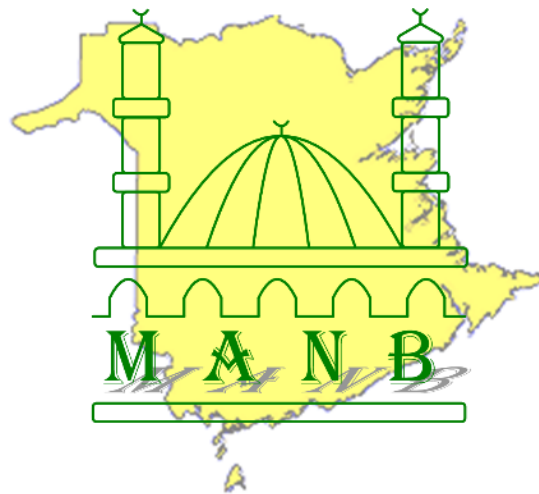


THE CONSTITUTION OF THE MUSLIM ASSOCIATION OF NEW BRUNSWICK



Owner: Muslim Association of New Brunswick
Location: 1100 Rothesay Road, Saint John, NB, E2H 2H8
Version: 3.0

1 Revision History

Version	Description	General Body Approval (for / opposed)	General Body Approval Date	Approval Location	Adoption Date
1.0	Initially adopted constitution	Unknown at this time	Unknown at this time	Bayside Drive	March, 1977
1.1	Amended Constitution	Unknown at this time	April 12, 1981	1100 Rothesay Road, Saint John, NB, E2E 2H9	April 12, 1981
1.1.1	Addendums added	Unknown at this time	January 7, 2001	1100 Rothesay Road, Saint John, NB, E2E 2H9	January 7, 2001
2.0	Amended Constitution	Vote to take place on January 18		1100 Rothesay Road, Saint John, NB, E2E 2H9	TBD
3.0	Incorporated All previous Amendments	Approved with majority vote	June 4, 2016	1100 Rothesay Road, Saint John, NB, E2E 2H9	June 4, 2016

Approved By:

- **President:** _____
- **Vice-President:** _____
- **Treasurer:** _____
- **Secretary:** _____
- **Member at Large:** _____

In The Name of Allah, The Beneficent, The Merciful

ARTICLE I: NAME

This organization shall be known as the **MUSLIM ASSOCIATION OF NEW BRUNSWICK (MANB)**, hereafter referred to as **THE ASSOCIATION**. The head office of THE ASSOCIATION shall be in the Islamic center located in the city of Saint John in the province of New Brunswick.

ARTICLE II: OBJECTIVES

1. THE ASSOCIATION shall be a religious, charitable, non-political, and non-profit organization concerned with the religious and general well-being of the Muslim community.
2. THE ASSOCIATION shall present the Islamic way of life as defined by the Holy Quran, the Hadith and Sunnah of Prophet Muhammad – Peace Be Upon Him.
3. THE ASSOCIATION shall operate as an autonomous organization within its bylaws, the laws of Canada and the laws and tenets of Islam.
4. THE ASSOCIATION shall:
 - a. Maintain the Islamic Centre in Saint John New Brunswick, which includes a mosque, an Islamic school, a library, and a community centre.
 - b. Publish and distribute Islamic literature.
 - c. Establish contact with new Muslims, visiting Muslims and introduce them to the Muslim community.
 - d. Receive, acquire and hold gifts, donations, and bequests.
 - e. Promote communication and understanding between Muslims and non-Muslims.
 - f. Maintain the Muslim cemetery in Sussex.
 - g. Provide assistance to other chapters of Muslim Associations in New Brunswick as required or needed.

ARTICLE III: MEMBERSHIP

1. REGULAR MEMBERS:

1.1. General Rules & Purpose:

- a. Your membership provides us with the ability to reach our goals, and build a better future for our children. Together we can shape a better future for the Muslims in the Greater Saint John area.

- b. All members and non-members are strongly encouraged to participate in activities of THE ASSOCIATION. Their suggestions and feedback are welcomed at any time.
- c. Non-members are not excluded from any activity BUT what is outlined in the privileges section below.
- d. The active membership shall consist of members who satisfy the membership requirements and agree to abide by the constitution.
- e. An active member is any Sunni Muslim, male or female, who meets the active membership requirements, and who is willing to work towards accomplishing THE ASSOCIATION's goals.
- f. All legal dependents including children, live in parents, and live in "in laws" shall be considered members with a full paid family membership, BUT their names must be submitted with the original or renewal application.
- g. Our individual members are free to belong or not belong to any other organization, and are free in their political affiliations as long as it does not interfere, conflict, or clash with the goals of THE ASSOCIATION.

