

## **Article I: Definition**

### **Section 1**

The Aberdeen mosque and Islamic centre is a charitable non-profitable, non-political organisation.

### **Section 2: Aims and purposes**

The purposes of the Aberdeen Mosque and Islamic Centre is to serve the best interests of Islam and of the Muslims of Aberdeen and the Aberdeenshire area. Towards this end, the Aberdeen mosque and Islamic centre shall:

1. Arrange and hold congregational prayers and Islamic religious activities at appropriate times.
2. Promote unity and joint action among the Muslims.
3. Conduct social, cultural, and religious activities in the best traditions of Islam,
4. Provide channels for better communication and understanding between Muslims and the Aberdeen community in general.
5. Provide knowledge of Islam according to Sunni Islamic doctrines so that members of the community become well rounded individuals in all aspects of their lives.
6. Contribute to the local community by promoting and participating in projects related to areas of social concern.
7. Provide free religious services to members of the Muslim community relating to Islamic marriage, birth, death, and burials in accordance with Scottish law.

### **Section 3**

The Aberdeen Mosque and Islamic Centre can co-operate with and support any Islamic organisation that shares the same aims and purposes.

### **Section 4**

On matters related to Islamic Law (Sharia) the Aberdeen Mosque and Islamic Centre shall adopt the decisions of the European Council for Fatwa and Research

## **Article II: Affiliation**

### **Section 1**

The Aberdeen Mosque and Islamic Centre may not undertake any activity that does not conform to this constitution. In such a case, if a solution is not reached, the Board of Trustees may dissolve the Executive Committee of the Aberdeen Mosque and Islamic Centre and supervise a new selection. The dissolution can only take effect if all trustees and 50 members of the Aberdeen Mosque and Islamic Centre agree to it.

## **Article III: Membership**

### **Section 1**

The membership of the Aberdeen Mosque and Islamic Centre shall consist of “members” of the Muslim Community of Aberdeen and the Aberdeenshire area.

### **Section 2**

A member shall be:

1. Muslim
2. Aged 16 years or over
3. Will be resident in Aberdeen or the Aberdeenshire area for a period of more than 6 months.

### **Section 3**

All members must abide by the terms of this constitution.

## **Article IV: Board of Trustees**

### **Section 1**

The Board of Trustees shall consist of five members of the Aberdeen Mosque and Islamic Centre and two patrons who could be from outside Aberdeen. The Executive Committee as explained in Section 3 of this Article shall nominate all of these members. None of the five Board members shall be a member of the Executive Committee or an auditor during the tenure of their office.

### **Section 2**

The trust member shall be:

1. Permanent UK resident.
2. Resident in Aberdeen or the Aberdeenshire area.
3. Witnessed upon as a good Muslim
4. Over the age of 25 years.

### **Section 3**

The Executive Committee shall nominate all members of the Board of Trustees and the nomination shall be approved by the General meeting. In case the General Meeting does not approve a member nominated for the Board of Trustees by the Executive Committee, the latter shall nominate a second person.

### **Section 4**

Each member approved to be in the Board of Trustees shall take an Oath as described in Article XIII, Section 8

### **Section 5**

The Board of Trustees shall elect the Chairperson of the Board of Trustees every two years, after which they can be re-nominated.

## **Section 6**

The Chairperson of the Board of Trustees shall be responsible for the following:

1. Calling and presiding over trust meetings
2. Being the spokesperson, representative, and correspondent for trust activities
3. Shall make sure the minutes of every meeting of the Board are recorded.

## **Section 7a**

There shall be a meeting at least once every six months. The chairperson may call a special Board of Trustees meeting in addition to the regular meeting whenever he considers it necessary. The presence of more than one-half of the members shall constitute a quorum of the Board of Trustees meeting.

## **Section 7b**

An emergency meeting may be called at the request of any member of the Board. Such a meeting shall be held within one week of the written or verbal request is made to the Chairperson.

