

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



WORTHING ISLAMIC
Social & Welfare Society

CONSTITUTION

Adopted by resolution dated 17th day of November 1985

Revised 1998

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of the Worthing Islamic
Social and Welfare Society**

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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

“... and who conduct their affairs by mutual consultation ... وَأَمْرُهُمْ شُورَى بَيْنَهُمْ”

(Surah Ash-Shura - 42. 38)

**The Constitution of the
WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY**

Introduction

We as members of the Worthing Islamic Social & Welfare Society,

aspiring to be a community: “Informed and guided by the Qur’an and the Sunnah in all its aims and policies and procedures”

will represent the interests of all members who profess the Islamic faith and declare knowingly and voluntarily:

“La Ilaha illa Allah Muhammad Rassoul Allah

” لَا إِلَهَ إِلَّا اللَّهُ مُحَمَّدٌ رَسُولُ اللَّهِ”

and believe in the Qur’an as the true word of God (Allah) revealed to the Prophet Muhammad (Peace be upon him) and there is no Prophet after him.

Guidance from the Qur’an

“In the name of Allah, the most Beneficent, the most Merciful”

*“Praise be to Allah, the Cherisher and Sustainer of the Worlds;
the most Beneficent, the most Merciful;
Master of the day of judgement.*

Thee do we worship and Thine aid we seek.

Show us the straight way,

The way of those on whom thou hast bestowed Thy Grace,

Those whose (portion) is not wrath,

And who go not astray”.

(Surah Al-Fatihah -1. 1-7)

“And those who believe and do good Deeds,

These are the dwellers of Paradise;

Therein they shall abide - (forever)”.

(Surah Al-Baqarah - 2. 82)

“And from among you there should be a party

Who invite to good,

and enjoin what is right and forbid the wrong;

And these it is that shall be successful”. *(Surah Aali-Imran - 3. 104)*

“Be not like those Who are divided Amongst themselves

And fall into disputations

After receiving Clear Signs;

For them

Is a dreadful Penalty ...”

(Surah Aali Imran - 3. 105)

1

Name The name of the Society is the Worthing Islamic, Social and Welfare Society (hereinafter called the " *Society* ").

2

Objects and Powers The Object of the society shall be to advance the Islamic Religion.

In furtherance of the said objects but not otherwise the society may:

2.1: Employment Employ and pay any person or persons not being a member of the Executive Committee to supervise, organise and carry on the work of the society and make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants.

2.2: Fund raising To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise provided that the Society shall not undertake any permanent trading activities in raising funds for its charitable objects.

2.3: Functions Arrange and provide for or join in arranging and providing for the holding of Prayers, Meetings, Lectures, Classes, Seminars, Training Courses and Cultural activities associated thereto.

2.4: Information Collect and provide information on all matters affecting the said objects and exchange such information with other bodies having similar objects whether in this country or overseas.

Procure to be written and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets, or other documents or films or recorded tapes as shall further the said objectives.

2.5: Charitable Trusts Undertake, execute, manage or assist any charitable trusts which may lawfully be undertaken, executed, managed or assisted by the society.

2.6: Property Purchase, take on lease or exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and construct, maintain and alter any buildings or erections necessary for the work of the Society according to Islamic Law.

2.7: Regulations Make regulations for any property which may so be acquired.

- 2.8: *Property (continued)* Subject to such consents as may be required by law to sell, let, dispose of or turn to account all or any of the property or assets of the society according to Islamic Law.
- 2.9: *Borrowing/Gifts* Subject to such consents as may be required by law to borrow or raise money for the objects of the Society and to accept gifts on such terms and on such security as shall be deemed necessary, according to Islamic Law.
- 2.10: *Subscription* Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription.
- 2.11: *Investments* Invest the moneys of the Society not immediately required for the said objects in or upon such investments, securities, or property as may be thought fit subject nevertheless to such conditions (if any) as may for the time being be imposed or required by Law and in accordance with the Islamic Law.
- 2.12: *Assistance of members* To help the widows and the elderly of the Society in every respect.
- 2.13: *Burials* To help arrange and attend to the burials of deceased members of the Society and generally to assist the bereaved.
- 2.14: *Islamic activities* To undertake other Islamic activities such as establishing Mosques, Funerals, Islamic Schools (Madrasa), Hospitals, Hostels and to do all such other things as are necessary to further the above objects.
- 2.15: Do all such other lawful things as are necessary for the attainment of the said objects.

