

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

والصلاة والسلام على سيد المرسلين سيدنا محمد وآله واصحابه اجمعين

*In the name of Allah most Gracious most Merciful*

*Peace and blessings be upon our Master Muhammad (peace be upon him and his Family and Companions)*

## **The Constitution of the Noor-Ul-Islam Mosque**

### **1. Name**

The name of the Charity shall be “**The Noor-Ul-Islam Mosque**” (hereinafter called “**the Mosque**”)

### **2. Aims and Objectives**

- a) The Mosque will provide an educational and spiritual centre for young Muslims, and provide them with educational facilities, including a library and study facilities.
- b) The Mosque is also established for the advancement of the Islamic religion in the Metropolitan Borough of Bury by the provision of a mosque, a Muslim burial ground, education in the principles of the Sunni Islamic faith, and in such other ways as the Committee shall deem fit.
- c) In the process of attaining the aforementioned objectives, the Mosque shall not at any time be connected or affiliated in any way with any form of political organization, whether locally, nationally or internationally.

### **3. Membership**

- a. Every Muslim residing in the Metropolitan Borough of Bury, aged eighteen years or more, is eligible of membership of the Mosque.
- b. Every person shall, before being admitted to membership, undertake to observe and be bound by the provisions of the constitution and bye-laws of the Mosque.

- c. Members shall pay such entrance fees and subscriptions as the Committee may from time to time determine.
- d. The Mosque will keep a register of members and enter therein the following particulars;
  - i. The name and current address of each member.
  - ii. The date upon which the member became a member.

#### **4. Administration**

The affairs of the Mosque shall be administrated by a Committee which shall consist of the office bearers hereinafter mentioned. The said office bearers shall be selected at the Annual meeting of the Mosque, for which provision is hereinafter made, and shall hold office until the conclusion of the following annual meeting but shall be eligible for reselection.

Casual vacancies arising among the office bearers or other members of the Committee may be filled by the Committee.

The following office bearers will be selected:

- i. President.
- ii. Vice President.
- iii. Secretary.
- iv. Joint Secretaries.
- v. Treasurer.
- vi. Assistant Treasurers.

#### **5. Rules of Procedure**

- a) The annual meeting of the Mosque shall be held on such day and such time and place in the month of (or as near thereto as circumstances may permit) as the Committee shall determine

Fifteen days notice at least shall be given, to all members in such a manner and nominations for selection to the Committee shall be invited in such a manner, as the Committee deem appropriate.

The business of such meetings shall include the selection of the aforesaid office bearers and other members of the Committee, the approval of the accounts of the Mosque, and the appointment if a member of one of the bodies specified referred to in sub-section (3) of section (8) of the Charities Act 1960 as auditor of the Mosque accounts.

Any member of the Mosque may attend and cast one vote at the annual meeting and in the event of an equality of votes the Chairman of the meeting shall have a second or casting vote.

The President of the Mosque, or in his absence, the Vice President shall preside as chairman at the meeting.

If both the President and the Vice President are absent fifteen minutes after the time appointed for holding the meeting or are unwilling to act the meeting shall choose some other member of the committee who is present to be chairman of the meeting.

- b) The President of the Mosque of the Committee may at any time at their discretion and shall within 31 day of receiving a written request so to do signed by not less than 30 members of the Mosque giving reasons for the request, call an extraordinary meeting of the Mosque for the purpose of altering the constitution in accordance with clause (11), or of dissolving the Mosque in accordance with clause (4), or for any other purpose.

The provisions hereinbefore contained in respect of the annual meeting of the Mosque shall apply *mutatis mutandis* to extraordinary meetings.

- c) No business shall be transacted at an annual or extraordinary meeting unless a quorum of members is present at the time when the meeting proceeds to business; one third of the membership shall constitute a quorum.

If within half an hour from the time appointed for the meeting a quorum is not present the meeting shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day, time, and place, as the Committee may determine, and if at the adjourned meeting quorum is not present within half an hour from the time appointed for the meeting the members present shall be quorum.

In furtherance of the purpose hereinbefore defined, but not further or otherwise, the Mosque may:

- i. Provide maintain endow furnish and fit out with all necessary furniture and other equipment any building or other premises as may be required for the purposes of the Mosque.
- ii. Employ all such offices and servants as may be required for the purposes of the Mosque.
- iii. Purchase or otherwise acquire lands for any estate or interest.
- iv. Raise money for any of the above purposes by mortgaging or charging all or any such property as may be legally mortgaged or charged with capital sums or with terminable annuities for lives or years.
- v. Accept subscriptions or donations (whether of real or personal estate) and devises and bequests for all or any of the purposes aforesaid and to sell and dispose of, to lease and accept surrender of leases of and manage all real estate (including leaseholds) so received and not required to be or capable of being occupied for

the purposes of the Mosque and generally to manage invest and expend all monies belonging to the Mosque.