1.2. Active Membership Requirements:

- a. Must be a Sunni Muslim with legal residency status in Canada.
- b. Non-Muslim spouses of the registered members may become honorable (non-voting) members.
- c. Must be ready to fully follow and abide by the constitution and the Boards' decisions, and must believe and work towards the implementation of the Quran, Sunnah and MANB's constitution and in the goals of THE ASSOCIATION.
- d. Must be 16 years or older.
- e. Must fill and submit the membership form.
- f. Must pay the membership dues in full on time.

1.3. Privileges:

- a. MANB membership is a privilege which can be revoked if the member indulges in any of the acts outlined below under "Termination and Withdrawal section"
- b. Members for a consecutive (continuous and current) 3 months, and who are at least 16 years old have full and exclusive voting rights in any election, active members meeting, or vote.
- c. Only members for a consecutive (continuous and current) 6 months or longer, and who are at least 18 years old are eligible to seek election and hold office.
- d. Advance notice on most major activities when possible.
- e. The exclusive right to vote on issues brought to any general ASSOCIATION meeting.
- f. Monthly, quarterly, or annually communication about THE ASSOCIATION's updates and news when possible.

1.4. Fees:

- a. The fee must be at least \$25 a year per person and subject to review by the board of directors on yearly basis.

- b. Membership fees must be paid on a semi annual, annual, or monthly basis through the method selected on the membership application form.
- c. Fees must be paid to THE ASSOCIATION and cannot be substituted by providing services.
- d. Fees may be reduced for people with financial hardship; such a decision must be made by the Board of Director's two-thirds majority.
- e. Membership dues shall not be increased by more than twenty- five percent in one year and cannot be decreased.
- f. All membership fees paid to THE ASSOCIATION are not refundable for any reason.

1.5. Termination & Withdrawal:

- a. Withdrawal from membership may be voluntary or may be decreed for failure to continue to satisfy the membership requirements.
- b. Membership of THE ASSOCIATION may be revoked by the Board of Directors for any of the following reasons (A simple majority vote of the Board of Directors may be required for such an action.):
 - i. If membership dues, or any part thereof, remain unpaid without proper justification for 60 days. This automatic termination is final. However, the terminated member may apply for new membership.
 - ii. Any member, who is proven to participate directly or indirectly in harming Muslims, or undermining the mission, the goals, or the objectives of THE ASSOCIATION.
 - iii. Any member who has been convicted of any felony under federal or provincial laws.
 - iv. Disrespecting the sanctity of the Mosque by cursing, shouting, initiating verbal spat and/or threatening a fellow Muslim to cause bodily harm.
- c. If the person has made intentional efforts to discredit, tarnish and/or defame the Quran, Sunnah or Islam.

1.6. Reinstatement:

- a. Any member whose membership has been terminated can reestablish his/her membership after fulfilling the membership requirements again, by submitting the membership form with the appropriate fees including the overdue fees within 30 days of termination, otherwise a new membership application will be required, and the applicant will be considered a new member.
- b. Members who were terminated for reasons other than the fees must be approved by the Board of Directors before their re-application is accepted.

- 2. MEMBERSHIP DUES: The amount of regular membership or associate membership dues shall be subject to periodic review. The membership dues will cover membership for one calendar year. All membership dues MUST be paid in full by January 31st for the current year.
- 3. MEMBER STATUS: In the event that a person pays their dues after January 31st he/she becomes a regular member of THE ASSOCIATION on the day he/she pays his/her

membership dues but for voting in general meetings or for constitutional amendments a new member must be in good standing for a period of not less 3 months.

4. **HONORARY MEMBERS:** Honorary members shall be those persons who are so declared by the executive on the basis of forming a consensus.
5. THE ASSOCIATION reserves the right to suspend membership, through consensus of the Board of Directors, of a person who does not act in accordance with the objectives of THE ASSOCIATION. (see Termination & Withdrawal section on page 4)
6. A suspended member shall have the right to seek a repeal of the Board of Director's decision. If unsuccessful, they may appeal the decision of the Board of Director before the general body and shall have his membership reinstated if a majority of the attending members vote to reinstate their membership. (see Reinstatement section on page 4)
7. The Board of Directors shall insure that a current register of members of THE ASSOCIATION is kept up-to-date at all times.

ARTICLE IV: RIGHTS, PRIVILEGES, AND RESPONSIBILITIES OF MEMBERSHIP

1. All regular members, associate members and honorary members and their spouses will be entitled to attend and participate in the services, gatherings, and various activities organized by THE ASSOCIATION.
2. Only regular members shall be entitled to vote at the general meetings and hold any elected office in THE ASSOCIATION in accordance with this constitution and bylaws.
3. Members for a consecutive (continuous and current) 3 months, and who are at least 16 years old have full and exclusive voting rights in any election, active members meeting, or vote. (see Privileges on page 3)
4. Only members for a consecutive (continuous and current) 6 months or longer, and who are at least 18 years old are eligible to seek election and hold office. (see Privileges on page 3)
5. The exclusive right to vote on issues brought to any general body meeting.