3

Membership

Full Membership of the Society shall be open to all Muslims residing in the Borough of Worthing, Littlehampton and Lancing in the county of West Sussex.

- 3.1: *Annual subscription* Each member of the Society shall pay a sum of £50.00 per annum, (such payment will be due payable on the 1st day of each Islamic new year).
- 3.2: *Subscription Exemption* The poor, disabled and unemployed members of the Society are exempt, but it will be accepted if paid voluntarily.
- 3.3: *Subscription arrears* Members whose payment to the fund is more than three months in arrears without any valid reason will not be allowed to take part in the administration and government of the Society, they will not have the right to vote at any meeting of the Society and will not be eligible for election on the Executive Committee.
(cont.)

- 3.2: *Subscription arrears (continued)* Members may, however, be reinstated, have the right to vote and be eligible for election to the Executive Committee on payment of their arrears before the Annual General Meeting.
- 3.3: *Use of Subscriptions* All money received shall be put towards achieving the aims of the Society as, determined by the Executive Committee.
- 3.4: *Duties of members* Each member shall undertake to achieve the objects of the Society and shall abide by its rules and regulations.
- 3.5: *Approval/Suspension of members* The Executive Committee shall have the right:
- (i) To approve or reject applications for membership. PROVIDED THAT the individual member concerned shall have the right to be heard by the Executive Committee before a final decision is made.
 - (ii) For good and sufficient reason to terminate the membership of any individual PROVIDED THAT the individual member concerned shall have the right to be heard by the Executive Committee before a final decision is made
- 3.6: *Membership list* A Membership List must be kept with full details of all the members. The Secretary must be informed of any changes.

4

Executive Committee (Majalis Ash-Sura)

The policy and general management of the affairs of the Society shall be directed by an Executive Committee (hereinafter called "the Committee"), which shall meet not less than four times a year and when complete shall consist of not less than six members and not more than fifteen.

4.1: Election to the Committee

Election to the Committee shall be for two years. All the Committee shall stand down after such time. All Committee members and all Committee decisions will be valid until the conclusion of the Annual General Meeting and a new Committee is in place.

4.2: Nomination to Serve on the Executive Committee

Only full members of the Society shall be eligible to serve as members of the Committee. Nominees must be proposed and further supported by two full Two members of the Society. Each so member may nominate only one member to serve on the Committee and second a further one. Members should be mindful of nominating persons of good character, who are committed to serve the Society and should receive the prior assent of the proposed nominee. Nominations shall be open 21 days before, and shall close 7 days before the A.G.M.

4.3: Validation of nominees All Nominees must be full members of the Society and committed to serving the Society. Members should be prepared to attend regular meetings and to willingly undertake tasks to further the objectives as stipulated at clause 2. Nominees who have not previously served in the Committee must be in attendance at the A.G.M. Failure to attend will result in automatic withdrawal.

The Chairman for the Annual General Meeting will raise the following questions of every nominee:

- i. "Has it been brought to your attention as a Committee Member you have to attend regular meetings".
- ii. "Has it been brought to your attention as a Committee member you will be required to undertake tasks to further the work of the Committee".
- iii. "Has it been brought to your attention in all your views and decisions you must consider the interests of this Masjid FIRST and FOREMOST"

In addition the Secretary for the Annual General Meeting will present a record of attendance and tasks undertaken for all existing Committee members in the previous term.

