

**ARTICLES OF ASSOCIATION
OF
MUSLIM ASSOCIATION OF NEWFOUNDLAND AND LABRADOR**

1. The Interpretation Act, R.S.N. 1970, C. 182, shall mutatis mutandis apply to the interpretation of these Articles except where there is a conflict between it and The Companies Act, R.S.N. 1970, C. 54, in which case the latter should prevail.

A. MEMBERSHIP

2. The membership in The Association shall be divided into the following three categories:
 - a. Regular: any Muslim eighteen years of age or older, who is a resident of the Province of Newfoundland and Labrador, has paid the membership dues, and is in good standing,
 - b. Student: any Muslim student attending a post-secondary institution in Newfoundland and Labrador, who has applied for MANAL membership and is in good standing,
 - c. Honourary: membership conferred upon any person by the Executive Committee of the Association.
3. Only the regular members shall be eligible to vote. Students who had previously been regular members in good standing will still be eligible to vote should their status change.
4. There shall be membership fees for the Regular members only. The amount of such membership fee is to be set by the Executive Committee. The membership fee shall be payable during MANAL's fiscal year (January 1 – December 31).
5. Any person desirous of becoming a member shall apply to the Secretary of the Association, providing such information as full name, address, phone number, residency status, and occupation. MANAL reserves the right to request additional information at any time.
6. It shall be the responsibility of the members to inform the Secretary of any changes to the requested information as outlined in A.5.
7. Membership would cease if the member is no longer in good standing. A member will be deemed to be in good standing if:
 - a. the dues are paid,
 - b. his/her membership has not been terminated by the Executive Committee for violating the MANAL policies and the repute of the Association.

B. OFFICERS

8. The Executive Committee shall consist of the following officers:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Two members-at-large who shall represent the women's community if only one or none of the first four positions are occupied by a woman.
9. The officers shall be elected by majority vote at the Annual General Body Meeting of the membership as per MANAL's election policy (see D). The Muslim Student Association's (MSA) President shall be the member of the Executive Committee with no voting right.
10. Officers shall hold office for the duration of two years.
11. The Executive Committee will appoint one of its officers to act as a liaison for one or more of the Standing Committees.

C. DUTIES OF THE OFFICERS

12. The President shall supervise the activities and affairs of the Association and perform all other duties incidental to his office. The President shall preside over all meetings of the general body and the Executive Committee (see Section D).
13. The Vice President shall fulfill the duties of the President in his absence. He/she shall also fulfill any other duty assigned to him/her by the President or by the Executive Committee.
14. The Secretary shall keep or cause to keep all books and records which by law or otherwise are required to be kept, except books of account, and prepare or cause to prepare all necessary statements and reports relating thereto. He/she shall be responsible for processing of the correspondences on behalf of the Association. He/she shall maintain an accurate and up-to-date record of names, addresses, and occupations of all the members of the Association. He/she shall also be responsible for sending out notices of meetings and shall perform such other duties as may be required by the Executive Committee.
15. The Treasurer shall be responsible for the overall financial affairs of the Association, maintenance of accounts, preparing and filing annual tax and HST returns, deposits and withdrawal of funds, payment of bills, and any other duties assigned by the Executive.

16. The members-at-large will generally support the activities of MANAL, help in implementing the programs and policies of the Association, and will provide assistance when requested by the members of the Executive.

D. ELECTION OF THE OFFICERS

17. Election of the officers shall be held at the Annual General Body meeting which will consist of all members in good standing. Elections must be held between December 1 of the current fiscal year and January 31 of the following fiscal year.
18. At least one month prior to the Annual General Body Meeting, the Executive Committee shall appoint an Election Officer who will be responsible for conducting the elections.
19. Nominations for vacant positions of the Executive Committee must be submitted in writing to the Election Officer at least two weeks prior to the Annual General Body Meeting. The Election Officer will not accept any nominations from the floor on Election Day. The election of the officers will be held in alternate years:
 - a. President, Treasurer, and one member-at-large (in one year)
 - b. Vice-President, Secretary, and one member-at-large (following year)
20. Nominees must consent to their respective nominations.
21. Each nominee must be nominated and seconded by a regular member of MANAL. Nomination to any vacant position is open to any regular member in good standing. In addition, the nominees must fulfill the following requirements:
 - a) Candidates must be the Canadian citizens or permanent residents of Canada;
 - b) candidates must have been residents of the province for 2 continuous years prior to election day;
 - c) candidate must not have been convicted of, or must not be currently charged with, on trial for, or party to a crime or offence, or subject to any criminal proceedings in Canada;
 - d) candidates must not be suffering from a serious disease, physical or mental disorder.
22. Individuals who nominate and support the nominee for any vacant position must also fulfill the requirements outlined in 21 a-d.
23. If there is only one nomination for any of the vacant positions, then the nominee will be elected by acclamation.
24. In the case of more than one nomination for the same position, the Election Officer will conduct the elections through voting by a show of hands or through secret ballot, whichever is convenient.

