



THE CONSTITUTION

OF

THE REGISTERED TRUSTEES OF MUSLIM TEACHERS ASSOCIATION

Strengthening Unity and Professionalism within the Ummah

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CONSTITUTION OF THE REGISTERED TRUSTEES OF THE MUSLIM TEACHERS ASSOCIATION

PREAMBLE:

We Muslim Teachers representing the public and Private Muslim teachers as well as all Muslim learners in the Republic of Malawi:

Realizing that access to education is one of the inalienable rights for each and every citizen;

Noting the challenges Muslims are facing in education sector in Malawi;

Noting that our religion commanded every Muslim to access education;

Realising that collaborative programming of proper education delivered is the only strategy for Muslims to achieve the desired results for the next generation of Muslims in Malawi;

Noting that sustainable development in any country needs teachers to impart knowledge, skills and values while instilling discipline, integrity and hard work in the society they emerge;

HEREBY enact this Constitution for the Registered Trustees of the Muslim Teachers Association hereinafter referred to as ‘Association’

Strengthening Unity and Professionalism within the Ummah

PART I – INTRODUCTORY

CHAPTER 1: GENERAL INTERPRETATION

In this chapter unless the context otherwise required.

- ‘Member’ means any Muslim teacher who has paid his/her membership fee and is working either at a private or public school in Malawi either working or retired.
- The ‘Country’ refers to the Republic of Malawi.
- ‘MUTA’ means Muslim Teachers Association
- ‘ZONE’ refers to the last branch of Muslim Teachers Association found in each district.
- ‘REGION’ refers to a branch of Muslim Teachers Association found in each region of Malawi
- ‘DISTRICT’ refers to a branch of Muslim Teachers Association found at district in Malawi.

CHAPTER 2: ESTABLISHMENT OF THE ASSOCIATION

There shall be establishment of an Association to be known as MUSLIM TEACHERS ASSOCIATION (referred to as the ASSOCIATION) which shall have a Common Seal.

CHAPTER 3: ADDRESS OF ASSOCIATION

The Association shall have its main office in Limbe and its contact address shall be % P.O. Box 497, Blantyre, Malawi.

CHAPTER 4: THE ASSOCIATION'S VISION

Creating a Self-Reliant Muslim teacher to promote the teaching Professional ethics in relation to Islamic doctrines in interpreting misconceptions and government policies to the communities thereby contributing positively to socio-economic status of the future Malawian generation.

CHAPTER 5: THE ASSOCIATION'S MISSION STATEMENT

The Association is self-governing and sustainable organization whose main purpose is to provide a generation of Muslim teachers who will impart knowledge, skills and values while instilling discipline, integrity and hard work in the societies they emerge from, for sustainable development of Malawi.

MOTTO: *Strengthening Unity and Professionalism within the Ummah*

CHAPTER 6: CODE OF VALUES

Trustworthy
Eager to learn
Accommodative

Strengthening Unity and Professionalism within the Ummah

Creative
Honesty
Effective
Resourceful

CHAPTER 7: AIMS AND OBJECTIVES

- a. To improve the academic standards of teachers and learners through quality education in conformity with National Education Standards.
- b. To strengthen brotherhood/sisterhood in Islam through interaction of teachers of different academic backgrounds to build the nation.
- c. To engage in civic education for the advancement of learning among the youth through holistic activities.
- d. To sensitize the youth about any emerging issues through awareness campaigns and best practices.
- e. To sensitize the youth about human rights and responsibilities so that they participate fully in the societies.
- f. To empower learners to be self-reliant so that they should become productive citizens.
- g. To raise funds and implement projects.
- h. To appreciate donations and utilize them for intended purpose
- i. To empower Muslim teachers economically, academically as well as professionally.
- j. To organize Islamic educational events which can articulate and uplift both the teachers and learners' intellectual being such as get-together, quiz, panel discussions, debates and so on.
- k. To role-model the Muslim students in particular and the community at large so as to encourage them to realize and achieve their intended goals in life.
- l. To support Regional, District and zonal activities implemented by MUTA.
- m. To help realize freedom of worship and dressing for Muslim teachers and learners.
- n. To intervene when teachers and learners rights are violated.
- o. To encourage stakeholders to establish Islamic institutions of all levels and expand service delivery
- p. To be involved on matters affecting Muslim community in various education circles

- q. To conduct capacity building training on issues affecting or benefitting Muslim teachers and learners.
- r. To instill discipline among Muslim teachers and learners in schools by encouraging Islamic morals and values.
- s. To coordinate and cooperate with other Islamic organizations and Non-Islamic Organizations to implement the government efforts by uplifting education standards in Malawi.
- t. To represent Muslim teachers in local, national and international events or activities
- u. To civic educate parents on the value of education in Islam and the benefit of sending their children to school at all levels, be it individual, communal or national.
- v. To civic educate Muslim teachers and students so as to help minimize problems related to health issues and reproductive health.
- w. To offer guidance and counseling to Muslim teachers and students.