4.4: Objections to Nominees The Chairman at the A.G.M. shall ask the members present if there are any objections to the Nominees, each in turn. If there is a simple majority of objections the nomination will be annulled.

4.5: Selection of Nominees Should nominations exceed vacancies, selection shall be by ballot of all the full members present at the A.G.M.

The Secretary and two other persons selected by the members shall officiate such selection. Each full member can select up to a maximum of fifteen candidates on a prepared ballot paper. The fifteen members receiving the most support shall be considered duly elected. In the event of a tie for the final place, all those tied shall be considered duly elected.

4.6: Ineligibility In order to protect the interests of the Masjid FIRST and FOREMOST, persons with any vested interest which can be proven, any person who has been expelled from the Committee or any person who has resigned from the Committee will not be eligible to serve as a Committee member. Former Employees will not be eligible for the first two years from completion of service. Any person who has previously stood down from service voluntarily will be eligible to take up a position on the Committee subject to nomination and selection as per clause 4.2:

- 4.7: Suspension and Removal* Any member of the Executive Committee engaged in acts which directly conflict with the interests of the Masjid shall be liable to be suspended from the Committee, provided that the member has been given written notice of charges against him and he is given the opportunity to make written or oral representations to the Committee before the decision to suspend is made final.
- 4.8: Executive Committee Decisions* In all cases the Executive Committee shall reflect on all evidence presented and seek guidance as is appropriate. In the event of a contentious issue the Committee shall make the "BEST" decision it is able to arrive at, whilst bearing in mind the final decision shall always be in the interest of the Masjid FIRST and FOREMOST. The decision of the Committee shall be considered final.
- 4.9: Attendance of Meetings* Committee members failing to attend more than half the meetings in any given year without reasonable cause will be automatically de-selected at the end of the year and will not be eligible for re-selection to the Executive Committee for a minimum period of one year.
- 4.10: Co-Opted Members* In addition to the members so elected the committee may Co-Opt up to two further members who shall be full members of the Society and who shall serve until the conclusion of the next Annual General Meeting. Co-Opted members shall be entitled to vote at meetings of the Committee.
- 4.11: Employees* In addition to the members so elected the committee may invite up to two Employees of the Society to attend Executive Committee meetings, who shall not have the right vote and shall not take part in any debate effecting employees.
- 4.12: Committee Validation* The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option, or qualification of any member.
- 4.13: Sub-Committees* The Committee may appoint such special or standing committees as may be deemed necessary by the Committee and shall determine their terms of reference, powers, duration, and composition.

Office Bearers

At the first meeting of the Executive Committee following the Annual General Meeting at which a new Committee has been elected, the Executive Committee shall elect the following office bearers:

- a) Chairman (Ameer)
- b) Secretary (Ameen)
- c) Treasurer (Khazin)

and their deputies and such other honorary officers as the society shall from time to time decide. Election of Office Bearers and deputies shall be by ballot. The Secretary and two other persons shall officiate such election. Committee members will be presented with a prepared ballot paper. Their choice should always be in the best interests of this Masjid and should carry no favour.

The elected Honorary Officers shall hold office for a term of two years, until the conclusion of the Annual General Meeting of the Society.

Meetings

The first Annual General Meeting of the Society shall be held not later than the 17th day of November 1985 and once in each year thereafter. An Annual General Meeting of the Society shall be held at such time (not being more than 15 months after the holding of the preceding Annual General Meeting) and place as the Committee shall determine. At least 21 clear days notice shall be given in writing by the Secretary to each member.

6.1: Annual General Meeting

At such Annual General Meeting the business shall include;

- a) The election of the Executive Committee. (Bi-Annually)
- b) Appointment of a qualified Auditor/Auditors.
- c) Annual report of the work done by or under the auspices of the Committee.
- d) Annual report of the work done by Individual Committee members and their record of attendance of meetings.
- f) Report of the audited accounts

and the transaction of such other matters as may from time to time be necessary.

