

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. Any Muslim of eighteen years of age or older is eligible to apply for membership of the Association (also referred to as MANAL hereafter). In order to qualify for membership, the candidate must
 - have been residing in the Province of Newfoundland and Labrador for at least 5 continuous years with a Canadian Citizen or Permanent Resident status, and
 - formally apply to and be accepted by MANAL Executive Committee for membership, and
 - be in good standing according to A8a and A8b.
3. Membership is not open to students studying at post-secondary institutions.
4. Members shall be eligible to vote at the Annual General Body Meetings and General Body Meetings of the Association.
5. Members shall pay membership fees. The amount of membership fee is to be set by MANAL Executive Committee. The membership fee shall be payable during MANAL's fiscal year (January 1 - December 31).
6. Any person desirous of becoming a member shall apply to the MANAL Secretary, providing such information as full name, address, phone number, residency status, occupation, institutional affiliation (i.e., educational or professional), and length of residency in Newfoundland and Labrador. MANAL reserves the right to request additional information at any time. MANAL membership comes into effect the date membership application is approved by the MANAL Executive Committee.
7. It shall be the responsibility of the members to inform the Secretary of any changes to the requested information as outlined in A6.
8. Membership would cease if the member were 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 MANAL Executive Committee for no longer qualifying the membership criteria and/or violating the MANAL policies and the repute of the Association.

B. MANAL ADVISORY COUNCIL

9. The MANAL Advisory Council is an appointed body that shall be responsible for advising the MANAL Executive Committee on matters relating to long-term strategic policy. The Council will operate at an arms-length from the MANAL Executive Committee which is responsible for maintaining the day-to-day affairs of the community. (See Annex 1 – MANAL Advisory Council Operational Guidelines)

C. OFFICERS

10. The Executive Committee shall consist of the following officers:

- a. President
- b. Vice President
- c. Secretary
- d. Two Members-at-Large who shall represent the women's community if only one or none of the first three positions are occupied by a woman.
- e. Treasurer
- f. Immediate Past President
- g. Two non-voting Appointed Members

11. The officers, except the Treasurer (10.e), Immediate Past President (10.f) and two non-voting Appointed Members (10.g), shall be elected by majority vote at the Annual General Body Meeting of the membership as per MANAL's election policy (see E).

12. The President of the Muslim Student Association at Memorial University (MSA) will act as a liaison between the student community and MANAL Executive Committee. He/she may attend MANAL Executive Committee meetings if the MANAL Executive Committee deems it necessary and extends him/her an invitation.

13. Officers, except the Treasurer, shall hold office for a duration of two years.

14. The Executive Committee will appoint one or more of its officers to act as a liaison with one or more of the Standing Committees (see Section H).

15. The Executive Committee may assign its officers or any MANAL member(s) to initiate regular or irregular educational or social activities such as Women Club, Youth Club etc. to serve the community.

D. DUTIES OF THE OFFICERS

16. The President shall supervise the activities and affairs of the Association and perform all other duties incidental to his/her office. The President shall preside over all meetings of the general body and the Executive Committee
17. The Vice President shall fulfill the duties of the President in his/her absence. He/she shall also fulfill any other duty assigned to him/her by the President or by the Executive Committee.
18. The Secretary shall keep or cause us 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 the correspondences on behalf 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.
19. 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 Committee.
20. 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 Committee.
21. The Immediate Past President will support the Executive Committee in an advisory capacity, help in major decision-making processes with the experience and expertise they accumulated during their previous tenure at MANAL.
22. The non-voting Appointed Members will provide formal regular support to the Executive Committee for the running of the key operational services of MANAL.

E. ELECTION OF THE OFFICERS

23. Election of the officers, except the Treasurer, the Immediate Past President and the two non-voting Appointed Members, 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.
24. 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.

25. 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, and one member-at-large (in one year)
 - b. Vice-President, Secretary, and one member-at-large (following year)
26. Nominees must consent to their respective nominations.
27. Each nominee must be nominated and seconded by a regular member in good standing. Nomination for any vacant position is open to any regular member in good standing. The nominees must fulfill the following requirements:
 - a) candidates must have been residing in this province with Canadian citizen or permanent resident status for at least 5 continuous years prior to election day;
 - b) candidates 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.
28. Individuals who nominate and support the nominee for any vacant position must also fulfill the requirements outlined in E27.
29. If there is only one nomination for any of the vacant positions, then the nominee will be elected by acclamation. 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.