ARTICLE V: ANNUAL AND OTHER GENERAL MEETINGS

1. **THE ANNUAL GENERAL MEETING:** The annual general meeting shall be held in December at which time the following items of business shall be dealt with:
 - a. The presentation and approval of the following reports:
 - i. the financial statement for the past calendar year

- ii. the Secretary's report
 - iii. the Islamic School report
 - iv. the cemetery report
 - v. any other reports
 - vi. the President's report
 - b. The presentation and approval of any amendments to the constitution and bylaws under section XVI.
 - c. Other business as required.
 - d. Conducting the general elections for the next Board of Directors.
2. **OTHER GENERAL MEETINGS:** The Board of Directors or the President shall have the power to call at any time a general meeting of the members of THE ASSOCIATION. In addition, a general meeting shall be called by the President on the written request to the President by at least 10 regular members of THE ASSOCIATION indicating the purpose(s) of such a meeting.
3. **NOTICE OF GENERAL MEETINGS:** The members shall be notified of any general meeting not less than fourteen days in advance of the date set for the meeting, except under emergency circumstances which are determined by the President. The members shall be notified of the purpose(s) for which a general meeting is being called.
4. **QUORUM:** Thirty percent of all the regular members who have voting rights on the day of the meeting shall constitute a quorum at any general meeting.
5. **VOTING:** Every decision shall be made by a majority vote of votes cast, in accordance to THE ASSOCIATION's bylaws. In the case of a tie, the president shall have a tie-breaker vote except during the elections of the Board of Directors where the elections commissioner will have a tie breaking vote. Voting on a resolution shall be completed during the general meeting through a secret ballot. Voting for the new Board of Directors shall be by secret ballot after the annual general meeting for a period of not less than 4 hours.

ARTICLE VI: ELECTION PROCEDURE

1. **GENERAL GUIDELINES:**
 - a. The Board of Directors consists of a minimum of 3 members and a maximum of 6 members, the Board of Directors by a majority of two-thirds can decide to increase or decrease the number within these limits.
 - b. The term of office for the Directors shall be preferably 3 years to ensure continuity, staggered in such a way that new Directors are elected or re-elected each year.
 - c. Terms shall commence on first week of January each year, and each Director shall serve for the term specified and until his/her successor has been duly elected and qualified.

- d. No one who has served as a Director for 3 years continuously is eligible for re-election unless they step down for one full year.
- e. The Board of Directors members cannot be compensated directly or indirectly for their services on the Board of Directors. It must be stated prior to any nominations that no elected officials will be compensated for their time and services.

2. ELECTION COMMITTEE

- a. The elections shall be conducted by an Election Committee comprising of two or more active members of ASSOCIATION, who must not be candidates for the election.
- b. The election committee shall be formed 30 days before the time of election.
- c. The election committee members shall not campaign in favor of or against any candidate or a slate.
- d. Committee's Duties:
 - i. The Election Committee shall meet at least once before the election date in order to prepare for the election, design the ballots, prepare the ballot box, and fine-tune the details of the election process.
 - ii. A list of the active members (those eligible to vote) shall be prepared prior to the date of the election, and must be posted and/or distributed.
 - iii. To announce the dates and deadlines for nominations and elections through the President after Friday prayers at least 3 weeks prior to the election date.
 - iv. Review, confirm, and validate nominations and inform the nominees of their acceptance or rejection and the valid reason for rejected must be presented by the committee.
 - v. To run the election.
 - vi. To add the votes and to announce the election results to the community.

3. TIME OF ELECTION

- a. The elections to elect the Board of Directors shall be held each year on the beginning of the calendar year.
- b. The election to elect the Board of Directors' replacements when needed shall be held as needed.

4. ANNOUNCEMENT OF ELECTIONS

- a. The exact date, time, and place of elections shall be announced at least 30 days before elections by after Friday prayers, website announcement, mail or email to all active members eligible to vote and/or nominate themselves.

5. NOMINATION

- a. Nomination Requirements: The nominators as well as the nominees shall be "active" members for at least 6 month, as of their nomination date.
- b. The election committee must confirm the nominee wish to be nominated.
- c. Nomination Deadline: The nomination for the elections must reach the Elections Committee two weeks before the specified time for elections.

- d. The Board of Directors can dismiss any nominee if a valid reason exists. This can be done by a request for dismissal from the Board of Directors.
- e. Each active member can nominate up to two candidates for the positions.
- f. If there are not enough nominees, the Board of Directors can select additional nominees from those who have the right to nominate themselves.