E. EXECUTIVE COMMITTEE

25. The Executive Committee shall meet at least once every three months either in person or via electronic media.
26. Four members of the Executive Committee shall constitute a quorum.
27. The President may call a meeting of the Executive Committee, whenever the President deems such a need. However, a reasonable notice of such a meeting must be given to other members of the Executive Committee.
28. Any three members of the Executive Committee may request to call a meeting of the Executive Committee. Upon receipt of such a request, oral or written, the President is obliged to call a meeting of the Executive Committee as soon as possible and practicable.
29. Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes. In case of equality of votes, the President shall have a casting vote.
30. Each member of the Executive Committee at the time of his/her election should have maintained a membership in good standing in the Association for at least two years.
31. When a member of the Executive Committee ceases to be a member of the Association or resigns, or is terminated, his/her office should be considered vacant.
32. Vacancies on the Executive Committee occurring between annual meetings of the membership may be filled by assigning duties of the vacant office to other members of the Executive Committee on a temporary basis until a permanent replacement is elected by the members of the Association at a general meeting or the Annual General Body Meeting, whichever is closer to the date of vacancy. However, the continuing members of the Executive Committee may act notwithstanding any vacancy in their body provided they have a quorum.
33. A member of the Executive Committee shall not be eligible to continue in office:
 - (a) if he/she becomes of unsound mind;
 - (b) if by notice in writing to the Association he/she resigns his/her office;
 - (c) if he/she is convicted of a criminal offence;
 - (d) if he/she declares bankruptcy;
 - (e) if he/she is removed by a majority vote of the MANAL general body; or,
 - (f) if a member is suspended by the Executive Committee for reasons of misconduct and other behavior contrary to the policies and regular functioning of MANAL.

34. The suspension of the Executive Committee member will be referred to the General Body Meeting for final decision.
35. The Executive Committee may initiate and terminate various projects, standing and special committees as it may deem expedient for carrying out the work of the Association.
36. The Executive Committee shall receive reports for all its projects, standing and special committees and take such action thereof as it deems appropriate.

F: STANDING AND SPECIAL COMMITTEES

37. The Association shall have the following committees. Each committee is headed by a Chair. The Chair of each committee is appointed by MANAL Executives for a period of two years. The chair chooses committee members in order to deliver on the mandate of the committee.
 - (a) St. John's Mosque (Islamic Centre) Committee: This Committee shall be responsible to take all necessary steps to establish, operate and maintain a Mosque in a convenient location at Metropolitan St. John's. Its mandate extends to acquire and maintain a cemetery.
 - (b) Education and Library Committee: The function of this committee shall include the organization and practice of Islamic teachings. The committee will also be responsible for the development and maintenance of a Library.
 - (c) Social Committee: The function of this committee shall include all matters of social interests such as Eid-dinner, etc.
 - (d) Jurisprudence (Fiqah) Committee: The function of this committee will be to seek and offer directions on matters relating to Islamic jurisprudence.
 - (e) Special Committees: These can be formed to investigate study or perform a certain task.
38. The Executive Committee may establish guidelines for the operation of Standing and Special committees.

G: MEETINGS

39. There shall be one Annual General Body Meeting of the membership each fiscal year.
 - a. The Executive Committee shall provide one month's notice prior to the Annual General Body Meeting.
 - b. At least a one month notice to members shall be required for discussion of any amendments at an Annual General or Special General Meeting as specified in the Clauses 39-42.

40. Twenty (20%) per cent of the regular members of the Association may request the Secretary to call a special meeting of the Association by giving a notice in writing. The notice must give the objective of the requested meeting and the names of the members so requesting. Upon receipt of such a notice, the Executive Committee shall call a special meeting of the Association within two weeks or as soon as possible and practicable.
41. The Executive Committee may call Special Meetings of the membership. However, the members shall be given a seven days notice of such a meeting. The notice shall contain the objectives of such a meeting.
42. Twenty (20%) percent of the Regular members attending a general or special meeting shall constitute a quorum.