PART II: POWERS OF THE ASSOCIATION

CHAPTER 8: Powers of the Association

- a. Organize meetings
- b. To establish the required structures at regional, district and zonal committees.
- c. Purchase and or take on lease any property real or personal and maintain, let, sell or mortgage any such property and generally deal with its property in any way the Association deems necessary.
- d. To make and enforce the rules and regulations of the association
- e. To reprimand any member expressing irresponsibility by action, speech and behavior.
- f. To open a bank account and manage appropriately as follows:
 - i. Account Name :Muslim Teachers Association
 - ii. Bank Name: FDH
 - iii. Account Number : 1070000484964
 - iv. Branch : Limbe
 - v. Signatories: 3, of which any **two** of the 3 shall withdraw.
- g. Raise funds by way of borrowing, donations or gifts of money or other property from any person or body of persons to achieve its objectives but not contrary to Islamic teachings

CHAPTER 9: AFFILIATION

The Association may be affiliated to any National and International Organization with the consent of Delegates in a General Meeting in conformity with Islamic principles.

CHAPTER 10: MEMBERSHIP TO THE ASSOCIATION

Membership of the Association shall be in two groups

- a. Full member
- b. Associate member

1. (a) Full membership of the Association shall be to all Muslim Teachers teaching in either public or private schools upon payment of registration fee as a full member payable to NEC through the district.

(b) Associate membership of the Association shall be to all retired Muslim Teachers teaching in either public or private schools upon payment of registration fee as a full member payable to NEC through the district.
2. The registration fee shall be agreed at the AGM by all the members present.

PART III: ADMINISTRATION

CHAPTER 11: EXECUTIVE POWERS OF THE ASSOCIATION

SECTION 1: PATRONAGE

- a. There shall be a Patron and a Matron of the Association.
- b. The Patron/Matron of the Association shall be appointed by the National Executive Committee over a period of **three** years and may be reappointed by the popular request of the members.

SECTION 2: TRUSTEES

There shall be trustees of the Association appointed by NEC on specified terms and conditions for four years term.

SECTION 3: NATIONAL EXECUTIVE COMMITTEE

The Executive powers of the Association shall be in the National Executive Committee which shall be composed of 15 members as follows:

- a. The Chairperson
- b. The Vice Chairperson
- c. The Secretary.
- d. The Vice Secretary
- e. The Treasurer.
- f. The Publicity Secretary.
- g. Selected members from various districts.

- h. The National Executive Committee may, where possible designate any person with proven experience in specific matters to attend any of its meetings regardless of the organization structure. The designated person shall be denied to exercise the right to vote but have a freedom to participate in the meeting deliberations.

CHAPTER 12: DUTIES OF OFFICE BEARERS

SECTION 1: THE CHAIRPERSON

The Chairperson shall be the Chief Executive of the Association and as such shall:

- a. chair all meetings of National Executive Committee and of the Annual General Meeting
- b. take action in consultation with the National Executive Committee for the effectiveness of the Association
- c. having a casting vote in addition to his deliberative vote
- d. sign minutes of all meetings being chaired, in conjunction with the Secretary.
- e. check Associations' records and property from time to time.
- f. give the report on the general performance of the Associations regularly.
- g. together with the Secretary , shall be the official spokes persons for the Association
- h. shall monitor the operations of a number of Standing Committees of the Association
- i. conform to the Constitution, Programmes, Principals and Policies of the association

SECTION 2: The Vice Chairperson

The Deputy Chairperson shall:

- a. work hand in hand with the Chairperson when called to do so and shall at times perform on behalf of the Chairperson when he is absent.

- b. act as Chairperson in the event of the office of the Chairperson falling vacant, until when the new Chairperson is elected.

SECTION 3: THE SECRETARY

The Secretary shall conduct all the correspondence of the Association and the National Executive Committee and in that capacity shall:

- a. be the Chief Administrative Officer of the Association.
- b. keep all books, records, and the common seal and other property of the Association, supervise the entire machinery of the Association at all levels, receive all the reports from the Regional, District and Zonal Branches;
- c. attend all meetings of the Annual General Conferences and meetings of the National Executive Committee and shall make and keep minutes of same;
- d. as an individual accept and conform to the constitution programmes, principals and policies of the association.
- e. conduct all business and correspondent of the Association. He shall supervise and monitor the operations of the Association.
- f. circulate copies of minutes and agenda of all meetings to all Regional, District Secretaries and Members of the National Executive Committee;
- g. be democratic, transparent and accountable to all members.
- h. be the official spokesperson for the organization.
- i. together with the Chairperson, sign all agreements, Audited Reports and other documentation which bind the Association.
- j. for purposes of efficiency and when need arises be seconded to the Association.