6. VOTING & QUORUM

- a. To be eligible to vote, one has to be an active member of THE ASSOCIATION for at least 90 days prior to the Election Day.
- b. A quorum shall consist of twenty five percent (25%) of the total number of active members at THE ASSOCIATION.
- c. Written Proxies are allowed. All proxies must be in writing and signed by the absentee.

7. THE ELECTION

- a. The election committee must validate each voter's right to vote before passing on a ballot to them.
- b. The election process shall be held by secret ballots.
- c. All decisions are consultative and are taken by most votes among the attendees. The number of winners is equal to the number of Board members needed based on the previous Board's decision.
- d. Sealed ballots shall only be opened in the presence of the whole Election Committee and a representative from the Board.
- e. Ballots shall be counted immediately and the results shall be announced within 24 hours.
- f. The election committee must keep records of the number of votes for each candidate on file at THE ASSOCIATION's office, but all ballots shall be destroyed.

ARTICLE VII: BOARD OF DIRECTORS

1. COMPOSITION:

- a. The Board of Directors of the Muslim Association of New Brunswick shall, at minimum, consist of the following members:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - v. One member at Large
- b. The Board of Directors are elected and overlapped in a way to have one member elected each year.
- c. The president will serve for at least one year.
- d. The remaining Board of Directors plus the newly elected member each year will assign by agreement the job of each member.
- e. A Board of Directors' member can serve for a maximum of 3 consecutive years.

- f. A previous Board of Directors will be eligible for reselection and sitting on the Board of Directors after one year has lapped since he/she last served on the Board of Directors.

2. REQUIREMENT FOR MEMBERS OF THE BOARD OF DIRECTORS:

For a member to be elected his/her nomination papers shall be in accordance with Article VI and shall also satisfy the following conditions:

- a. He/she has been a regular member of THE ASSOCIATION for the preceding Six months except for the president who should be a member in good standing for a period of not less than one year.
- b. He/she shall be at least 21 years of age.
- c. A new board member has not served on the Board of Directors before in any capacity for one year.
- d. He/she does not have a criminal record. It is the responsibility of each member to divulge this information and reclude themselves immediately if they have a record of a felony or a crime.

3. RESPONSIBILITIES OF THE BOARD OF DIRECTORS:

- a. The President shall be responsible for maintaining efficient administration and affairs of THE ASSOCIATION. He/she shall perform all other duties usually related to the office of the President. This includes but not limited to, the right to call the meetings of the Board of Directors and Committees as and when he/she shall consider necessary and to delegate duties to other Board of Directors as he/she sees fit, and the right for officially representing THE ASSOCIATION or selecting another member to do the same. He/she shall preside over the general body meetings of THE ASSOCIATION and at all meetings of the Board of Directors. The President shall have the power to spend up to a maximum of \$1000 for emergency purposes on getting verbal approval of the Board of Directors.
- b. The duties of the Vice-President shall be assigned by the president as appropriate. In the event the President is unable to complete his/her term, the vice-president will take over the responsibilities of the President for the remaining term without an election. The Vice-President will preside over the meetings with the consent of the President.
- c. The Treasurer shall prepare annual statements as required by law under the New Brunswick Corporation Act and other federal/provincial legislation and submit these reports to the proper authorities after clearing them with the President. He/she shall also receive and safely keep all monies received by THE ASSOCIATION and pay out the same when this is approved by the Board of Directors. Only the Treasurer shall issue official receipts for the donated funds and memberships. He/she shall maintain a balanced budget and receive/handle THE ASSOCIATION funds. Prepares financial and other reports as necessary. The treasurer shall issue/sign all cheques and receipts as necessary for THE ASSOCIATION's requirement and functions that benefits the local community.
- d. The Secretary shall keep minutes and all meeting of the Board of Directors. He/she shall keep a permanent record of all activities of THE ASSOCIATION,

all formal decisions. He/she shall conduct all correspondence, except where authority has been delegated to the chairperson of an appointed committee, and shall report on correspondence to the meetings. He/she shall notify the members of the coming activities and the general meetings. He/she shall call the meetings of the Board of Directors after the President's approval.

