

**CONSTITUTION OF  
THE ISLAMIC SOCIETY OF KINGSTON**

**ARTICLE I**

**DEFINITIONS**

1. The name of the organization shall be "Islamic Society of Kingston", hereinafter called the "Islamic Society" or the "Society".
2. The building and land owned by the Society at 1477 Sydenham Road, Kingston, Ontario shall be named the "Islamic Centre of Kingston", hereinafter called the "Islamic Centre" or the "Centre".
3. All reference to "Muslims" and "members" in this document shall include both males and females.
4. Islamic Society of Kingston serves the population of Kingston and area defined by the postal codes K7K, K7L, K7M, K7N, K7P, K7G, K7R, K0G and K0H, hereinafter called the "service area".

**ARTICLE II**

**AIMS AND OBJECTIVES**

The objectives of the Society are:

1. To help and encourage Muslims to acquire knowledge of Islam, its history and culture, and to practice Islam as a complete way of life.
2. To administer to the religious needs and to provide for the religious, intellectual and social welfare of the Muslim community.
3. To strengthen bonds between Muslims and establish a united community.
4. To establish contacts and promote cooperation with Muslim societies in Canada and other parts of the world.
5. To help Muslim immigrants to establish themselves in Canada and acquaint them with the laws and customs of the country.
6. To provide charitable and humanitarian help to the needy.
7. To promote better understanding of Islam among non-Muslims through educational and cultural activities consistent with the teachings of Islam.

### **ARTICLE III**

#### **OFFICE**

The office of the Society shall be at The Islamic Centre of Kingston located at 1477 Sydenham Road, and all records, correspondence and financial books pertaining to the Islamic Society shall be maintained at the Islamic Centre.

### **ARTICLE IV**

#### **MEMBERSHIP**

1. There shall be 3 types of members:
  - a. Regular members,
  - b. Junior members, and
  - c. Associate members
2. Associate Members are those Muslims 16 years of age and over who live in the “service area” but were never before a paid member of the Society, and have paid membership fees.
3. Junior Members are those Muslims less than 16 years of age, who live in the “service area” and have paid membership fees.
4. Regular Members are those Muslims 16 years of age over, who live in the “service area” and were Junior, Associate or Regular Members before and have paid membership fees.
5. Only regular members shall have the right to vote.

### **ARTICLE V**

#### **ORGANIZATION**

The organization of the Society shall include the following :

- A) A General Assembly,
- B) An Executive Committee,
- C) A Groups and Committees Forum, and
- D) Standing and ad hoc committees.

## **A. The General Assembly**

### **1. Composition:**

Regular members of the Society constitute the General Assembly

### **2. Jurisdiction and Duties:**

2.1 It elects the Executive Committee of the Society

2.2 It delegates responsibilities to the Executive Committee.

2.3 It approves the operating expenses of the Society and the borrowing of money.

2.4 It approves the schedule membership fees.

2.5 It alone has the power to amend the Constitution and Bylaws of the Society.

### **3. Meetings:**

3.1 The Society shall have one Annual General Meeting at which annual reports shall be submitted and members of the Executive Committee shall be elected. This meeting shall be held during the month of March of each year.

3.2 Additional General Assembly Meetings may be called at anytime by the Executive Committee.

3.3 The Executive Committee shall arrange for a special General Assembly Meeting within four weeks of receipt by the Secretary of a request for such a meeting signed by at least 20 Regular Members or 10% of Regular Members, whichever is higher. The request must specify the issues to be discussed.

3.4 Notice of any General Assembly Meeting shall be given or mailed, together with the agenda, to regular members of the Society at least two weeks prior to the meeting.

3.5 Only regular members who have paid their membership dues at least four weeks before a General Assembly Meeting are eligible to vote at the meeting. Associate members have a right to attend the meeting.

3.6 One fourth of the regular members shall constitute a quorum for a meeting.

3.7 If there is no quorum, after half an hour of the scheduled time of the meeting, the chair shall declare a time and place for the next meeting, to be held after 7 days, but no later than 14 days. Notice of this new meeting shall be posted at the Islamic Centre. Regular members present at the rescheduled meeting shall constitute a quorum.

3.8 Unless otherwise stated in this document, a simple majority of the regular members attending any meeting is required to carry a motion. The Chair shall not vote.

- 3.9 The President of the Society shall chair the meetings of the General Assembly. In the absence of the President, the Executive Committee shall choose a chair for the meeting.