## **Section 8**

The Board of trustees shall be responsible for the following:

1. Finding ways and means of externally raising funds for the Mosque and Islamic Centre.
2. The general management, maintenance, and growth of the Mosque and Islamic Centre already established.
3. Co-signing withdrawals of funds in accordance with Article VI, Section 4
4. Overseeing the general activities of the Mosque and Islamic Centre and ensuring that they are within the framework of the constitution.
5. Holding in trust the property of the Mosque and Islamic Centre.

## **Section 9**

The trustees of the Aberdeen Mosque and Islamic Centre are responsible for the trust of any properties purchased.

## **Section 10a**

Members of the Board of Trustees serve voluntarily. Inactive members of the Board may be asked to resign by the Executive Committee, with the consent of the rest of the Board of Trustees.

## **Section 10b**

In case the inactive member refuses to resign, the Executive Committee may decide to dismiss if 3 out of the 5 trustees and 5 out of the 7 Executive Committee members agree to it.

## **Section 10c**

If a Trustee Member resigns, dies, leaves the jurisdiction of the Aberdeen Mosque and Islamic Centre or is dismissed, the Executive Committee shall nominate another member in the following General Meeting as per Section 3 of this Article.

## **Article V: Executive Committee**

### **Section 1**

The Aberdeen Mosque and Islamic Centre's Executive Committee shall consist of the selected officers as stated in Section 2, of this Article. Each member of the Executive Committee shall be:

1. Resident in Aberdeen and Aberdeenshire area for at least one past year and for another one year or more to come.
2. Over the age of 18 years.
3. Not involved in any unlawful business activities.
4. Have good leadership and management skills.
5. Has NOT been a member of the Executive Committee for the last two consecutive terms.
6. Is NOT a member of the board of Trustees

### **Section 2**

The selected officers shall be President, Vice-President, General Secretary, Treasurer, and three other members.

### **Section 3**

The term of the Mosque Executive Committee shall be one year.

### **Section 4**

Each member approved to be in the Executive Committee shall take an Oath as described in Article XIII; Section 8.

### **Section 5**

If more than half of the Executive Committee resigns/vacate their positions, new members will be chosen by a General Meeting which will be called by the rest of the Executive Committee or the Board of Trustees. The newly formed Executive Committee shall carry out the duties until the end of the term.

### **Section 6**

Members of the Executive Committee serve voluntarily. Inactive members of the Executive Committee may be asked to resign by the Executive Committee. If a member of the Executive Committee resigns dies or moves away from the area or is dismissed, the Executive Committee, after consultation with the Board of Trustees, shall co-opt a member to fill the vacated office.

### **Section 7a**

The Executive Committee shall meet at least once a month. The president may call special Executive Committee meetings in addition to the regular meetings whenever he considers necessary. The presence of more than one-half of the members of the Executive Committee members shall constitute a quorum for an Executive Committee meeting.

### **Section 7b**

An emergence Executive Committee meeting may be called at the request of at least three members of the Executive Committee. Such a meeting shall be held within one week of the written or verbal request is made to the President.

## Section 7c

An Executive Committee member other than the President, who has failed to attend three consecutive Executive Committee meetings without being excused by the President prior to the meetings, shall be asked to give verbal and written explanation for the absence. If he fails to do so or if his explanation is not satisfactory to the Executive Committee, the latter shall consider his dismissal from the post he is holding. The Executive Committee shall grant him a hearing to enable him to defend his explanation for his absence. If he refuses to appear before the Executive Committee within a period of six weeks, they shall decide on an action based on the recommendation of the Executive Committee.

In the case of the President, he shall give to the Executive Committee his reasons for his failure to attend Executive Committee meetings. If the Committee does not find his explanation for having missed three consecutive meetings to be satisfactory, the Vice-President shall recommend his dismissal from office. The Executive Committee shall grant him a hearing before the Board of Trustees to enable him to defend his explanation for the absences. If he refuses to appear before the Board of Trustees within a period of six weeks, they shall decide an action based on the recommendation of the Executive Committee.