- e. In addition to the duties specifically listed in this sub-article, the Board of Directors, under the direction of the President, shall responsible for, and shall distribute among members of the Board of Directors, any and all other activities related to the objectives of THE ASSOCIATION. The members of the Board of Directors shall attend all Board of Director meetings.
 - f. All public statements or news release will be issued by the President in consultation with the Board of Directors. No other member will issue any statements on behalf of THE ASSOCIATION unless delegated to do so by the president.
 - g. It is the join responsibility of the outgoing Board of Directors to file the MANB income tax return for the time they were in the office.
4. QUORUM: The Board of Directors shall meet whenever necessary or the circumstances dictate. The President or delegated Vice-President, Treasurer and at least one other members of the Board shall constitute a quorum.
5. POWERS AND DUTIES OF THE BOARD:
- a. The management of the affairs of THE ASSOCIATION, including the determination of progress, policies and operating expenses shall be vested in the Board of Directors.
 - b. All members of the Board, individually and collectively, shall endeavor to implement aims and purposes of THE ASSOCIATION. Towards this end they shall be responsible for, but shall not be limited to:
 - i. Setting internal and external policies and priorities for THE ASSOCIATION in the light of Quran and Sunnah, the Constitution, the Canadian laws, and contemporary needs.
 - ii. Overseeing the general activities of THE ASSOCIATION to ensure that they are within the framework of the Constitution.
 - iii. Finding ways and means of raising funds for the maintenance and the expansion of the Islamic Center.
 - iv. Managing the financial aspects of THE ASSOCIATION.
 - v. Consulting religious scholars when differences among members arise on the religious matters.
 - vi. Conducting outreach activities, such as participation in interfaith meetings, Dawah in prisons, and building relations with City, State, and Law Enforcement Agencies.
 - vii. Appointing Functional Committees and acting on their recommendations.
 - viii. Appointing full- time or part-time staff and supervising their work.
 - ix. Maintaining the office and record keeping of THE ASSOCIATION.
 - x. Abiding by all ASSOCIATION decisions.
 - xi. Conflict management among the community.

- c. The Board of Directors shall have the privileges to release by a two-third majority vote, any of its directors from his/her position on the Board if he/she misses, without a reason acceptable to the remaining members of the Board, 3 consecutive Board meetings or if he/she is convicted of a criminal offence, indulges in activities which are contrary to the objectives of THE ASSOCIATION or uses THE ASSOCIATION to serve political aspirations of any country or people.
 - d. If a vacancy on the Board occurs, the Board of Directors shall call a by-election within one month if the number of directors falls below four. The by-election shall follow the same format as the general election.
6. SIGNING OF CHEQUES:
- a. In order to pay for expenditures authorized by the Board of Directors any two of the President, Vice president, Treasurer shall sign all cheques on behalf of THE ASSOCIATION.
 - b. The President or in his/her absence, the Treasurer shall initial all cheques and statements of accounts maintained in the name of THE ASSOCIATION with different banking institutions.
 - c. Each year, within a week after elections or when any of the above signing officers are replaced, the President shall notify the bank and other organizations about changes in authority in Article VII (6-a) above.

ARTICLE VIII : FINANCIAL MANAGMENT

1. DONATIONS & INCOME

- a. The active member's dues are considered a general fund.
- b. All donations are considered a general fund income unless otherwise specified by the donor.
- c. THE ASSOCIATION may accept unconditional contributions in any form, and from any source consistent with the purposes and goals of THE ASSOCIATION, and state and federal laws.
- d. All donations shall be logged as soon possible with the name of the donor, the date, and then amount donated. A letter with the person's total donations should be mailed to the person at least once a year.

2. TYPES OF ACCOUNTS

THE ASSOCIATION shall maintain at least the following separate accounts:

- a. Account is supplied with funds from the general income sources, donations, and membership fees.
- b. Additional Accounts: THE ASSOCIATION can have other separate accounts to deal with Muslim cemetery in Sussex, and any other community service.

3. HANDLING FUNDS POLICY

3.1. General Rules:

- a. Unless otherwise authorized, all bank transactions must be done by check regardless of what the amount is.
- b. All funds collected for a specific cause shall be used for that cause unless a two-thirds majority vote of THE ASSOCIATION Board authorizes its use for a different purpose within the goals and objectives of THE ASSOCIATION.
- c. For each additional account opened including sub-committee accounts, the Board of Directors can assign an officer to manage that account, the officer must report his financial decisions, income, and expenses, on a monthly basis to the Board of Directors, and he/she must follow the general rules for handling money stated in this section.
- d. The Treasurer or any other designated officer must record all their activities, and must present a monthly expense and income report to the Board of Directors.
- e. The treasurer should publish detailed monthly financial statements highlighting expenses, income (donations, memberships etc.) and any other dealing of funds.

3.2. Allocation of Funds:

Money can be allocated between accounts upon a decision from the Board of Directors.

3.3. Authorizations of Withdrawals:

- a. The Treasurer or a designated officer from the Board of Directors must sign all check issued up to \$1000 value.
- b. All checks over \$1000 from all accounts must be pre-approved by the Board of Directors, documented in the next Board meeting minutes, and must be signed by both the Treasurer and the president.

3.4. Compensation:

- a. All compensation must be pre-approved by the Board of Directors and recorded in the meeting minutes.
- b. A contract is needed for any recurring compensation.

3.5. Investments:

The Board of Directors may invest the idle cash of THE ASSOCIATION in Islamic investments, the cash must have been idle for at least a year and investments shall not exceed 50% of the total idle cash, such action must be approved by two thirds of the board members.

