

Muslim Association of Newfoundland and Labrador
430 Logy Bay Rd. St. John's, Newfoundland Canada A1A 5C6

In the name of Allah, the most Merciful, the most Compassionate

**Guidelines for the Functioning of the Executive Committee,
and Standing and Other Committees**

The Constitution and By-laws of the Association provide for the establishment of an Executive Committee consisting of President, Vice President, Treasurer, Secretary, two members at large, and four Standing Committees: Mosque, Education and Library, Social and Fiqh. The Executive Committee is also empowered to appoint other special committees to assist in implementing various activities of the Association.

The following sections outline the duties and responsibilities of the Executive Committee members and chairpersons of the Standing and other Committees. These guidelines are based on the By-laws and have evolved with time since the establishment of the Islamic Centre in 1990. They are intended to assist the Executive Committee members and other committee chairpersons to carry out their routine activities, and may be changed with time as required.

PRESIDENT

- Has overall responsibility for conducting all affairs of the Association as outlined in the Constitution and By-laws.
- Chair Executive Committee and General Body meetings.
- Participate as a member of the Board of Trustees who operates the Trust Fund.
- Ensure the establishment and operation of the various committees within the framework of the Constitution, By-laws and responsibilities assigned by the Executive Committee.
- Coordinate arrangements relating to religious rites on occasions such as marriage and death.
- Prepare detailed annual report which should include a summary of the Association's activities, records and documents, and specific recommendations for the new Executive Committee.
- Interact with members of other faith to promote inter-faith dialogue.
- Interact with various law enforcement agencies.

VICE PRESIDENT

- Deputise on behalf of the President whenever the need arises and assume his role in that eventuality.
- Coordinate the activities of any standing or special committee as decided by the Executive Committee.
- Prepare and edit the Newsletter together with the President and ensure that three such Newsletters are produced annually.

- Coordinate funeral related activities to ensure that the Association guidelines are adhered to.
- Make arrangements for seminars and activities related to guest speakers.
- Develop programs for seeking financial assistance from the Secretary of State and other federal departments, implement the approved programs and prepare final reports.
- Undertakes any other duty as assigned by the President.

SECRETARY

- Collect mail from Association mailboxes and distribute the mail.
- Approve the use of the Mosque facilities for private use or other activities which may be undertaken at the Mosque.
- Call for meetings, prepare the agenda and take minutes.
- Keep track of new members and maintain the membership list. Provide new members with information kit consisting of mosque brochure, Salaat timings membership form and newsletter, and ensures the posting of these documents on MANAL web page.
- Coordinate the mailings. Generally, mailings are sent out for Ramadan, Eid Al-Adha and the General Body Meeting.
- Promptly inform the provincial government of new Executive Committee members after an election.
- Maintain files containing records, correspondence, minutes of meetings and other documents related to the various activities of the Association.
- Registration of the Association with the provincial Registry of Deeds is to be renewed on yearly basis by completing the registration renewal forms which are sent to the Association in the month of December by the provincial government.
- Approves the use of Mosque and its facilities for members use as per the decision of the Executive Committee.
- Communicates Executive Committee decision to appropriate individual regarding the Mosque use policy.
- Undertakes any other duty as assigned by the President.

TREASURER

Budget and Financial Statement

- Prepare annual operating budget at the beginning of each fiscal calendar year and financial statement at the end of each calendar year.
- Present financial statement to the membership of the Association for its information during the annual general body meeting.
- Get the annual operating budget approved by the Executive Committee and the annual financial statement audited by the Auditor of the Association.

Income and Expenditure Records

- Maintain income and expenditure books separately for each calendar year. All income and expenditure records are to be maintained according to the approved budget categories.

- Maintain record of all cashed and void cheques, invoices, bills, etc.
- Maintain record of all internal audited income and expenditure books, financial statements, and other finance related documents for at least six years, for the purpose of Revenue Canada audit.
- Cash expenditure is not permitted. All payments must be made by cheque.
- All expenditures in excess of \$50 should have prior approval of the Executive Committee.
- Maintain an up-to-date record of income, expenses and balance of Zakat and Mosque fund accounts separately.