## **B. The Executive Committee**

### 1. Composition

- 1.1 The Executive Committee shall consist of seven (7) members, elected by the General Assembly. They are:
- a. The President,
  - b. The Secretary,
  - c. The Treasurer,
  - d. The Education Coordinator,
  - e. The Women's Representative,
  - f. The Centre Management Coordinator, and
  - g. The Social Activities Coordinator.
- 1.2 The term of office of the members of the Executive Committee shall be two years.
- 1.3 No person shall hold the same office for more than two (2) consecutive terms.
- 1.4 The President, the Education Coordinator and the Social Activities Coordinator shall be elected in the even numbered years and the other members in the odd numbered years, according to the Gregorian calendar.
- 1.5 Members of the Executive Committee are elected at the AGM. Only women among regular members vote for the election of the Women's Representative. All regular members vote for the election of all other members.
- 1.6 If a member of the Executive Committee is (i) absent for four consecutive Executive Committee meetings, or a period of three months, whichever is longer, between Annual General Meetings or (ii) fails to pay membership dues within sixty (60) days of a new membership year, the position may be declared vacant by the Executive Committee.
- 1.7 In the event of a vacancy, the Executive Committee shall appoint someone to serve until the next Annual General Meeting. At that meeting, the General Assembly shall elect a member to fill the vacancy for the remainder of the term, if any.
- 1.8 In the event of a prolonged absence of any member of the Executive Committee, the Executive Committee shall appoint a replacement from regular members of the Society to act for the duration of the absence.

### 2. Jurisdiction and Duties:

- 2.1 The Executive Committee shall be responsible for carrying out the aims and objectives of the Society and any resolutions passed by the General Assembly.

- 2.2 The Executive Committee shall propose membership dues to be ratified at the Annual General Meeting
  - 2.3 The Executive Committee shall transact business, collect membership dues and donations and authorize expenditures for the Society.
  - 2.4 The Executive Committee shall prepare the agenda and call the General Assembly Meetings.
  - 2.5 The Executive Committee shall be the sole representative of the Society to external agencies.
  - 2.6 The Executive Committee shall appoint members of the standing and ad hoc committees.
3. Meetings:
- 3.1 The Executive Committee shall have at least eight (8) regular meetings a year.
  - 3.2 Any three (3) members of the Executive Committee may request a meeting of the Executive Committee. Such a request should be made to the Secretary in writing. The meeting shall be held within two (2) weeks of receiving such a notice.
  - 3.3 The President shall chair the meetings of the Executive Committee. In the absence of the President, the Executive Committee shall elect a chair from among themselves.
  - 3.4 Four members of the Executive Committee attending constitute a quorum for the meeting.
  - 3.5 All decisions of the Executive Committee shall be made by a simple majority vote. The Chair shall have a vote. In case of a tie, the matter shall be deferred to the following meeting.
  - 3.6 Notice of the meetings of the Executive Committee shall be given to the members of the Groups and Committees Forum defined under "C" below.
  - 3.7 Members of the Society may attend the regular meetings of the Executive Committee. Meeting schedules may be obtained from the Secretary.
  - 3.8 The minutes of the Executive Committee meetings shall be recorded and kept by the Secretary. A copy of the minutes shall also be kept at the Islamic Centre. Any member of the Society shall have access to the minutes of the regular meetings on request.

### **C. Groups and Committees Forum**

- 1. The Groups and Committees Forum shall be composed of (i) members of the Executive Committee, (ii) chairs of the ad hoc and standing committees, and (iii) representatives of different groups including, but not limited to, the Youth Group and the Queen's University Muslim Students' Association.

2. The Groups and Committees Forum shall meet at least two (2) times a year. The Executive Committee shall be responsible for arranging such meetings. These meetings shall be used to coordinate activities as well as to provide feedback to the Executive Committee.

#### **D. Standing and ad hoc Committees**

The Executive Committee shall create and disband such committees as needed to carry out the aims and objectives of the Society.

### **ARTICLE VI**

#### **ELECTION**

1. By the end of December, the Executive Committee shall appoint a three (3)-member Election Committee including its chair. Only one (1) member of this committee may be from the Executive Committee.
2. The Election Committee shall seek nominations for vacant positions from among regular members. Only regular members, who are eligible to vote, may nominate others or be nominated for a vacant position. Self nomination is not permitted.
3. The list of vacant offices and proposed nominations received to date shall be circulated to the paid members of the Society along with the notice of the Annual General Meeting.
5. The Chair of the Election Committee shall conduct the election.

### **ARTICLE VII**

#### **DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE**

1. The President:
  - 1.1 The President shall be responsible for upholding the Constitution and Bylaws of the Society.
  - 1.2 The President shall be responsible for calling all General Assembly and Executive Committee, and Groups and Committees Forum meetings.
  - 1.3 The President shall be responsible for having the Society represented at various activities.
  - 1.4 The President and the treasurer shall sanction and sign all expenditures.
2. The Secretary:
  - 2.1 The Secretary, in consultation with the President, shall prepare the agenda for all meetings and shall issue notice of meetings.