## Section 8

The President shall be responsible for the following:

1. The general management of all the activities of the Aberdeen Mosque and Islamic Centre.
2. Directing and co-ordinating all the activities so as to achieve the purposes of The Aberdeen Mosque and Islamic Centre.
3. Calling and presiding over meetings of the Executive Committee and General Meetings.
4. Forming various Ad Hoc Committees with the approval of the Executive Committee.
5. Presenting reports on the state of the Aberdeen Mosque and Islamic Centre at the General Annual meeting and in the Centres newsletter or publications in way of news releases.
6. Being the spokesman, representative, and correspondent for the Aberdeen Mosque and Islamic Centre in external activities, and he may delegate this duty to another member of the Executive Committee.

## Section 9

The Vice-President shall be responsible for the following:

1. Carrying out the management of the activities in the absence of the President.
2. Temporarily assuming the functions of the President when requested to do so by him. If the President is incapacitated, the Vice-President shall assume the Presidency for the remaining period of the President's term.
3. He shall be head of one of the Sub Committees.

## Section 10

The General Secretary shall be responsible for the following:

1. Keeping the files of the Executive Committee.
2. Preparing and circulating the agenda before every meeting for the Executive Committee and General Meetings.

3. Maintaining the list of members and volunteers for various functions of the Aberdeen Mosque and Islamic Centre.
4. Keeping the Aberdeen Mosque and Islamic Centre registered as a charity organised in Scotland.
5. Presiding over the Executive Committee meetings where both the President and the Vice-President are absent.
6. Presenting at the beginning of every Executive Committee and General Meeting the minutes of the previous meeting for approval by the Executive Committee/General Meeting.

## **Section 11**

The Treasurer shall be responsible for the following:

1. Maintaining the records of all the financial transactions of the Centre.
2. The systematic up-keep of books (cash and stock registers), writing disbursements with receipts file, banking reconciliations, and presenting a report of financial situation of the Aberdeen Mosque and Islamic Centre to the public every six months.
3. Collecting and depositing all the funds received on behalf of the Aberdeen Mosque and Islamic Centre.
4. Countersigning all withdrawal cheques on behalf of the Aberdeen Mosque and Islamic Centre in accordance with Article VII, Section 4.
5. Preparing the annual budget of the Aberdeen Mosque and Islamic Centre for the next fiscal year in consultation with the newly selected Executive Committee.
6. He shall present financial report before the General meeting
7. Presenting before the Executive Committee a quarterly report on the status of the Aberdeen Mosque and Islamic Centre's financial affairs, including anonymous donations and total donations received by the Aberdeen Mosque and Islamic Centre.

## **Section 12**

Each of the remaining 3 members of the Executive Committee shall head at least one of the Sub Committees such as: Education, Maintenance, Dawah, and Public Relations

## **Article VI: Finance**

### **Section 1**

The Executive Committee may accept any contribution in any form from any source consistent with the purposes of the Aberdeen Mosque and Islamic Centre

### **Section 2**

All Funds collected for a specific purpose shall be used for that cause only. In the case of donations collected for the use of the Aberdeen Mosque and Islamic Centre, the Executive Committee may decide to use them for a different purpose within the goals and objectives of the Islamic Centre. In such circumstances, the executive Committee shall obtain the approval of the community by positing notifications of these intentions. In case of objections, by a minimum of 50 members, the Executive Committee is obliged to use the fund for its original purpose only.

### **Section 3**

The Aberdeen Mosque and Islamic Centre shall maintain the following separate interest free accounts:

1. Main Account: All of the Aberdeen Mosque and Islamic Centres income (cheques or cash) shall be deposited in this account. All establishment, operational and capital costs shall be withdrawn from this account.
2. Property Account: All of the rental income shall be deposited in this account. Credit of this account may be used for the improvement of the Aberdeen Mosque and Islamic Centre.
3. Purpose Built Mosque Account: All donations for the future Aberdeen Mosque and Islamic Centre shall be deposited in this account. Income of this account may NOT be used for any other purpose. This account shall be closed once the project is complete and the remaining money shall be transferred to the Main Account.
4. Relief Account: All types of donation (Zakat, Sadaqah, Kaffara, etc.) shall be deposited in this account. All funds in this account shall ONLY be used for the purpose they are donated for.