F. EXECUTIVE COMMITTEE

30. The Executive Committee shall appoint the Treasurer who will work as a Committee member to fulfill the duties outlined in D19.
31. The Executive Committee shall appoint two non-voting Appointed Members who will work as Committee members to fulfill the duties outlined in D22.
32. The Executive Committee shall meet in person at least once every two months.
33. Five members of the Executive Committee shall constitute a quorum.
34. 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.
35. Any four 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.

36. Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes. Non-voting Appointed Members will be exempt from voting. In case of equality of votes, the President shall have a casting vote.
37. Each member of the Executive Committee at the time of their election or at the time of their appointment should have maintained a membership in good standing in the Association for at least five years (see A).
38. 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.
39. 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 the Annual General Body Meeting or any 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.
40. 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 is removed by a majority vote of the MANAL general body; or,
 - e. if he/she is suspended by the Executive Committee for no longer fulfilling the requirements outlined in E27 and/or for reasons of misconduct and other behavior contrary to the policies and regular functioning of MANAL.

The suspension of the Executive Committee member will be referred to the General Body Meeting for final decision.

41. The Executive Committee shall decide which activities can be held at MANAL premises on a regular or irregular basis.
42. The Executive Committee is responsible for providing oversight for all MANAL Property.
43. The Executive Committee may introduce policies and guidelines including but not limited to those regarding the use of MANAL property and the delivery of congregational and other services within or outside MANAL premises (See Annexes 2, 3, and 4).

44. 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. The Executive Committee shall receive reports for all its projects, standing and special committees and take such action thereof as it deems appropriate. Failure to provide reports to the Executive Committee may lead to the reorganization or termination of corresponding projects and committees.
45. The Executive Committee has the right to suspend anyone from MANAL membership and/or access to MANAL property and activities if all of its Officers agree that he/she is a threat to the peace and safety of the congregation.

G. APPOINTMENT OF THE MOSQUE IMAM

The Executive Committee shall appoint at least three (3) Imams to conduct the daily prayers at the mosque. The Imams will coordinate the regular prayer schedules among themselves. The Executive Committee shall consult with the Imams regarding the prayer schedules during Ramadan and the two Eids, as well as other religious occasions. The Imams perform their duties solely on a volunteer basis with no formal compensation. The senior Imam may be invited to attend Executive Committee meetings provided a relevant topic of discussion requires his input.

H. STANDING AND SPECIAL COMMITTEES

46. The Association shall have the following committees. MANAL Executive Committee may assign a Chair and members to each committee from among its officers and/or from the Muslim community at large. If needed, the Chairs may invite more members to their respective committees upon approval by MANAL Executive Committee. The chairs and members will hold their position for a period of two (2) years.
 - 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 maintain a Muslim cemetery.
 - b. Education and Library Committee: The function of this committee shall include organization of classes and study circles for the members of the congregation, including children, youth and women through qualified volunteer instructors in areas including but not limited to Quranic Arabic, recitation and memorization of the Quran, tafseer and tajweed. The committee will also be responsible for the development and maintenance of a Library.

- c. **Social Committee:** The function of this committee shall include the organization of community events such as Ramadan iftars, Eid dinners and the provision of logistical and volunteering support needed for all other functions held within or outside MANAL premises as per the instructions of MANAL Executive Committee.
- d. **Jurisprudence (Fiqh) 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 specific task.
- f. **Memorial University (MUN) Chaplaincy:** The MANAL Executive Committee shall appoint a member of the general body who is not a member of the Executive Committee to represent MANAL on the MUN Chaplaincy.

47. The Executive Committee may establish guidelines for the operation of Standing and Special committees and for its representative at MUN Chaplaincy

I. MEETINGS

48. 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 two weeks' notice for members shall be required for discussion of any amendments at an Annual General Body Meeting.

49. The Executive Committee may also call General Body Meetings. The members shall be given seven days' notice of such a meeting. The notice shall contain the objectives of the meeting.

50. Fifty-one percent (51%) of the membership attending the Annual General Body Meeting or a General Body Meeting shall constitute a quorum.

51. General Body Meetings may also be called at the request of at least fifty-one percent (51%) of the membership by giving a notice in writing to the Secretary. The notice must provide 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 the General Body Meeting within two weeks or as soon as possible and practicable.

J. REGIONAL REPRESENTATIVES

52. 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.