Federal Income Tax and HST Return

- Prepare federal income tax return for each calendar year by June of the subsequent calendar year. Income tax return is to be prepared in accordance with Revenue Canada guidelines for charitable institutions. A copy of the approved financial statement is to be attached to the income tax return. Files HST credit as appropriate.

Other Responsibilities

- Process the following invoices on monthly basis: Newfoundland Power and Newfoundland Telephone.
- Process the following invoices as and when received: insurance premium, water tax, snow clearing, and other as directed by the Executive Committee.
- Prepare and mail income tax receipts for all donations received during a particular calendar year by the end of January of the subsequent year.
- Attend all meetings of the Executive Committee and undertake any other activity relating to the financial or other matters of the Association as assigned by the Executive Committee.
- Look after Mosque security including the distribution of keys to selected and responsible individuals as per the decision of the Executive Committee.
- Undertakes any other duty as assigned by the President.

MEMBERS AT-LARGE

- The members at-large will suggest and implement activities and programs aimed at increasing the participation of their constituents in MANAL activities.
- The members at-large will undertake other duties as assigned by the MANAL Executive Committee or President.

STANDING COMMITTEES

MOSQUE COMMITTEE

This committee is responsible for assisting the Association in the establishment, operation and maintenance of the Mosque/Islamic Centre. Specific responsibilities include the following:

Establishment of Mosque/Islamic Centre

- Raise funds for the completion of the planned Mosque/Islamic Centre.
- Coordinate the planning, design and construction of the planned activities.

Operation and Maintenance of Mosque/Islamic Centre

- Coordinate the cleaning of the building on a regular bi-weekly basis.
- Ensure the security of the building.
- Plan and coordinate maintenance and repair of the building on a regular basis.
- Coordinate maintenance of lawn and flower beds.
- Arrange for snow clearing.

Other Responsibilities

- Develop operational guidelines for Mosque/Islamic Centre for approval and implementation by the Executive Committee.
- Periodically update the inventory of non-consumable articles purchased by the Association.
- Chairperson of the committee is required by the By-laws of the Association to be a member of the Board of Trustees which is responsible for the Trust Fund.
- Maintain records and files relating to the committee's functions.
- Submit a report to the Association for presentation at the annual General Body meeting.

EDUCATION AND LIBRARY COMMITTEE

- Periodically review and update school curriculum.
- Organize class schedules.
- Prepare teachers' schedules.
- Coordinate children's activities other than teaching.
- Prepare a yearly school calendar.
- Arrange for teachers' replacements and attend to routine problems that come up during the school day.
- Maintain and update the library
- Maintain an up-to-date inventory of all books, audio/video tapes, journals and other publications.
- Update library database on a regular basis.
- Catalogue all new books and other material.
- Maintain a check-out register for all library items borrowed by the members.
- Purchase books and other items required the library.

SOCIAL COMMITTEE

- Organize Eid dinners, dinners and tea parties in accordance with the yearly approved schedule.
- Liaise with the Executive Committee on matters such as function dates, new members, departing members, etc.

- Ensure that kitchen equipment and utensils are properly utilized during social functions and are accounted for.

FIQH COMMITTEE

- Seek and offer direction on matters relating to Islamic jurisprudence.
- Fix dates for the start and end of Ramadan and for the Eid Al-Adha.

SPECIAL COMMITTEES

ZABIHA COMMITTEE

- Arrange for Zabiha meat through announcements after Friday prayers as well as bulletins/notices in the mosque.
- Liaise with the Supplier (butcher or chicken supplier) for arrangement of slaughter of the livestock.
- Arrange for pick-up and delivery of Zabiha meat to the mosque or another central pick-up point convenient to the community.

MUSLIMS NEW TO NEWFOUNDLAND AND LABRADOR COMMITTEE

- Liaise with the Association of New Canadians and similar other provincial organizations.
- Assist in meeting the needs of newly arrived Muslims, and provide all necessary assistance during the initial settling down period such as social integration with the community, city tour, etc.