### **Section 4**

#### **Withdrawal of Funds**

All Cheque withdrawals shall be co-signed by any TWO of the following; President, Vice President, Treasurer, and by the Chairperson of the Board of Trustees.

### **Section 5**

#### **Authorisation of expenditures**

The President shall not authorise the expenditure of more than £200 on a single expense without approval of the Executive Committee. The treasurer shall not authorise the expenditure of more than £100 on a single expense without the prior approval of the Executive Committee.

## **Article VII: Associate/Sub Committees**

### **Section 1**

The newly selected Executive Committee according to their term and yearly plan of work shall nominate the Associate/Sub Committees.

### **Section 2**

The tenure of the Associate/Sub Committees shall be one year.

### **Section 3a**

The Fiqh Committee shall be an Associate Committee consisting of three members and shall be chaired by the Imam. The committee shall advise the Executive Committee on matters related to Islamic law (shariah) with full consideration of the view of scholars of European Council for Fatwa and Research. This committee shall supervise and advise the Executive Committee regarding the calendar of Islamic events and activities.

### **Section 3b**

The committee shall review and select the books in the library in the Mosque and Islamic Centre.

### **Section 3c**

The committee shall attempt to answer religious questions in the light of the Quran and Sunnah whenever they are called upon to do so. They shall contact religious scholars of the European Council for Fatwa and Research to get required answers if necessary.

### **Section 4**

The Funeral Assistance Committee shall be an Associate Committee that shall consist of members from the Executive Committee, Board of Trustees, and Fiqh Committee.

The Funeral Assistance Committee shall be responsible for the following:

1. Keeping up-to-date information on local cemetery lots and funeral homes and their services;
2. Gathering information on Local Authority legal requirements as well as the Islamic requirements for burial, and assist the relatives of the deceased in fulfilling those requirements.
3. Contacting relatives of the deceased Muslim, if he/she has no relatives in the area.
4. Contacting the embassy of the country of which the deceased was a citizen, if he/she was not a citizen of this country.
5. Keeping information on expenses as well as modes of transportation of the bodies to foreign countries or any other place within this country.
6. Keeping information on cemeteries in the UK which have been earmarked for use by Muslims.
7. Exploring the possibilities of buying land so as to establish a cemetery for Muslims.

### **Section 5**

#### **Sisters Sub Committee**

The Sisters shall designate a representative through a selection. The latter shall liaise between the sisters and the Executive Committee. This sub-committee shall:

1. Work within the framework given to the sisters by the Executive Committee.
2. Contribute in all aspects of the Aberdeen Mosque and Islamic Centre such as, social events, educational programmes, fund raising, etc.

## **Article VIII: Ad Hoc Committees**

### **Section 1**

The Executive Committee may appoint an Ad Hoc Committee in order to carry out a special assignment. The tenure of these committees must be determined depending upon the nature of the assignment. The assignment given the Ad Hoc Committee shall be precisely defined in a memorandum from the Executive Committee to the Ad Hoc Committee, a copy of which shall be posted on the notice board in the Aberdeen Mosque and Islamic Centre. The limit on the



expenditure, if any, that may be incurred in carrying out the assignment, shall be specified in the memorandum.

## **Section 2**

The Chairperson of the Ad Hoc Committee shall be elected by that committee and shall call, preside over, and adjourn the committee meetings and plan and conduct the committees work.

## **Section 3**

No person shall be the chairperson of more than two Ad Hoc Committees at the same time.

## **Section 4**

The Ad Hoc committee shall be allowed to continue its work until it completes the assignment for which it was formed. Only the Chairperson of the committee shall dismiss the committee after the assignment has been accomplished and he has submitted to the President of the Executive Committee a report to that effect.

## **Section 5**

The recommendations of the Ad Hoc committee shall be honoured and carried out, after being studied and discussed by the Executive Committee, unless a simple majority of the members present in a General Meeting, called to discuss them, vote for any changes.

## **Section 6**

None of the Ad Hoc committees shall by-pass the Executive Committee in calling General Meetings or any other public meetings.