4. AUDITORS & ACCOUNTANTS

- a. THE ASSOCIATION Board can appoint one or more active members of THE ASSOCIATION, or a special professional auditor, as auditors for THE ASSOCIATION accounts; the appointed members must have the basic knowledge and understanding of accounting. The auditor(s) shall audit THE ASSOCIATION account(s) and submit a report to the Board.
- b. All records of financial activities for all accounts handled by THE ASSOCIATION and all its sub committees must be submitted and reviewed by a professional accountant at least twice a year, for legal compliance purposes, and

to issue a professional financial statement, and organize the financial records in a legally acceptable, and accessible manner.

5. DISCLOSURE OF FINANCIAL INFORMATION

- a. Any active members have the right to review financial statements on a quarterly basis.
- b. The Board of Directors or the Treasurer must announce or send a copy of a financial report to all active members at least once a year.
- c. Any Canada government legal or financial entity shall have the right to review THE ASSOCIATION financial data when needed and approved by the Board of Directors or ordered by a court order.

6. RESTRICTED ACTIVITIES

- a. No part of the net earnings of THE ASSOCIATION shall inure to the benefit of, or be distributed to its officers, Directors or other private persons, except that THE ASSOCIATION shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this constitution.
- b. THE ASSOCIATION shall not make any contribution or gift to any organization, which is not registered in Canada as a nonprofit organization.
- c. No substantial part of the activities of THE ASSOCIATION shall be the carrying on of propaganda or otherwise attempting to influence legislation, and THE ASSOCIATION shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.
- d. Notwithstanding any other provision of these articles, THE ASSOCIATION shall not carry on any other activities not permitted to be carried on by a corporation exempt from the Federal Income Tax of the Canada Revenue Law.

ARTICLE IX: COMMITTEES

1. The Board of Directors shall delegate some of its responsibilities by forming committees with specific responsibilities and duties for a term of no more than one year. These committees may include but are not limited to educational committee, religious committee, cemetery committee and ladies social/religious committee. These committees may recommend expenditure to the Board, but they will not have any spending powers.
2. After the expiry of the term of a committee, the chairperson shall return all files, letters, records and any other item acquired for the purpose of his/her committee, to the Secretary of THE ASSOCIATION.

ARTICLE X: EDUCATION COMMITTEE

1. Education Committee is committee being put forth to manage all aspects and affair of THE ASSOCIATION Islamic School.
2. The chair of Education Committee will act as a Principal of ASSOCIATION Islamic School.
3. It has a full and exclusive right to set its own rules, by-laws, procedures, and policies. It has the right to have its own bank account under the umbrella of the corporation financial guidelines.
4. This committee has to report to the Board of Directors with their financial status and work.
5. The chair of Education Committee is appointed by the Board of Directors, and may be considered a non-voting member of the Board of Directors, if he/she wishes to be.

ARTICLE XI: APPOINTMENT AND RESPONSIBILITIES OF THE IMAM

1. IMAM REQUIREMENTS:

The imam hired by the Board of Directors must have at least the following qualifications:

- a. Must reside legally in CANADA, and have a work permit.
- b. Must have an Islamic high degree from a recognized Islamic school.
- c. He must sign and accept the contract, and agree to respect THE ASSOCIATION constitution and the Board of Directors.
- d. Fluent in Arabic and English.
- e. Must be a Sunni Muslim who is very well versed in the four main school of thoughts.

2. IMAM DUTIES:

- a. The imam duties are determined by the Board and must be stated to the Imam before contracting him, and they may include but are not limited to:
 - i. Executing the Board of Director's decisions.
 - ii. Managing and running the community affairs within the guidelines of the constitution and the Board of Directors.
 - iii. Leading and establishing the five regular prayers.
 - iv. Preparing the Jummah Kutbah (Friday Sermon).
 - v. Bringing any religious concerns to the Board's attention and acting as a consultant to the Board when asked to.
 - vi. Conducting marriage ceremonies, divorce, funeral and burial, and acting as a social counselor.
 - vii. Arranging all THE ASSOCIATION social events and joining them. Examples are the community parties, picnics and Eid festivals.