H: REGIONAL REPRESENTATIVES

43. The Executive Committee may appoint any number of regional representatives who shall act as liaison between the Executive Committee and the Muslim communities in their regions.

I: INTERPRETATION OF ACTIVITIES OF THE ASSOCIATION

44. Any dispute as to whether or not an act or activity is inconsistent with Islam shall first be discussed and researched within the Association, on the basis of the Quran, Sunnah (tradition) and other authoritative references on Islam. If disagreement on the issue still continues, or if at least ten percent of the Association so request, the matter shall be communicated in writing to the appropriate Islamic Centres for further clarification.

J: AMENDMENTS TO THE MEMORANDUM OF ASSOCIATION AND THE ARTICLES OF ASSOCIATION

45. All proposed amendments to the Memorandum of Association and the Articles shall be presented in writing to the Secretary of the Association at least three weeks prior to the General Body Meeting. No amendments will be accepted from the floor of the meeting.
46. The Executive Committee of the Association shall examine the proposed amendments and shall report them in full to all members of the Association no later than two weeks after receipt of such amendments.

47. An affirmative vote by at least $\frac{3}{4}$ of those members present at the Annual General Meeting or special meeting, shall be necessary for adoption of any amendments to the Memorandum of Association and the Articles.
48. All amendments to the Memorandum of Association and the Articles shall be consistent with the provisions of the relevant law(s) of the Province.

K: AUDITORS

49. The auditor or auditors of the Association shall be elected each year at the annual meeting. Before the annual meeting, and at any other time at the request of the Executive Committee, the auditor(s) shall audit the books, accounts and financial statements of the Association; and documents, securities and receipts of the Association. For the purpose of any such audit the Treasurer shall give the auditor(s) such assistance as they may require. The Executive Committee shall periodically obtain an independent outside professional to audit the Association's financial affairs.

L: MISCELLANEOUS

50. Contracts, deeds, bills of exchange, and other instruments and documents on behalf of the Association shall be executed by the President and Treasurer of the Association.
51. The Executive Committee shall provide for the safe custody of the seal and the seal shall never be used except by the authority of the Executive Committee empowered in that behalf; and in the presence of two members of the Executive Committee at least, who shall sign every instrument to which the seal is affixed; deeds, bonds, and other instruments under the seal made on behalf of the Association, sealed with the common seal of the Association and signed by two members of the Executive Committee shall be deemed to be duly executed.
52. The Executive Committee shall put into effect all resolutions of the Association.
53. If the circumstances allow, the Executive Committee shall engage the services of an Imam on a full-time basis.
54. The Executive Committee will appoint one or more Marriage Officers who will officiate at marriages according to Islamic Law (Shariah).

M: TRUST FUND

55. A Trust Fund (Waqf) will be established in the name of the Association for the purpose of generating investment income primarily to supplement the costs of the

- operation and maintenance of the Mosque/Islamic centre of St. John's and other purposes as outlined in Article 59.
56. The Trust Fund will be funded from donations by the membership of the Association and other communities and associations and individuals, investment income from the Trust Fund, and any funds surplus to the needs of the Association as decided by the Executive Committee.
 57. The Trust Fund will be an asset of the Association on a permanent basis and will continue to function as long as the Association is in existence.
 58. There will be no capital withdrawal from the Trust Fund except when there is risk of the Mosque/Islamic Centre becoming inoperable such as major renovation of the building or the operational needs of the Association cannot be met from donations and the investment income.
 59. The MANAL shall prepare guidelines for the operation of trust fund. The Trust Fund will be invested as per the guidelines and the investment income will be used as decided by the Board of Trustees in consultation with the Executive Committee, depending on the financial situation of the Association, for the purposes which will include but not limited to the following:
 - (a) Contribution to the Trust Fund
 - (b) Maintenance of the Islamic Centre
 - (c) Operation of the Association
 - (d) Qard Hasan (interest free loans) to Muslim communities for building Mosques/Islamic centres.
 60. The Trust Fund will be managed by a Board of Trustees consisting of five members in good standing, three of whom will be appointed by the Executive Committee and the other two members will be the incumbent President of the Association and the incumbent Chairperson of the Mosque Committee or his/her delegate.