# **Article IX: Meetings**

## **Section 1a: Annual General Meeting (AGM)**

The Aberdeen Mosque and Islamic Centre shall have its AGM on the last Sunday in January of each year. A public announcement after Friday together with a written notice of the meeting shall be made at least two weeks prior to the date of the meeting.

## **Section 1b**

In this meeting the Executive Committee shall present an ANNUAL financial and progress report of all its activities.

## **Section 2: General Meeting**

The Aberdeen Mosque and Islamic Centre shall have at least one General Meeting during the year excluding the Annual General Meeting (AGM). A public announcement after Friday together with a written notice of the meeting shall be made at least two weeks prior to the date of the meeting.

## **Section 3a: Extraordinary General Meeting**

An Extraordinary General Meeting may be called by the Board of Trustees, the Executive Committee or by a petition signed by 50 members. Such a meeting shall be held within four weeks of the written petition is presented to the President of the Executive Committee.

### **Section 3b**

The President of the Executive Committee or any other person designated by the Executive Committee will chair the Extraordinary General Meeting.

### **Section 4**

An affirmative vote by 2/3 of the members present shall be necessary for the adoption of any decision(s).

### **Section 5**

A member presiding over the Executive Committee meeting or Board of Trustees meeting, or General Body meeting, or any Associate Committee, or Ad Hoc Committee meeting shall have no right to vote on any issue in the meeting, except in the case of a tie.

### **Section 6a: Board of Trustees and Executive Committee**

There shall be at least one common meeting of all Executive Committee members selected and the members of the Board of Trustees within three months of the selections.

### **Section 6b**

The Executive Committee and the Board of Trustees shall have regular meeting at least once every three months.

## **Article X: Amendments**

### **Section 1**

A proposal for amendment(s) to the constitution shall be signed by at least 50 members. The proposal shall be submitted to the President or the General Secretary who shall post the proposal on the notice board and call a General meeting within two months of the receipt of the proposed amendment(s).

### **Section 2**

An affirmative vote by 2/3 of the members present shall be necessary for the adoption of any amendment(s).

### **Section 3**

The quorum requirement for voting on amendments shall be 50 members of the Aberdeen Mosque and Islamic Centre.

### **Section 4**

If 50 members of the Aberdeen Mosque and Islamic Centre are not present in a General Meeting called for voting on the proposed amendment(s), another General Meeting shall be called for the same purpose within four weeks of the initial meeting, in which the quorum requirement as stated in Section 3 of this Article shall be waived and the proposed amendment(s) shall be discussed and adopted by a 2/3 majority of the members present.

### **Section 5**

Amendments to any of the following article cannot be done:

All Sections of Article I and Article II;

## **Section 6**

A proposal for amendment(s), which does not meet the conditions, stated in Section 1 of this Article shall be kept on record for the next selected Executive Committee.

# **Article XI: Judiciary Procedure**

## **Section 1**

Charge(s) of misdemeanour, misappropriation of funds, fraud, corruption, violation of the constitution, cover-up of such offences, etc., can be brought against a member of a group of members. The charges together with evidence shall be handed over to the President and a copy of the same shall be sent to the Chairperson of the Board of Trustees.

## **Section 2**

The Board of Trustees and the Executive Committee shall meet within two weeks of receipt of the charge(s) in order to set up a panel to hear the charge(s). If the charge(s) is (are) against an Executive Committee Member, the Board of Trustees shall be responsible for calling the meeting for setting up the panel. If the charges are not against one or more Executive Committee members, the Executive Committee shall be responsible for calling the meeting to set up the panel.

## **Section 3**

The panel shall consist of five members randomly picked by the member(s) against whom the charge(s) has (have) been brought. The names shall be picked as follows:

1. A member of the Board of Trustees unless the charge(s) is (are) against one or more of its members.
2. A member of the Executive Committee unless the charge(s) is (are) against one or more of its members.
3. The remaining members shall be any members of the Aberdeen Mosque and Islamic Centre.

## **Section 4**

If the person(s) accused refuses/refuse to exercise the right to draw the names of members on the panel, the President or his replacement shall draw the names in the presence of the Executive Committee.