SECTION 4. THE TREASURER

- 1. The Treasurer shall keep all books of accounts of the Association and in that capacity shall:
 - a. receive all subscriptions, donations and monies of the Association through designated officers in the Accounts Department.
 - b. keep properly such books and accounts as may be deemed necessary by the Association Auditors.

- c. prepare and present an audited balance-sheet to the National Executive Committee and to the Association at the Annual General Meeting.
- d. keep a record of all the assets and liabilities of the Association.
- e. monitor the operations of the Accountant and the Accounts staff under him.
- f. ensure that payments follow the stipulated procedures.
- g. ensure that the Association financial policy is adhered to.

2. In exercising these functions the Treasurer shall be assisted by the Secretary and any other employee designated by the Finance Committee and NEC.

SECTION 5. THE PUBLICITY SECRETARY

The Publicity Secretary shall:

- a. be assigned to carry out any other duties as may from time to time be **assigned** to him by the National Executive Committee.
- b. speak on behalf of the Association only upon being directed by the National Executive Committee.
- c. seek guidance from the National Executive Committee on what to publicise where it is deemed necessary. Therefore, he/she is not allowed to speak out his/her opinion as a Publicity Secretary.

SECTION 6: NATIONAL COMMITTEE MEMBERS

The Association shall have National Committee Members comprised as follows:

- a. The National Executive Committee.
- b. All Chairpersons of the Regions and Districts shall be members of the NEC by virtue.
- c. The National Executive Committee may, where possible designate any person with proven experience in specific matters to attend any of its meetings regardless of the organization structure. The designated person shall be denied to exercise the right to vote but have a freedom to participate in the meeting deliberations.

SECTION 7: REGIONAL, DISTRICT AND ZONAL, COMMITTEES OF THE ASSOCIATION

Subject to Chapter 8(b) of the Constitution,

- a. There shall be Regional, District and Zonal Conferences which shall choose and institute Association Committees at Regional, District and Zonal levels.
- b. The Regional, District and Zonal Committees established under Chapter 8(b). Shall consist of the following:
 - i. The Chairperson
 - ii. The Deputy Chairman
 - iii. The Secretary
 - iv. The Deputy Secretary
 - v. The Treasurer
 - vi. The Publicity Secretary
 - vii. 3 Committee Members
- c. Regional District or Zonal Committees shall execute as advisors to the Association National Executive Committee.
- d. All programmes and activities of the Zonal, District and Regional Committees shall always reflect rules and regulations of the Association as per resolution of Annual General Meeting of the Association.
- e. Funds permitting the Association shall establish offices in the Regions, Districts and Zones.

CHAPTER 13: DURATION OF OFFICE BEARERS

1. All members of NEC and National Committee and all committees at Region, District and Zone shall hold office for a period of four (4) years but shall be eligible for the re-election.
2. The office of the Executive and National Committee shall fall vacant if a member holding that position:
 - a. dies, resigns or dismissed by the Association.
 - b. fails to attend three consecutive meetings without just cause.
 - c. mentally incapacitated.
 - d. is unable to take instructions.
 - e. is unable to be effective in the position or job he/she is assigned.
 - f. fails to carry resolutions of the Association.

- g. behaves in a matter likely to cause friction of any discipline.
- h. fails to pay his/her membership fee.
- i. takes intoxicating liquor or habit forming drugs.
- j. displays insubordination by word or conduct.

CHAPTER 14: HONORARIUM/BENEFITS

1. Members of the National Executive Committee, Regional, District and Zonal Committees, The Patron and the Trustees or any other persons, may in recognition of their services, be paid such remuneration as the Association National Executive Committee may decide from time to time.
2. In the event of accidents, incapacitation and sickness, while performing recognized Association duties, the Association shall provide any assistance deems to be capable by the Association.

CHAPTER 15: OFFICERS OF THE ASSOCIATION

1. The Association should establish the office of the Executive Secretary, his Deputy and other employees who under the direction of the Secretary shall be responsible for the day to day running of the secretariat on such terms, conditions and salary as the Association deems necessary.
2. Such officers may attend NEC and AGM meetings but will not vote.
3. Offices of the Executive Secretary, Deputy Executive Secretary, Secretary for Finance and Secretary for Projects shall be on one year contract and their Condition of Service shall be decided by NEC.
4. The contracts are renewable after successful performance.
5. All employees shall sign the terms of contract and conditions of service upon assuming office.

