Office of the BCMA Executive Secretariat also has primary responsibility for the administration of the Freedom of Information and Protection of Privacy Act (FIPPA) and advising on the application of the legislation as delegated by the President and The Executive Council.

In addition, the Office of the BCMA Executive Secretariat Maintains Membership Records and facilitates election and maintains the elections results record.

The Office of the BCMA Executive Secretariat shall work in coordination with the Executive and The Executive Council, The Board of Governance, Board of Trust Affairs and the administrative arm of the Head office for proper maintenance and distribution of Official Records.

The Office of the BCMA Executive Secretariat Shall have the final Authority on any and all recordkeeping of the BCMA.

The Official Records for the BCMA Executive Secretariat shall be located at the Head office of BCMA.

#### 16.18 COMPOSITION OF THE BCMA EXECUTIVE SECRETARIAT:

Composition of the BCMA Executive Secretariat shall comprise of a the Following Positions and Committees and Board;

- House Speaker
- Recording Secretary
- Deputy House Speaker / Deputy Recording Secretary
- Chairperson of the Membership Committee

- Chairperson of the Election Committee
- Chairperson of the BCMA Tribunal

#### ATTENDEES OF THE BCMA EXECUTIVE SECRETARIAT MEETINGS:

- House Speaker
- Recording Secretary
- Deputy House Speaker / Deputy Recording Secretary
- Chairperson of the Membership Committee or their representative
- Chairperson of the Election Committee or their representative
- Chairperson of the BCMA Tribunal or their representative

#### 16.19 APPOINTMENTS OF THE BCMA EXECUTIVE SECRETARIAT:

The following positions of the BCMA Executive Secretariat shall be shall be elected by the Executive Council through Open Nominations from the Membership.

- House Speaker
- Recording Secretary
- Deputy House Speaker / Deputy Recording Secretary
- Chairperson of the Membership Committee
- Chairperson of the Election Committee
- Chairperson of the BCMA Tribunal

#### 16.20 PROCEEDINGS OF THE OFFICE OF THE BCMA EXECUTIVE SECRETARIAT:

##### Chairperson of Meetings:

The House speaker shall chair all the meetings of the Office of the BCMA Executive Secretariat but if at a meeting the Chairperson is not present within 30 minutes after the time appointed for holding the meeting, the deputy Chair/Speaker shall act as the chair.

##### Calling Meetings:

The House Speaker of the BCMA Executive Secretariat may at any time, or the Recording secretary, on the request of the Board shall convene a meeting of the Board.

##### A Resolution in Writing:

A resolution signed by all members of the Office of the BCMA Executive Secretariat and placed with the minutes of the Secretariat, is as valid and effective as if regularly passed at a meeting of the Board.

The quorum for all Meeting shall be four (4) members.

#### 16.21 ROLES AND RESPONSIBILITIES OF THE BCMA EXECUTIVE SECRETARIAT

##### (a) Independent Chair/House Speaker:

- Conduct as a House Speaker of the Executive Council, AGM, SGM or all meetings as called upon by the Executive Council.
- Ensure and oversee BCMA'S compliance with the Freedom of Information and Protection of Privacy Act and manage information access requests.
- Ensure effective operation and independence of all independent committees in the Secretariat.
- Prepare the Agenda for Executive Council, AGM, SGM or all meetings as called upon by the Executive Council every 6 – 8 weeks.

##### (b) Recording Secretary:

- Development and maintenance of policies in terms of record keeping and References.
- Ensure and oversee the development and maintenance of repository for BCMA policies, Records as well as information and data relating to BCMA governance.
- Facilitation of legal issues and opinions as required for BCMA.

##### (c) Deputy Chair/Secretary:

- Support the activities of Information search as requested by various arms of the association.
- Assume the responsibilities of the Independent Chair/House Speaker and Recording Secretary in their Absence.
- Assume any or all new and existing roles required by the Societies act or rules and regulations by Govt. Regulatory Bodies with regards to information and privacy issues.

**16.22 ELIGIBILITY FOR ELECTION AN APPOINTMENT OF INDEPENDENT CHAIR/HOUSE SPEAKER, RECORDING SECRETARY, DEPUTY CHAIR/SECRETARY:**

The following shall be the eligibility criteria of The INDEPENDENT CHAIR/HOUSE SPEAKER, RECORDING SECRETARY, and DEPUTY CHAIR/SECRETARY

- (a) Have maintained his membership current for the last three (3) consecutive years;
- (b) Meet BCMA jurisdiction 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) Not Contest for a position in any other capacity within BCMA.