K. INTERPRETATION OF ACTIVITIES OF THE ASSOCIATION

53. 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 fifty percent of all MANAL regular members so request, the matter shall be communicated in writing to the appropriate Islamic Centres for further clarification.

L. AMENDMENTS TO THE MEMORANDUM OF ASSOCIATION AND THE ARTICLES OF ASSOCIATION

54. 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.

55. 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.

56. An affirmative vote by at least ¾ 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.

57. All amendments to the Memorandum of Association and the Articles shall be consistent with the provisions of the relevant law(s) of the Province.

M. AUDITORS

58. The auditor or auditors of the Association shall be appointed by the Executive Committee during the annual general 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.

N. MISCELLANEOUS

59. 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.
60. 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.
61. The Executive Committee shall put into effect all resolutions of the Association.
62. If the circumstances allow, the Executive Committee shall engage the services of an Imam on a full-time basis.
63. The Executive Committee shall appoint at least two (2) marriage officers to conduct marriages per Islamic traditions as well as the laws and regulations of the province of Newfoundland and Labrador. (See Annex – MANAL Marriage Policy)

O. TRUST FUND

64. A Trust Fund (Waqf) was established in 1991 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 MANAL properties.
65. The Trust Fund is 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.
66. The Trust Fund is an asset of the Association on a permanent basis and will continue to function as long as the Association is in existence.
67. 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.
68. The Trust Fund will be managed and invested by the Trust Fund Committee in consultation with the Executive Committee.

69. The Trust Fund income can be used, upon approval of the Trust Fund Committee and the MANAL Executive Committee, 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-e-Hasana (interest free loans) to Muslim communities for building Mosques/Islamic Centres
- e. Any other activities agreed upon by MANAL Executive Committee and Board of Trustees.

ANNEX 1: MANAL ADVISORY COUNCIL – OPERATIONAL GUIDELINES

1. The Council shall comprise of five (5) members.
2. The President of MANAL shall serve as an *ex-officio* member and Secretary to the Council. He/ she will keep the Council informed of the activities of the MANAL Executive Committee.
3. The membership for the Council will be proposed by the Executive Committee for ratification by the general body. Anyone possessing considerable experience with, and contribution to, the Muslim communities of NL and/or beyond, as well as expertise in strategic planning of organizations similar to MANAL, is eligible to be proposed by the Executive Committee for the Advisory Council membership.
4. Each member of the Council shall hold office for a period of two (2) years. He/she shall serve until the first Council meeting following the election of his/her successor.
5. Each member shall be eligible to be nominated for the Council again following the end of his/her term after informing MANAL Executive Committee of his/her intention to continue serving in the Council. A member can serve a maximum of two (2) terms.
6. The term of office of a Council member shall end at the beginning of the Council meeting immediately following the appointment of his/her successor (unless the member has resigned or has been dismissed).
7. A member of the Council shall not be eligible to continue in office:
 - a. if he/she becomes of unsound mind;
 - b. if by notice in writing to MANAL Executive Committee he/she resigns;
 - 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 he/she is suspended by MANAL Executive Committee for no longer meeting eligibility criteria and for reasons of misconduct and other behaviour contrary to the policies and regular functioning of MANAL.
8. The Council shall have at least two face-to-face meetings each year. The majority of the duties of the Council may be conducted via telephone/conference calls and emails. The meetings shall be chaired by a Chair of the Council chosen by the members.
9. The members of the Council shall not receive any compensation for their services. However, a member may be reimbursed for any expenses incurred in connection with conducting affairs on behalf of the Council or MANAL Executive Committee.

ANNEX 2: MOSQUE ETIQUETTES

BEFORE ENTERING THE MOSQUE, PLEASE MAKE SURE THAT:

- You are dressed in clean and modest clothes following the Islamic guidelines.
- You did not eat food that would produce a disturbing smell (i.e. raw onion, garlic etc.).
- You park at the Mosque's designated parking lot.
- You enter the mosque by using your right foot and reciting "*In the name of Allah. O Allah! Open the doors of Your Mercy for me*".
- You properly close the entrance door after you enter.
- You take off your shoes without stepping on the carpeted area and place them on the designated shoe racks.
- You turn off your cellphones or set them to silent mode.