- vi. Invest the monies of the mosque not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may be imposed or required by law.
- vii. Do all such other things as are incidental or necessary to the attainment or furtherance of the said aims and objectives or any of them.

## 6. Meetings, Sub-Committees and bye-laws

- a) The Committee may meet together for the despatch of business and adjourn and otherwise regulate their meetings as they think fit.

Questions arising at any meeting shall be decided by a majority of votes.

Each member of the Committee shall have one vote, out in the case of an equality of votes the Chairman shall have a second or casting vote.

The aforesaid provisions relating to the Chairing of the annual meeting of the Mosque shall apply to meeting of the Committee.

- b) The quorum necessary for the transaction of the business of the Committee shall be six.
- c) The Committee shall hold one ordinary meeting each month and may hold such other ordinary meetings as may be required. A special meeting of the Committee may be summoned at any time by the President or by any two members of the Committee upon seven clear days notice being given to all other members of the matters to be discussed.
- d) A minute book shall be provided and kept by the Committee and the secretary (or in his absence the assistant secretary) shall enter therein a record of all proceedings and resolutions.

The Minutes shall be signed by the Chairman at the conclusion of each meeting or at some subsequent meeting if the minutes shall have been duly confirmed.

- e) The committee may invite any person to attend its meeting but without power to vote.
- f) The Committee may delegate any of its powers to a sub-Committee or Sub-Committees and any such sub-Committees shall in the exercise of the powers so delegated conform to any regulations that may be imposed upon it by the Committee PROVIDED THAT the acts and proceedings of any such sub-Committee shall be fully and promptly reported to the Committee.
- g) The Committee may make bye-laws for the conduct of the **Mosques'** affairs. Such bye-laws not being inconsistent with the provisions of this constitution.

- h) Without prejudice to the generality of the foregoing, the Committee may by such bye-laws make appropriate provisions for the admission of Muslims under the age of 18 years to the benefit of the Mosque upon such terms and conditions as it shall in its discretion determine.

## **7. Accounts**

The Treasurer of the Mosque shall be responsible to the Committee for the proper keeping of the Mosque accounts which shall be audited annually by the person appointed in accordance with the provisions of clause (5a).

The accounts shall be regularly maintained and shall upon not less than 7 days notice be open to the inspection of any member.

## **8. Procedures for the handling of mosque monies**

All sums collected by or on behalf of the Mosque shall be handed over to the Treasurer or Assistant Treasurer who shall pay the same into a Bank account at the Bury branch of any such Bank or Building Society as the committee may from time to time determine.

Cheques shall be signed by any TWO of the president, the Secretary, the Treasurer or Assistant Treasurer, upon the instructions of the Committee.

The treasurer or Assistant Treasurer shall have power to give receipts for all monies paid to him on the Mosques' account.

## **9. Trustees**

The property of the Mosque shall be held in the name of four individuals as trustees who shall administer the same in all respects in accordance with the directions of the committee, or in the name of the Officials Custodian for Charities.

## **10. Conditions of Committee Membership**

The office of an office bearer or other member of the Committee shall be vacated if such office bearer or member:

- a) Becomes bankrupt or makes any arrangement or composition with his creditors generally,
- b) Becomes of unsound mind,
- c) Resigns his office by notice in writing,

- d) Is absent from 3 consecutive meetings of the Committee and the other members pass a resolution that the office of such office bearer or other member of the Committee shall be so vacated.

## **11. Alterations to the Constitution**

Any proposals to alter this constitution must be delivered in writing to the Secretary of the Mosque not less than 28 days before the date of the meeting at which it is to be considered.

An alteration will require the approval of a two-thirds majority of members present and voting at an annual or extraordinary meeting.

Notice of each such meeting must have been given in accordance with the normal procedure but not less than 21 days prior to the meeting in question and giving the wording of the proposed alteration.

PROVIDED THAT no such alteration shall be made to clause (2) hereof without the consent of the Charity Commissions for England and Wales and PROVIDED ALSO THAT no such alteration shall be made so as to cause the Mosque to cease to be a Charity in law.

The Mosque may be dissolved at anytime by a resolution passed by a three –quarters majority of the members present and voting at an extraordinary meeting provided that, if any property held by or in the name of the Mosque remains after the satisfaction of all debts and liabilities, such property shall be given or transferred to some other charitable institution or institutions having aim and objectives similar to those of the Mosque as the Committee may with the approval of the Charity Commissioners determine.