**BCMA TRIBUNAL**

There will be a BCMA TIBUNAL within the Governance Structure of BCMA.

Members of the Tribunal team shall be independent in their approach and Resolve issues referred to it by the Membership.

The BCMA Tribunal will develop rules, procedures and regulations for their operations.

The rules and regulations employed by the BCMA Tribunal must be in accordance with the Islamic Law and must not conflict with the Law and Regulations of the Province of BC and the Govt. of Canada.

The BCMA TIBUNAL shall be the only Body, authorized by the Membership to hear appeals and conduct reviews of Investigation inquiries.

The decision of the tribunal shall be final on the parties in dispute.

**16.23 COMPOSITION:**

BCMA Tribunal shall be composed of three (3) Standing members and Two (2) additional members nominated based on expertise which shall be relevant to the nature of Appeal.

- Chairperson
- Secretary
- Mediator
- Advisor
- Advisor
- Members of the Board of Trust if needed or in the absence of the advisors
- Members of the Board of Governors if needed or in the absence of the advisors

**16.24 ATTENDEES:**

Shall be the BCMA Tribunal Members, advisors and complainants and defendants who are parties to the appeal process.

**16.25 THE QUORUM:**

For all Meeting, shall be Three (3) members.

**16.26 VACANCIES ON THE BCMA TRIBUNAL:**

Any vacancies arising in the BCMA Tribunal will be filled by the Executive Council for the unexpired term.

**16.27 QUALIFICATIONS**

The General members will take into consideration the knowledge of Islamic Law, Islamic Jurisprudence, legal background, integrity, character, and maturity.

Members of the Panel will not concurrently occupy any other elected or non-elected role in BCMA.

Individuals should meet the following requirements in order to apply for the position:

- Member of good standing.

- A member who has shown leadership, ability to communicate effectively at all times, and has the ability to make decisions which is not self-serving and which is in the best interest of the BCMA.
- They shall not receive any remuneration for their services.
- Generally, to serve as an independent and impartial Mediator.
- Be visible, active and accessible to the community and the membership.

#### 16.28 APPOINTMENT

The members of the BCMA Tribunal will be elected by the Ex. Council.

The Members on annual General Meeting shall approve the names for nominations to the Elections committee by a simple majority.

There shall be no limits to the names for nominations.

The elections committee shall conduct an election in the executive council for the Board of the Tribunal.

Three candidates with the highest number of votes shall form the board of the tribunal from which the Executive Council will appoint the Chairperson.

#### 16.29 SECRETARY AND MEDIATOR:

The Chairperson, Secretary and the Mediator will then select Two (2) additional members based on expertise which shall be relevant to the nature of Appeal for their caseloads the time of their choosing and advise the Ex. Council of their Selection for each case load.

The chairperson shall have the right to get professional paid Counsel with prior approval from the executive council.

#### 16.30 TERMS:

Each BCMA Tribunal member will be elected for a term of three (3) years beginning on January 1st of the calendar year.

There shall be no term limit.

#### 16.31 ROLES AND RESPONSIBILITIES:

- (a) The Tribunal shall ensure the appeal process shall be dealt with fair and expeditious manner with regards to all grievances & complaints;
- (b) Determines if the grievance/complaint is legitimate which will be based on the By-Laws of the Constitution/ Societies Act and Islamic Law;
- (c) The BCMA Tribunal must use proper Due diligence and thoroughly investigate the matter and adhere to the principles on fairness in their conduct. They shall be seen as impartial, must at all time act independently, in total neutrality and without prejudice when asked to resolve a dispute, irrespective of the parties involved and most importantly, in a confidential manner;
- (d) The BCMA Tribunal must identify and make recommendations to address the issues for positive changes within the system;
- (e) All decisions of the BCMA Tribunal should be made within the framework of the BCMA Constitution and the Societies Act of B.C and the Islamic Law;
- (f) The BCMA Tribunal is completely independent of all administrations of the Association. The Chair of the tribunal shall liaise with the Independent chair to notify the council of its proceedings and submit agenda items when required for executive council meetings;
- (g) Other than of public interest, all process shall remain strictly confidential amongst the parties to the dispute/issue;
- (h) Prepare report after thorough investigation and attempt to resolve them through recommendations (binding or not) to the Executive Council;
- (i) All resolutions or mediated agreements are to be fully enforceable through the Executive Council of BCMA; and
- (j) Ensure there is set of transparent procedures in place to address complaints and resolve disputes.