AFTER ENTERING THE MOSQUE, PLEASE MAKE SURE THAT:

- You say Salam to your fellow Muslim brothers / sisters.
- You refrain from vain and loud talk or arguments.
- You make sure that your children remain safe and quiet in the Mosque.
- You make wudu if you have not already made it before coming.
- You pray two rakats before sitting down.
- You listen to the Adhan and quietly repeat it after the Muadhin.
- You quietly recite the dua after the Adhan.
- You straighten the lines and fill in the gaps when standing up for the congregational prayer.
- You do not walk in front of praying people & trespass their praying space.
- You remain properly seated and quiet during the Khutbah which is part of the Friday prayer.
- You do not distract the congregation at any time in the Mosque.
- You keep all areas of the Mosque (including the library, social hall, kitchen, classrooms, washrooms etc.) clean and tidy at all times.
- You do not eat or drink in prayer halls
- You do not smoke in mosque premises

WHEN LEAVING THE MOSQUE, PLEASE MAKE SURE THAT:

- You say Salam to your fellow Muslim brothers/sisters.
- You do not distract those who still pray.
- You turn off the lights if you are the last one to leave the Mosque.
- You leave the Mosque by using your left foot and reciting "*In the name of Allah. O Allah! I seek of You Your Grace*".
- All exterior doors are properly locked.

ANNEX 3: MANAL FACILITY RENTAL POLICY

The building located at 430 Logy Bay Road, St. John's, NL is owned and operated by the Muslim Association of Newfoundland and Labrador (MANAL). It accommodates the Masjid Al-Noor with prayer halls in the main and second floors for males and females respectively. The building also has various facilities including classrooms at various floors as well as a social hall and a government- approved kitchen in the basement. While the classrooms are used primarily for small scale educational activities, halaqas, and meetings, the social hall and the kitchen accommodate bigger gatherings including community iftars and lectures.

These facilities are primarily for the benefit of MANAL members. Membership of MANAL is defined in accordance with the Articles of Association.

This policy is to outline the rules and regulations governing the use of MANAL facilities by individuals and groups who may or may not be MANAL members.

This policy does not cover the rental of any furniture which belongs to MANAL and is situated at the mosque premises.

POLICY:

There shall be no fee for the use of MANAL facilities by its members for “MANAL-sponsored” events. Such events are defined as those which are initiated and sponsored by MANAL Executive Committee for the purposes of fulfilling the objectives of the Association. For some of such events, however, registration/admission fees may apply for cost recovery.

Any request to use MANAL facilities for MANAL-sponsored events must be forwarded to MANAL Secretary by writing at least 2 weeks before the suggested date for which the request is being made. The request must include full description of the event such as the program, contact information of the organizing volunteers and anticipated size and kind of audience.

MANAL Executive Committee has the authority to cancel or revise, without any justification, the permission to use MANAL facilities granted to any community member or group. In such a case, MANAL Executive Committee shall notify the community member or group before the event.

There shall be a fee for the use of MANAL facilities by its members for “private” events. Such events are defined as those which are privately initiated by a member and where the congregation in general is not invited. Use is restricted to the social hall, the classrooms, washrooms and the kitchen in the basement. Certain restrictions may apply.

There shall be a fee and a damage deposit required for the use of MANAL facilities for “private” events.

MANAL Executive Committee has the authority to define what activities are eligible for the private use of MANAL facilities. As a general rule, the facilities cannot be used for commercial activities or for gatherings of a nature that is inappropriate for a mosque setting. Other restrictions may apply if deemed necessary.

The Secretary of MANAL shall be responsible for receiving and processing any inquiries to use MANAL facilities. The Treasurer of MANAL shall be responsible for processing the payment of fees (including damage deposit) related to the use of MANAL facilities. Fees and damage deposit amounts are subject to change without notice.

RESTRICTIONS (USE OF BASEMENT FOR PRIVATE EVENTS):

Use of MANAL facilities shall not interrupt the normal operations of the Masjid-al-Noor.

The use of MANAL facilities for private events may be revoked on relatively short notice if these facilities are required for a MANAL-sponsored event.

External caterers shall be permitted to serve at private events provided MANAL is informed of such arrangements in advance.

Dishes, cutlery, and other items which belong to MANAL shall not be used for “private events”.

Microwave ovens shall ONLY be used for warming food. Stoves and ovens MAY NOT be used. Cooking and baking is strictly prohibited. The fridge can be used for storage purposes only. No leftover food is to remain in the fridge after the event is over.

Smoking is not permitted within the MANAL premises.