## **Section 5**

After the Panel has chosen the Chairperson, the latter shall fix the time for its first session within two weeks of formation.

## **Section 6**

The panel shall hear the charge(s) as well as witnesses from both sides, examine all evidences, and pass a verdict of "Guilty" or "Not Guilty" and determine corrective measures. If the panel finds clear evidence of criminal violation according to Scottish laws, it may recommend to the General Meeting 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 Aberdeen Mosque and Islamic Centre.

## **Section 7**

The panel shall submit a detailed report on their findings and actions to the General Meeting through the Centre's news bulletin.

## **Section 8**

A member of the Executive Committee or the Board of Trustees or any Sub or Ad Hoc Committee or an auditor who is indicted or arrested for a major offence shall be automatically suspended from his office until he is acquitted. If he is convicted after all appeals, if any, he shall be expelled from his office.

## **Article XII: Executive Committee Selection**

### **Section 1**

On the last Sunday in January of each year the Executive Committee shall present and chair the Annual General Meeting.

### **Section 2**

A Selection Committee, who has been nominated by the Executive Committee, after consultation with the Board of Trustees, shall conduct the selection. The Selection Committee comprises of three members. Each member must be:

1. Member of Aberdeen Mosque and Islamic Centre
2. Knowledgeable
3. Witnessed upon as a good Muslim
4. Has a good knowledge of the Aberdeen Muslim Community

### **Section 3**

The Selection Committee shall be formed 4 weeks prior to the AGM. The nominated names shall be posted on the notice board of the Aberdeen Mosque and Islamic Centre.

If 50 members of the Aberdeen Mosque and Islamic Centre object, in writing, within a week of the notice been posted against any nominated members, the Executive Committee, after consultation with the Board of Trustees, shall nominate a second person.

### **Section 4**

The Selection Committee shall consult the senior and active members of the community who play an active role in the Aberdeen Mosque and Islamic Centre and in doing so shall include a cross section of the whole community.

### **Section 5**

The Selection Committee shall not be influenced or dominated by any individual or group.

### **Section 6**

Decision on the final selection of a member shall not be based entirely on the highest number of nominations but on the candidate's qualities, knowledge, skills, experience, presence and qualifications in meeting the criteria in the best interest of the Muslim Community.

## **Section 7**

The Selection Committee will nominate a minimum of seven members to form the Executive Committee according to the criteria described in Article V: Executive Committee, Section 1.

## **Section 8**

All Selection Committee members shall have the right to be selected for the Executive Committee.

## **Section 9**

The Selection Committee shall nominate all members of the Executive Committee, and the General Meeting shall approve the nomination. In case the General Meeting does not approve a member nominated by the Selection Committee, the latter shall nominate a second person.

## **Section 10**

The newly selected Executive Committee shall assume the charge of the Aberdeen Mosque and Islamic Centre from the last Sunday of February following the Annual General Meeting. In the period of overlap, the new Executive Committee shall work as observer under the old Executive Committee.

# **Article XIII: General**

## **Section 1**

A Muslim who desires to talk to the Congregation (public) in any part of the Aberdeen Mosque and the Islamic Centre at any time shall seek the consent of the Imam or the Executive Committee.

## **Section 2**

No announcements are to be made in any part of the Mosque and Islamic Centre without prior agreement of the Executive Committee or the Imam.

## **Section 3**

No papers, posters, newsletters or any other form of media are to be displayed or shown in any part of the Mosque and Islamic Centre without prior agreement of the Executive Committee or the Imam.

## **Section 4**

No money is to be collected (in any form and for any cause) in any part of the Mosque and Islamic Centre without prior agreement of the Executive Committee.

## **Section 5**

No business transactions or dealing of any type are allowed in the Mosque and Islamic Centre unless they are relevant to the business of the Mosque and Islamic Centre or until the Executive Committee has given its agreement to such actions.

## **Section 6**

No one shall act on behalf of the Aberdeen Mosque and Islamic Centre when dealing with other organisations unless permission is granted by the Executive Committee.