IMAM

- Reports to MANAL Executive Committee.
- Organize the Friday prayer and the 2 Eid prayers. Prepare a schedule for brothers who are capable and willing to lead these prayers. Otherwise, lead the prayer.
- Prepares Friday Khutba Schedule on monthly or quarterly basis for approval by the MANAL Executive Committee.
- Ensure that daily Fajr and Isha' (or Maghrib) prayers are being performed in the mosque in congregation. These prayers are led by the Imam or one of the brothers coming for prayer.
- Arrange for funeral prayers for members of the community or in absentia.
- Organize talks during visits to the Mosque by schools and other groups.

TRUST FUND AND BOARD OF TRUSTEES

The board of trustees consists of five members, three of whom are elected by the General Body. The other two members are the President of the Association and the chairman of the Mosque Committee.

At least three of the members of the board should be residing on a permanent basis in the Province of Newfoundland.

Each member of the Board of Trustees at the time of his/her election should have maintained a Regular membership in good standing in the Association for at least two years.

The members of the Board of Trustees will be elected for a period of three years but in order to maintain continuity, one member will be elected for two years in the first election of the Board of Trustees and subsequently for three years.

The members of the Board of Trustees will elect their own Chairperson on an annual basis.

The Board of Trustees will be responsible to the General Meeting of the Association.

The Board of Trustees will have the following responsibilities:

- (a) Take appropriate measures to conduct fund raising drives for the Trust Fund in order to provide adequate investment return.
- (b) Inform the Executive Committee about investment portfolios.
- (c) Authorize the withdrawal of the investment income according to the guidelines provided in Clause 59 in response to a request from the Executive Committee.
- (d) Authorize the withdrawal of capital funds after seeking approval from the General Meeting as per the guidelines provided in Article 58.
- (e) Prepare and present an annual report on the status of the Trust Fund along with a statement of accounts to the Annual General Meeting.
- (f) Hold meetings to discuss matters relating to the operation of the Trust Fund, prepare minutes of the meetings and submit a copy to the Executive Committee for its information.
- (g) Maintain files, records, financial statements, returns, correspondence, reports information materials, and other documents relating to the Trust Fund.

A General meeting can be requested by twenty (20%) per cent of the regular members of the Association to discuss removing a member of the Board of Trustees from his/her office before the expiration of his tenure, as per Article of the Association.

A member of the Board of Trustees shall not be eligible to continue in office:

- (h) if he/she becomes of unsound mind;
- (i) if by notice in writing to the Association he/she resigns his/her office;
- (j) if he/she is convicted of a criminal offence;
- (k) if he/she declares bankruptcy; or,
- (l) if he/she is removed by a majority vote of the Association.

The funds allocated by the Executive Committee to the Trust Fund and any other funds raised or received for this purpose will be deposited in a Trust Fund Account in a local bank. This account will be operated by the Board of Trustees.

- (a) The Board of Trustees will form a Trust Fund Investment Committee, consisting of three members, which will be responsible for the investment of the funds available in the Trust Fund Account.
- (b) With the exception of the first year, at least one member of the Trust Fund Investment Committee must have worked on the Committee in the previous year for the sake of continuity.

Funds will not be invested in companies, which in the knowledge of the Trust Fund Investment Committee, violate the requirements of the Islamic faith.

The Trust Fund Investment Committee will invest funds in minimum risk stocks subject to Article of the Association, and Islamic financial institutions.

Any income generated by the investment will be reinvested unless required for the purposes of Article of the Association.

The Trust Fund Investment Committee will have the following responsibilities:

The Committee will conduct all transactions including the purchase and sale of shares and other securities after securing proper authorization from the Board of Trustees.

The Committee will maintain a complete account of all transactions for record and review by the Board of Trustees.

The Committee will prepare and present to the Board of Trustees a quarterly statement on the operation of the Trust Fund Account.

The Committee will be responsible for maintaining records, files, minutes of meetings, financial statements, transactions, correspondence and other documents relating to investment of the Trust Fund.

The Committee will provide, within a reasonable period of time, information, reports or statements as required by the Board of Trustees or the Executive Committee in relation to the operation of the Trust Fund Account.