- b. The Imam is not permitted to own or lease any of THE ASSOCIATION belongings, any lease or sell contract will be considered invalid.
 - c. No one is to conduct the Imam's job without a prior oral or written permission from the Imam.
3. IMAM CONTRACTING POLICY:
- a. It is the sole responsibility of the Board of Directors, unless decided otherwise, to contract the Imam for THE ASSOCIATION when needed, deciding his salary; supervising his progress and discussing the results and any complaints with him in an official meeting.
 - b. All contracted imams should have a signed contract that must include: his stated salary, his stated term of contract, specific duties and obligation, and a commitment to follow the constitution and any Board' decisions.
4. COMPLAINTS AGAINST THE IMAM:
- a. All complaints against the Imam must be submitted to the Board of Directors in writing, no argument with the imam will be tolerated within THE ASSOCIATION facilities.
 - b. The Board of Directors shall address every complaint with the imam and respond to it.
 - c. Religious conflicts will be solved based on the rules stated in this constitution following and adhering to the Quran and Sunnah.
5. IMAM'S TERMINATION:
- a. If necessary, the Imam's contract is terminated by a two-third vote from the Board of Directors.
 - b. The termination may be for any of the following reasons, or any other reasons as determined by the Board: Failure to meet the expectations, neglecting of duties, working against the Board decisions, and if he is found guilty of violating the Islamic code of conduct and / or the Canadian laws.
 - c. A signed petition by two-thirds of the active members of THE ASSOCIATION presented to the Board in any official meeting shall be a sufficient reason for such termination.
 - d. Board of Directors have the final word in this regard.

ARTICLE XII: THE CENTRE AND RELATED FUNDS

- 1. Except for prayers, all extra gatherings in THE ASSOCIATION shall be subject to the advance approval of the Board of Directors.
- 2. Any postings in THE ASSOCIATION should be approved by the Board of Directors.
- 3. All membership fees or donations received on behalf of THE ASSOCIATION shall be invested or deposited in the name of THE ASSOCIATION.

4. All titles deeds, stocks or other security certificates or valuable papers shall be registered in the name of the admin office of THE ASSOCIATION and filed safely.
5. Any major renovations or extension of the facilities will be discussed before the general body.

ARTICLE XIII: GENERAL POLICIES

1. ANNOUNCEMENT POLICY:

- a. All group or private announcements or advertising through THE ASSOCIATION mailing list, email list, publications, on premises, or any other means must be pre-approved; a copy of the announcement must be kept on file.
- b. Verbal announcements on premises or in events organized by THE ASSOCIATION can be approved verbally by two Board members.

2. MEDIA CONTACT POLICY:

- a. It is the policy of THE ASSOCIATION to limit media contact to the designated officer by the Board, or to the president.
- b. Comments from any ASSOCIATION's active member do not reflect a ASSOCIATION's policy.
- c. All major media announcements, mailings, or conferences must be pre-approved by the Board of Directors. In urgent cases a short announcement can be made regarding an urgent issue after verbal approval from three Board members.
- d. A copy of all media mailing, comments, or press releases must be kept on file.

3. COMMUNICATION POLICY:

- a. It is the policy of THE ASSOCIATION to keep communication open from and to all active and non-active members of the community.
- b. Active member's communication shall include: financial statements, Board meeting minutes, events announcement, social events, general communication and any other form of communication needed as decided, when possible.
- c. General body members' communication will be limited to general announcements, social activities, prayer times, and any other issues as decided.
- d. All members and non-members are free to suggest, comment, criticize, and advice in writing regarding all matters and decisions made by THE ASSOCIATION, anyhow and unless otherwise allowed, only active members are allowed to request to attend a Board meeting to present a certain idea or opinion to the Board.

4. RECORD KEEPING POLICY:

- a. THE ASSOCIATION records, reports, and seal shall be kept at the corporation's office or at such other places as the Board may order.
- b. All members, workers, employees, and volunteers at THE ASSOCIATION should know that THE ASSOCIATION will try to keep record of every activity,

decision, event, or else as needed for the overall good of THE ASSOCIATION legal, financial, and religious stand.

- c. Records kept will include but not limited to:
 - i. Minutes: THE ASSOCIATION shall keep a book of minutes of all meetings. The book shall record in it: Time and place of the meeting, Names of those present in meetings, a copy of the agenda, the proceedings of the meeting, a copy of all forms approved and or discussed.
 - ii. Books of Accounts: THE ASSOCIATION shall keep and maintain adequate and correct accounts of its properties and business transactions.
 - iii. Legal Information: including registration renewal, tax exempt letter, sales tax letter, title of ownership.
 - iv. Membership information:
 - v. Election data.
- d. All record shall be accessible by any designated Board member, assessor, or state or federal inspector. Furthermore certain records can be made available to active members of THE ASSOCIATION when approved by the Board of Directors.

5. LIBRARY USAGE POLICY:

- a. All contents of THE ASSOCIATION library belong to THE ASSOCIATION.
- b. Rental or borrowing can be allowed when possible, on the condition of returning all books and tapes back to THE ASSOCIATION, a log must be kept for the borrowers.
- c. All incoming, donated books MUST be reviewed and approved before placed in the library, THE ASSOCIATION stamp must be on the back of the book or it will be removed.

6. CONSTITUTION INTERPRETATION POLICY:

In case of ambiguity or dispute regarding the interpretation, application, or implementation of any sections of the constitution or possible conflict between the sections, the interpretation by the two-thirds majority vote of the Board of Directors will be required.