#### 16.32 PROCEEDINGS & PROCEDURE OF BCMA TIBUNAL:

##### Calling Meetings:

The Chairperson of the BCMA Tribunal may at any time, or the secretary, on the request of the BCMA Tribunal shall convene a meeting of the BCMA Tribunal.

##### Chairperson of Meetings:

The Chairperson shall chair all the meetings of the BCMA Tribunal but if at a meeting the Chairperson is not present within 30 minutes after the time appointed for holding the meeting, the Mediator shall chair act as the chair or if not then any other member of the Board.

**The BCMA Tribunal Chairperson:**

Shall ensure a fast and efficient appeal process within 45 days. If a longer time period is required, the chair shall be request an extension from the executive council.

**The BCMA Tribunal Secretary:**

- To acknowledge receipt of every complaint immediately within 7 days.
- Shall maintain proper records of all meetings.
- Shall document all the measures taken during the appeal process.

**The BCMA Tribunal Mediator:**

Shall apply any or all of the following Methodologies, in any order of their choosing:

- Alternative dispute resolution
- Arbitration
- Coaching
- Diplomacy
- Generic solutions
- Mediation for conflicts
- Or any other feasible method to bring the matter to a peaceful resolution in the best interest of Islam and Muslims and the BCMA.

**16.33 MATTERS OF CRIMINAL OR SERIOUS NATURE:**

Any Charge(s) of misdemeanor, misappropriation of funds, fraud, corruption, violation of the constitution, cover-up of such offenses, etc., can be brought against a Member or a group of Members by a petition signed by at least twenty-five (25) or 5 percent (5%) of total Members, whichever is lesser. The petition shall be submitted to the Investigation Committee and the Investigation Committee shall send a copy of the same to the Chairperson of the Board of Trustees and the board of Governors and the Executive and the Executive Council.

If the Member(s) accused refuses/refuse to participate in clarifying their position the executive shall be asked to take legal action.

The panel shall hear the charge(s) as well as witnesses from both sides, examine all evidence, and pass a verdict of "Guilty" or "Not Guilty" and determine punitive and/or corrective measures up to and including termination of Membership. If the panel finds clear evidence of criminal violation according to State and/or Federal laws, it may recommend to the Members to consider the possibility of legal suit against the person(s) accused, if a solution is not found within the framework and by-laws of the BCMA. The Executive Council shall abide by the recommendations of the panel or resort to the general membership.

The panel shall submit a detailed report on its findings and actions to inform the Executive Council provided privacy and confidentiality is not comprised and BCMA interest and Reputation is not jeopardized.

The executive Council shall determine how the report shall be made available to the membership.

An officer of the association or Committee or Ad Hoc/Sub Committee member or an auditor who is indicted or arrested or against whom a criminal trial is pending in the province or Federal Court shall be immediately and automatically suspended from his/her office until he/she is acquitted. If he/she is convicted after all appeals, if any, he/she shall be expelled from his/her office.

**16.34 GENERAL MATTERS:**

Matters concerning any religious, social, occupational, educational, business, demands,

Disputes, controversies, and differences other than criminal and governmental related cases arising out of, or related to, BCMA are to be resolved among the parties involved in an amicable spirit of Islamic brotherhood.

- (a) The decision of the Tribunal and a judgment may be entered on consenting parties.
- (b) With respect to any dispute or controversy that is made subject to the tribunal, no suite at law or in equity based on such dispute or controversy will be instituted by either party, except to enforce the decision of the Tribunal or only on of malicious, willful, and flagrant violation of law and intentional miscarriage and miscarriage of justice by the tribunal member(s).
- (c) No party to the arbitration will have a right to sue any Tribunal Member.
- (d) All parties to the arbitration will take part in the arbitration proceedings in good faith.
- And will abide by the rules set out by the Tribunal during the arbitration process which shall be conducted with respect and dignity.

## SUB-COMMITTEES

### 16.35 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:
  - Dawah Committee;
  - **School Management Committee;**
  - Fund Raising Committee;
  - Media Watch Committee; and
  - 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 31) but not later than **October 31st November 30** of each year at such time and place as determined by the Executive.