### Section 7a

The Board of Trustees and the Executive Committee can appoint an employee for a contract term of fixed period, which can be renewed indefinitely by mutual agreement of both parties.

### Section 7b

Before the employee starts his appointment or his term is renewed, the Aberdeen Mosque and Islamic Centre and the intended employee shall sign a contract of service approved by the Board of Trustees and the Executive Committee.

### Section 7c

The contract of service shall clearly state the job description and the salary of the employee.

### Section 8: Oath of Office

Each member approved to become a member of the Executive Committee or Board of Trustees shall take the following oath and sign the form.

In the name of Allah the beneficent the merciful

I  (state full name)

Whose specimen signature is given below and who has been selected as a member of the Aberdeen Mosque and Islamic Centre's Executive Committee, do hereby affirm, with Allah as my witness that, Insha Allah, I will:

- Be obedient and faithful to Allah, His commandments and the traditions of the prophet Muhammad (p.b.u.h).
- Abide by the provisions of the Constitution of the Aberdeen Mosque and Islamic Society, and will work towards the unity of the Muslims in Aberdeen and Aberdeenshire area.
- Conduct the affairs of the members and the community as whole with justice and honesty, and will safeguard the trust assigned to me for the best interest of the Muslim community.
- Not seek any personal glorification or financial or any other gains by and through the use of this office.

May Allah Almighty help me to fulfil this oath – Aameen.

Signature:

Date:

## Article XIV: Imam's Position

### Section 1

The Board of Trustees and the Executive Committee can appoint an Imam for a contract term of 5 years, which can be renewed indefinitely by mutual agreement between the Imam and the Executive Committee and the Board of Trustees.

### Section 2

The vacancy of the post of Imam should be advertised both nationally and internationally.

### Section 3

A panel of four persons will conduct a formal interview. The panel will include the Chairperson of the Board of Trustees, the President of the Executive Committee, The General Secretary of the Executive Committee and an independent member of the community appointed by the Executive Committee and the Board of Trustee.

### Section 4

The Imam shall have the following criteria:

1. Muslim
2. Over the age of 25
3. Have formal Academic qualification in Islamic Studies
4. Preferably have memorised the Holy Quran
5. Be highly proficient in the English and Arabic Languages
6. Provide known references that can be contacted
7. Have legal right to be resident in the UK
8. Has, preferably, held a similar position in the UK or abroad
9. Have good communication skills and leadership qualities
10. Have a good all-around general knowledge

### Section 5a

The duties of Imam are as follows:

1. Provision of religious service during obligatory prayers, Islamic festivals and celebrations and periods of fasting. The Imam may delegate some of the religious duties to other properly qualified and competent persons within the consent of the Executive Committee, but the Imam
  - a. Remains responsible for the provision of the above religious service in proper form and at proper time
  - b. Provision of religious service and traditional duties of the Imam associated with birth, death, and burial of the members of the Muslim community.
  - c. Performance of Islamic Marriage in accordance with the marriage regulations in Scotland.
  - d. Propagation of Islam and giving da'wa to both Muslims and non-Muslims.
  - e. Collection of Zakat and its distribution among those who deserve it in consultation and agreement of the Executive Committee.

- f. Limited fund raising for different causes when asked by the executive Committee.
- g. Provision of religious education for the children of members of the community. The extent and contents of the teaching curriculum shall be decided with the Executive Committee.
- h. Supervision of adults Islamic classes and Quranic studies.
- i. Counselling of members of the Community in religious and ethical matters.
- j. Pastoral care of the students in learning institutions in Aberdeen and the Aberdeenshire area, including representation to the authorities if necessary.
- k. Co-ordinate hospital and prison visits. The Imam may delegate this task to other persons with the consent of the Executive Committee.
- l. Provision of hospitality to visiting Islamic scholars and religious groups.
- m. Representation of the Aberdeen Mosque and Islamic Centre in different activities and events.
- n. Liaison with local authorities such as council, jails, police, etc.

### **Section 5b**

In addition, the Executive Committee may, with the agreement of the Imam, add other tasks, permanent or temporary to the above list of duties.