6.2: *Special General Meeting* The Chairman of the Committee may at any time at his discretion and the Secretary shall within 21 days of receiving a written request to do so signed by not less than Sixty per cent of the full membership and giving reasons for the request for calling a Special General Meeting of the Society, have the authority to call such a meeting.

6.3: *Quorum* The Quorum at a meeting of the Society or the Committee or any subcommittee shall be one-third of the total membership of the Society, Committee or subcommittee or such other number as the Society may in General Meeting from time to time determine.

6.4: *Minutes* Minutes shall be kept by the Committee and by all other committees, and the appropriate secretary shall keep a record of all proceedings and resolutions.

7

Effecting Decisions

All questions arising at any meeting shall be decided by consensus and the largest practicable measure of common agreement. Failing to clearly agree an issue shall be resolved by a simple majority of those present and entitled to vote thereat. In the case of an equality of votes the chairman of the meeting shall have a second or casting vote.

8

Standing Orders and Rules

The Executive Committee shall have power to adopt and issue Standing Orders and/ or Rules for the Society. Such Standing Orders and /or Rules shall come into operation immediately once approved. They shall be subject to review by the Society in General Meeting and shall not be inconsistent with the provisions of the Constitution.

9

Finance

All monies raised by or on behalf of the society shall be applied to further the objects of the Society and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Society or the repayment of reasonable out-of-pocket expenses.

9.1: *Society accounts* The Treasurer shall keep proper accounts of the finances of the Society.

9.2: *Audit* The accounts shall be audited at least once a year by a qualified Auditor or Auditors appointed at the Annual General Meeting.

9.3: *Annual statement* An audited statement of the accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting as aforesaid.

9.4: *Bank account* A Bank account shall be opened in the name of the Society with such Bank as the Committee shall from time to time decide.

9.5: *Authorised signatories* The Committee shall authorise in writing the following:

- a) The Chairman (Ameer)
- b) The Treasurer (Khazin)
- c) The Secretary (Ameen)

to sign cheques on behalf of the society. All cheques must be signed by not less than TWO of the three authorised signatories.

10

Trust Property

The title to all or real or personal property which may be acquired by or on behalf of the Society shall be vested with not less than three and not more than five Trustees appointed by the Executive Committee. The appointed Trustees shall be lawfully entitled to act as Custodian Trustees and will at all times comply with the Aims and Objectives of the Society.

10.1: *Trustees* Trustees must be full members of the Society and the register of Trustees shall be subject to review at least every Five years.

11

Alterations to the Constitution

Any alterations of this Constitution shall receive the assent of not less than two-thirds of the full members of the Society, voting at a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be brought forward. At least 14 clear days notice in writing of such a meeting setting forth the terms of the alteration to be proposed shall be sent by the Secretary to each member of the society.

11.1: *Alterations subject to approval* No alteration shall be made to clause 2 (Objects), clause 12 (Dissolution), or this clause, until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall be made which would have the effect of causing the Society to cease to be a charity at law.

12**Dissolution**

If the Committee by a simple majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Society, it shall call a meeting of all members of the society who have the power to vote of which meeting not less than 21 day's notice (stating the terms of the Resolution to be proposed thereat) shall be given.

If such decision shall be confirmed by a simple (two-thirds) majority of those present and voting at such meeting, the committee shall have power to dispose of any assets held by or on behalf of the society. Any assets remaining after the satisfaction of any proper debts and liabilities, shall be transferred to such other charitable institution or institutions having objects similar to the objects of the society as the committee may determine and if and insofar as effect cannot be given to this provision then to some other charitable purpose.

13**Notices**

Any notice may be served by the Secretary on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his/her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

14**Interpretation**

For the interpretation of this constitution, the Interpretation Act 1978 shall apply as it applies to the interpretation of An Act of Parliament.