- 2.2 The Secretary shall record and keep minutes of the meetings of the Executive Committee, the Groups and Committees Forum and the General Assembly.
  - 2.3 The Secretary shall keep records and copies of all correspondence.
  - 2.4 The Secretary shall keep an updated list of the members of the Society.
  - 2.5 The Secretary shall keep the members of the Society informed of the activities of the Society and other related matters.
3. The Treasurer:
- 3.1 The Treasurer shall receive all money due to the Society.
  - 3.2 The Treasurer shall deposit all funds of the Society in financial institutions named by the Executive Committee.
  - 3.3 The Treasurer and the President shall sanction and sign all expenditures.
  - 3.4 The Treasurer shall be responsible for the payment of all expenses of the Society in accordance with the policies and ceilings approved by the Executive Committee and/or the General Assembly.
  - 3.5 The Treasurer shall maintain a complete and accurate account book.
  - 3.6 The Treasurer shall prepare financial reports for presentation to the Society and to government authorities.
4. The Education Coordinator:
- 4.1 The Education Coordinator shall be responsible for the educational activities of the Society.
  - 4.2 The Education Coordinator shall act as the Chair of the Education Committee.
  - 4.3 The Education Coordinator shall be responsible for keeping records of the minutes of the Education Committee meetings. A copy of the minutes shall be forwarded to the Secretary of the Society.
5. The Social Activities Coordinator:
- 5.1 The Social Activities Coordinator shall be in charge of the social events and activities.
  - 5.2 The Social Activities Coordinator shall be the Chair of the Social Activities Committee.
  - 5.3 The Social Activities Coordinator shall be responsible for keeping records of the minutes of the Social Activities Committee meetings. A copy of the minutes shall be forwarded to the Secretary of the Society.

6. The Centre Management Coordinator:
  - 6.1 The Centre Management Coordinator shall be responsible for the operation and maintenance of the Islamic Centre.
  - 6.2 The Centre Management Coordinator shall be the Chair of the Centre Management Committee.
  - 6.3 The Centre Management Coordinator shall be responsible for keeping records of the minutes of the Centre Management Committee meetings. A copy of the minutes shall be forwarded to the Secretary of the Society.
7. The Women's Representative
  - 7.1 . The Women's Representative shall be responsible for organizing activities of special interest to women in the Community.
  - 7.2 The Women's Representative shall chair the meetings of the Women's Group.
  - 7.3 The Women's Representative shall be responsible for keeping records of the minutes of the meetings of the women's group. A copy of the minutes shall be forwarded to the Secretary of the Society.

## **ARTICLE VIII**

### **EDUCATIONAL ACTIVITIES**

The Society shall operate an Islamic School and a library, and organize Islamic study groups, public lectures and other related activities.

## **ARTICLE IX**

### **FINANCE**

1. The Executive Committee shall receive and spend money in a manner consistent with the aims and objectives of the Society.
2. The Executive Committee shall ensure that separate accounts are kept for different projects. These accounts shall be itemized separately on the Annual Financial Statement.
3. A qualified accountant shall audit the balance sheet and statement of accounts prepared each year for the Annual General Meeting.
4. The Society may buy and sell lands and buildings. Such transactions, with the exception of the Islamic Centre, shall require the approval of a two third (2/3rd) majority of the members of the General Assembly present at a meeting called for the purpose. The Islamic Centre may not be sold.



5. The Executive Committee shall not borrow money without the approval of the General Assembly. Such an approval may be given only if a ceiling on the amount to be borrowed is presented by the Executive Committee.
6. The Executive Committee shall present at the AGM a proposed budget for the coming year for approval.
7. Capital expenses shall require the approval of the Executive Committee.
8. The President and the Treasurer shall sign cheques. In the absence of either one of them, the Executive Committee shall appoint a temporary cosigner from among themselves.
9. The fiscal year of the Society shall be the same as the calendar year (January 1 to December 31).

## **ARTICLE X**

### **AMENDMENTS**

1. Proposal to amend the Constitution may be brought by a resolution of the Executive committee. Proposals to amend the constitution may also be made by members of the Society. Such proposals shall be submitted in writing to the Secretary over the signature of five (5) regular members.
2. All proposed amendments shall be mailed along with the notice of the General Meeting at least two weeks prior to the meeting.
3. Adoption of an amendment to the Constitution shall require a vote of at least three fourths (3/4) of those present at a properly constituted meeting or 3/16th of regular members, whichever is higher.

## **ARTICLE XI**

### **BYLAWS**

1. The Executive Committee may propose new bylaws or amendments to existing bylaws. Members may also bring new bylaws or amendments to existing bylaws if presented in writing to the Secretary over the signature of five (5) regular members.
2. New bylaws or amendments to existing bylaws proposed should be mailed out with the notice of the General Meeting at least two weeks prior to the meeting.
3. Adoption of an amendment to the Constitution shall require a vote of at least three fourths (3/4) of those present at a properly constituted meeting or 3/16th of regular members, whichever is higher.

**ARTICLE XII**

**DISSOLUTION**

Upon dissolution of the Society, the Executive Committee shall pay up all outstanding debts and liabilities and transfer all remaining assets to an Islamic charitable organization.

**-END-**