#### 17.2 SPECIAL GENERAL MEETING:

There may be 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) percent 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 Association meetings, including AGM and SGM shall be:

- **The President or his appointee shall chair Annual General Meetings; and**
  - **The House Speaker or his deputy shall chair the meetings**
  - The chairperson for all other regular meeting shall be the designated or appointed Chair
- (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. **Other meetings may be called with seven (7) days' notice. Generally, the notice of meeting shall be forwarded to members via email, other social media facilities and or general announcements at all masajid locations.**

**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.

- *Waiver of Notice is no longer a requirement under the New Society's Act*

**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; and
  - (c) For all other meetings of the Association there shall be a quorum of fifty percent plus one (50%+1) of eligible participants.
- 
- (a) The quorum for the Association's Annual General Meeting and Special General Meeting shall be ten percent (10%) 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 five percent (5%) 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 the local Branches & Chapters Annual General Meeting and Special General Meeting shall be ten percent (10%) 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 five (5%) or twenty five (25) 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;
  - (c) 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, Boards of Trust and the Board of Governors;
  - (d) 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:**

The following business shall be dealt with at the Annual General Meeting:

- *Confirmation of notice for convening Annual General Meeting; Not a requirement under the New Society's Act*
- 
- (a) Minutes of the last Annual General Meeting and business arising thereof;
  - (b) President and Board Reports;
  - (c) Financial Report;
  - (d) Treasurer's Report;
  - (e) Audited Financial Statements for the Fiscal Year;
  - (f) **Presentation of four (4) year strategic plan;**
  - (g) Appointment of Auditor; and
  - (h) **Amendments to the Constitution, Bylaws (if any);**
  - (i) Motion(s) (if any).

**17.10 Notice of Motion AT AGM:** 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 to ensure that the proposed motion do not infringe on the constitution and By Laws and Shariah. The motion shall be placed on the agenda paper for discussion at the Annual General Meeting.

There shall be no New resolutions or Motions proposed on the day of the AGM, which has not been approved by the Executive Council prior to the AGM.

Any ordinary resolutions at the AGN that are commitments of financial nature shall be subject to Executive Council approval.

#### **17.11 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.

#### **17.12 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.

#### **17.13 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**

#### **18.1**

- (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**

#### **18.2 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; and
- (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.

**18.3 CATEGORIES OF IMAMS:**

There shall be two (2) categories of Imams:

- (a) Official (employed); and
- (b) Voluntary.

**18.4 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.

**18.5 QUALIFICATIONS FOR VOLUNTARY IMAM:**

A voluntary Imam shall be certified by Board of Religious Services.

**18.6 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 Jumu'ah, 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; and
- (p) Any other related function(s) at the direction of the Executive or the Executive Council.

**MARRIAGE OFFICERS****18.7 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.

**18.8 QUALIFICATIONS FOR MARRIAGE OFFICERS:**

The Marriage Officer shall:

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

**18.9 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.

The Board of Finance and Revenue shall prepare and solicit Request for Quote (RFQ) based on the defined auditing services from eligible Accounting Firms. They will compile and submit a list of potential nominees for the role of External Auditor to the Executive Council for review and final selection no later than July 31<sup>st</sup>. The selected nominee shall be presented to the members at the Annual General meeting.

Other terms of the appointment shall be negotiated by the Board of Finance and Revenue and the Executive.

Each appointment shall be for one two year term. The same auditor cannot be re-appointed for consecutive terms.

#### **18.10    QUALIFICATIONS FOR AUDITORS:**

The qualification of Auditor(s) shall be as prescribed by the Society Act of British Columbia. There shall be no conflict of interest in the appointment of the Auditor as per the Society Act.

#### **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**

#### **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.
- (e) **He/she fails to manage the delivery of services adequately for which they are responsible.**

**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 than 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) Masjid 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:
  - Borrow money on the credit of the Association without incurring interest; or
  - 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 Masjid 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;
- (d) 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;
- (e) The Board of Religious Services shall determine the type of activity or function that will be permitted in Masjid;
- (f) 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.
- 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;
- Members may have access to information as per the Association guidelines.

#### **General Policies:**

The Executive [Council](#) 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 [and be implemented by the Secretariat](#).

#### 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 [two thirds \(66%\) 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.

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 two-thirds (2/3) of voting members present shall approve the need for changes in the Constitution and Bylaws. Members may send their amendment proposals to the Executive Council through the General Secretary of the Association. The Executive Council shall present the necessary amendments at the Annual General Meeting for adoption.

**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.

**End**