Clean-up is required immediately after the event is over. The basement, the classrooms, washrooms, and the kitchen must be restored to its original condition, i.e., before the event commenced – chairs must be stacked; tables folded and put away; kitchen counters cleaned; microwave ovens and tea urns cleaned (if used); furniture in the classrooms neatly arranged for classes; floors must be free of any garbage or dirt; garbage bags must be removed from the building – either taken away or placed into the garbage container near to the minaret if it has space available.

Unsatisfactory clean-up will result in loss of damage deposit. In addition, the party renting MANAL facilities will be responsible for any damages incurred to the property during the course of the event. All damages will be charged to the applicant.

Maximum occupancy is limited to 100 persons (Fire Department Regulation).

An application for using MANAL facilities must be filed at least 10 days prior to the date of the event.

PROCEDURES:

The applicant must contact the Secretary to determine the availability of the facility for the requested date. The applicant must complete the application and provide (via email) full details of the event including, but not limited to:

- detailed description of the event,
- number and kind of guests anticipated for the event,
- exact timing of the event,
- catering details for the event
- name and contact information of the person in charge of the event

Appropriate fees and damage deposit must be enclosed with the rental application. Fees/deposits are payable to MANAL by cheque only.

MANAL will only respond to written applications via email. Verbal consent does not guarantee approval for the event.

MANAL Executive Committee may reject any application if it deems it to be inconsistent with this policy or the suggested use is considered inappropriate with the Guidelines of MANAL.

Refused applications will be returned to the applicant along with the fees that were deposited to MANAL.

FEES (AS OF JANUARY 1, 2015)¹:

1. Use of the Basement Social Hall and Facilities= \$100 (maximum 4 hours)
2. Damage Deposit = \$100 (refundable)

¹: fees are subject to change without notice

ANNEX 4: MANAL FRIDAY SERMON GUIDELINES

The following guidelines are to be followed by all Khateeb responsible for leading Friday prayer at the Masjid Al-Noor.

1. Only MANAL appointed Khateeb can lead Friday prayer at the Masjid Al-Noor, located at 430 Logy Bay Road, St. John's, NL.
2. Sermons are to be based on the Holy Quran and Traditions of the Prophet (PBUH).
3. Sermons should enlighten the congregation about the teachings of Islam and their relevance to the current affairs.
4. Sermons should always be intended to unite the community based on the Islamic teachings, and no controversial issue relating to any sect, religion, country, politics or individual community members should be mentioned.
5. Sermons shall be prepared and delivered only in English.
6. MANAL Executive Committee shall choose the Khateeb considering various eligibility factors including the following: residency status in the community, knowledge about the Holy Quran and the Traditions of the Prophet (PBUH), integrity, participation in the Mosque and community activities, and others.
7. MANAL Executive Committee shall prepare a schedule for Friday sermons in consultation with the Khateeb. If a Khateeb anticipates that he will not be able to deliver his Friday sermon as scheduled, he shall inform MANAL Executive Committee at least 1 week in advance so that he can be substituted by another Khateeb for that particular Friday sermon.
8. MANAL may request knowledgeable and invited visiting guests to deliver Friday sermon.
9. Any other condition as approved by MANAL Executive Committee.
10. MANAL has the right to suspend or terminate the services of any Khateeb who does not comply with the above noted guidelines.

ANNEX 5: MANAL MARRIAGE POLICY

The Muslim Association of Newfoundland and Labrador has been following the below listed protocols to conduct marriages since its formation in early 1980s. MANAL appointed and approved marriage officers are required to follow these protocols in conducting any marriage.

1. Marriage officers will conduct marriage between two individuals of opposite sex only.
2. Marriage officers will require the individuals to be wedded to produce the following documents: (i) Marriage License issued by the Government of Newfoundland and Labrador and (ii) Legal divorce papers in case of any previous marriage.
3. Marriage officers are required to conduct only one marriage ceremony which is inclusive of Islamic rituals as per traditions of Prophet (PBUH) and civil rituals as per provisions of Newfoundland and Labrador Marriage Act.
4. Marriage officers will not conduct Nikah (Islamic marriage) ceremony only as this type of marriage has no legal standing in Canada and has the potential to compromise the rights of wedded individuals, especially females.
5. Marriage officers are required to inform parties to be wedded that they have to sign a form designed and approved by MANAL relating to the payment of Mahar (amount paid or to be paid by groom to bride).
6. All marriages should preferably be conducted at MANAL premises.
7. There should be a three-days waiting period between the date of issue of the marriage license and the date of the marriage ceremony.
8. Any other condition as approved by MANAL Executive Committee.