7. COMPLAINT AND SUGGESTIONS POLICY:

- a. All written or emailed complaints, comments, and suggestions presented to the Board of Directors regarding ASSOCIATION activities shall be addressed as soon as possible.
- b. The outcome of the Board discussion shall be released to the person who made the comment, when possible.
- c. All comments are to be filed, when possible, for future reference and review.

8. REAL ESTATES POLICY:

- a. THE ASSOCIATION has the right to own, lease, and rent properties as needed for the functions and activities of THE ASSOCIATION and its sub-committees.

- b. Every purchase, sell, assignment, rental, lease, building expansion, or building improvement with a total cost exceeding \$5000 must be pre-approved by the Board of the Directors.
- c. Such plans should be release to the community at least two weeks before the voting date so active members of the community will have the time to comment or influence the outcome of the vote.
- d. Every purchase, sell, assignment, rental, lease, building expansion, or building improvement with a total cost exceeding \$20000 must be released to the community active members at least 30 days before they start through mail or a general body meeting, so active members of the community will have the time to comment or influence the outcome of the vote.
- e. No one at THE ASSOCIATION has the authority to lease or sell a property owned by THE ASSOCIATION without a prior written approval FROM: half of the Board of Directors and half of the active members.

9. THE ASSOCIATION BELONGINGS:

No one has the right to sell, give, borrow or donate any item belongs to the ASSOCIATION without a prior approval from the Board of Directors.

10. FISCAL YEAR:

The accounting period to be followed by THE ASSOCIATION shall be the fiscal year basis, and the year hereby adopted is the calendar year from January 1 (first) through December 31 (thirty first).

ARTICLE XIV: DISSOLUTION OF THE ASSOCIATION

1. In the event of the dissolution of THE ASSOCIATION, The general body of THE ASSOCIATION will elect/appoint a committee to deal with the issue. Their duties will involve making payments for debts and liabilities, manage the funds and other assets of THE ASSOCIATION, in trust for a period of not less than two years. The members of the committee shall jointly strive to remove the causes which led to the dissolution of THE ASSOCIATION.
2. However, in case THE ASSOCIATION is not reorganized within these two years, the members of the committee shall approach a Muslim Association with the same objectives in New Brunswick, or the Maritimes or in Canada in that particular order to take over the centre. The chosen association will manage the assets of THE ASSOCIATION in trust for future use in the New Brunswick region to promote the goals and objectives of the defunct *Muslim Association of New Brunswick*.

ARTICLE XV: THE OATH

Every member in the Board of Directors, or any assigned sub-committee president must take a one-time oath, sign it and the oath should be kept on file. The oath reads as follows:

*In the Name of the God, the Compassionate, the Merciful
Muslim Association of New Brunswick
Oath of Office*

*I _____, whose specimen Signature is given
below and who has been elected as _____ of the
Muslim Association of New Brunswick, do hereby swear by the name of
Allah, The greatest that, God Willing, I will:*

- Be obedient and faithful to Allah, His commandments and the traditions of the Prophet Muhammad (PBUH) strictly adhering to the Quran and the Sunnah.*
- Abide by all the provisions of the Constitution and By-laws of THE ASSOCIATION, the decisions of the*
- Board of Directors will work towards the unity of Muslims in the Greater Saint John area.*
- Conduct the affairs of ASSOCIATION members with justice and honesty, and will safeguard the trust of THE ASSOCIATION assigned to me for the best interest of the Muslim community.*
- Not seek any personal glorification or financial gains by and through the use of this office.*

May Allah Almighty help me to fulfill this oath.

Signature: _____

Date: _____

ARTICLE XVI: CONSTITUTIONAL AMENDMENTS

The Constitution can be amended, except Articles II, XII (4), XIV and XVI by a majority vote of the members attending a general body meeting, called at least fourteen days in advance. The notice of amendments shall be sent by the Secretary to all regular members before the meeting. Such amendments shall only be passed by a majority of the votes cast, which shall be not less than fifty per cent of all regular members at the time. Articles II, XII (4), XIV and XVI shall be amended only if at least seventy per cent of all regular members cast their votes in favour of such amendments.

ARTICLE XVII: SEAL

The Seal, an impression stamped in the margin hereof, shall be the corporate seal of THE ASSOCIATION. This Seal shall be kept in safe custody with the President for use as necessary.

**ARTICLE XVIII: ACQUISITION AND DISPOSAL OF ASSETS
(BUILDINGS, LAND, CEMETARIES)**

1. The Board of Directors with the approval of the General body may:
 - a. Add to existing building.
 - b. Acquire new buildings and land.

2. The Board of Directors do not have the authority to:
 - a. Borrow a mortgage against existing assets or part of it.
 - b. Dispose or sell any or all existing assets.