### **Section 6a**

The holiday period is fixed to 5 weeks per calendar year. The holidays have to be booked in advance so that the Executive Committee can make arrangement for the period. The Imam shall co-ordinate the arrangements with the Executive Committee. A notice of one month is required for holidays. Unpaid holidays may be granted for valid reasons.

### **Section 6b**

The Imam's salary will be paid by the Executive Committee directly to his bank account or by a cheque to him. Tax and Insurance will be made according to the Scottish law. Sick leave on full pay will be extended to two months; afterwards the next two months will be on half pay.

### **Section 7a**

Before the Imam starts his appointment or his term is renewed, the Aberdeen Mosque and Islamic Centre and the intended Imam shall sign a contract of service approved by the Board of Trustees and the Executive Committee.

### **Section 7b**

The contract of service may be terminated by either side three months in advance of the date of vacating the post of Imam.

### **Section 7c**

Decision for termination of the contract of service shall be taken in 3 out of the 5 trustees and 5 out of the 7 Executive Committee members agree to it.



## Article XV: Constitution adoption and enforcement

### Section 1

The constitution shall be adopted and become effective once it has been approved by a simple majority of the total members present on the EGM held for this purpose<sup>1</sup>.

### Section 2

In case of ambiguity regarding the interpretation of any section(s) of the Constitution or possible conflict between two or more sections, the interpretation of the Executive Committee and the Board of Trustees to clarify such ambiguities or resolve the conflicts shall be final.

### Section 3

Registration as charitable organisation in Scotland, opening accounts and implementation of other matters as required by the Constitution shall be accomplished within six months of the Constitution being adopted

## Article VXi: Dissolution

If a situation arises which makes the dissolution of the Aberdeen Mosque and Islamic Centre inevitable, the Board of Trustees shall handle the process of dissolution. Any Assets, which are left after meeting liabilities, shall be transferred to Islamic Relief in Birmingham or any other trusted charity organisation that the Board of Trustees decides.

### *List of Attendees at the EGM*

No	Name	No	Name
1	Yousuf Al-Aufi	30	Sajid Qayyum
2	Nadir Mahjoub	31	Md. Joinal Abedin
3	Said bin Salim	32	Mohammed Samir
4	Dr Ahmad Salamat	33	Ammar Bennadji
5	Abdulmonem Al-hayani	34	Abdul Majid Shaheen
6	Samir Mbarki	35	Mohammed Rafique
7	Hassan Bourzin	36	Mohammed Latif
8	Azhari Albashir	37	Dr R. Amin (Imam)
9	Sid Ahmed	38	M. Aslam
10	Hatem Ahriz	39	Syed Muhammad Razza
11	Zain Eddine	40	Mubasher Chaudry
12	K. M. Mozibul Islam	41	N. M Shaikh
13	Saud Ahmed Aslam	42	Md. T. U Chowdhury
14	Hamdi Idres	43	M. Tauqir Malik
15	Samir Nacef	44	Mohammad Sarwar
16	Nazrul Islam	45	Maqbool Chaudry

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<sup>1</sup> EGM was held on Sunday 6th August 2000 at Aberdeen Mosque and Islamic Centre. The constitution was approved by the meeting with some amendments. This copy presents the approved version of the constitution.

17	Ismail Shaikh	46	Ghulam Shabbir
18	Noor ul Amin Shaikh	47	Abdul Rashid Siddiqui
19	M Shuyed Amin	48	Musharraf Noor Khan
20	Ibrahim Ali Wise	49	Prince Nizam Sabir
21	Kajal Mian	50	Ambrez Yaqoob
22	Dr Salim K Ismail	51	Omran Mahtot
23	Shafiqul Haque	52	Nasir Ali
24	Luthful Haque	53	Md Gous Ali
25	Sayed Islam	54	Jamal Houhou
26	M Q Islam	55	Yocef Ahmneche
27	Furqan Ahmed Abbasi	56	Jamal Nacef
28	Salman Ahmed Abbasi	57	SM Momtazul Haque
29	Mohamed Arsalam Khan		