CHAPTER 16: COMMITTEES OF THE NATIONAL EXECUTIVE COMMITTEE

SECTION 1: NATIONAL EXECUTIVE STANDING COMMITTEES

- a. There shall be the National Executive Standing Committees comprising of the Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Chairpersons and other members to be determined by the National Executive Committee from time to time.
- b. The National Executive Standing Committee shall be responsible to make decisions in between National Executive Meetings and report to the National Executive Committee. Minutes of such meeting shall always be sent to NEC through the Secretary.

The National Executive Committee shall appoint a number of committees to attend to other activities of the Association, where applicable from time to time.

SECTION 2: DISCIPLINARY COMMITTEE

- a. The Disciplinary Committee will be appointed from time to time and liable to meet when disciplinary issues are raised.
- b. The composition of the Committee will be five; three persons appointed by NEC, and two from other branches of the Association.
- c. Only persons who do not have a direct or indirect interest to the Disciplinary issue shall be appointed to the Committee.
- d. Out of those elected by NEC one shall be Chairperson, the other Secretary and rest, Committee Members.
- e. Gender representation must be considered in appointments.

SECTION 3: DUTIES OF THE DISCIPLINARY COMMITTEE

1. The Disciplinary Committee shall have power to hear all disciplinary cases involving any member of the Association.
2. Any suspected offender must be given a chance to be heard.
3. A member shall be guilty if s/he commits the following:
 - a. uses abusive language;
 - b. writes an anonymous letter;
 - c. is drunk at public functions;
 - d. misuses the property or finances of the Association
 - e. is dishonest;
 - f. is convicted in any court of law of any crime that would warrant him to a term of imprisonment with hard labour

- g. is under any written law guilty of professional misconduct;
 - h. does anything that will bring ill reputation to the Association and religion of Islam.
 - i. does not treat his subordinates as he would desire to be treated by in accordance to Islamic teachings.
 - j. indulges in damaging personalities whether in any means of communication or to give publicity to any statement damaging the interest of the Association
 - k. does not abide by the decision of the Association in any case or dispute between members of the Associations. Does not cooperate with other members on matters relating to the affairs of the Association.
4. Depending on the offence, the following disciplinary measures may be met:
- a. Verbal warning and counseling.
 - b. Written warning.
 - c. Suspension.
 - d. Removal from office.
 - e. Expulsion.

PART IV–OPERATIONS OF THE ASSOCIATION

CHAPTER 17: THE MEETINGS OF THE ASSOCIATION

There shall be meetings of the association as Executive meeting, Annual General Meeting and Board meeting.

SECTION 1: EXECUTIVE MEETING

1. There shall be Executive meetings in which any member of the Executive of the Association shall be eligible to attend and shall be convened from time to time as determined by the members of the Executive as necessary.
2. The chairperson of the Executive shall preside in all Executive meeting and in his/her absence, the members of the Executive present shall appoint one among themselves to preside.
3. The procedure to be followed in Executive meetings shall be as outlined in the Annual General meeting except where members of the Executive agree to determine their own procedure.

4. A quorum for any Executive meeting shall be one third of the members of the Executive and there shall be a reasonable notice to all members of the Executive for convening of an Executive meeting.

SECTION 2: EXTRA ORDINARY MEETING

1. The Secretary may, on the direction of the Chairperson call for an Extraordinary General Meeting of the Association to consider any urgent matter.
2. Every Extraordinary General Meeting shall be preceded by a notice to be given out at a minimum of 7 days to the day of conducting a meeting with the agenda of the Extra Ordinary Meeting attached to it.

SECTION 3: ANNUAL GENERAL MEETING

1. One in each calendar year, the Association shall hold an Annual General Meeting of delegates to receive reports from the Secretary General, Treasurer General, Regional Secretaries, Regional Treasurers, and any other office bearer should it be necessary on any matter relating to the affairs of the Association.
2. The venue of the Annual General Meeting held pursuant to subsection (1) shall rotate amongst three regions of Malawi.
3. Three months before the convening of an Annual General Meeting, the Secretary General shall cause notice in writing to be issued to all eligible attendants together with the draft agenda for the meeting.
4. Should any member at the Association, other than members of the National Executive Committee, have a matter which such a member should like to be considered at Annual General Meeting, such a matter shall be brought to the attention of the Secretary General through the Regional Secretary of the Region, where the members are situated. Such a matter shall be sent to the Secretary General and may be included in the Agenda for the General Meeting if it is presented in the form of a resolution passed at a meeting of any branch of the Association.

5. All members of the Association, including the office bearers in the NEC, Regional and District Committees, shall be expected to attend the annual general meeting.
6. Funds not permitting to have all these officers, NEC shall use its discretion to decide on the participants to attend.

CHAPTER 18: EXPENSES OF THE ANNUAL GENERAL MEETING AND OTHER MEETINGS

1. The National Executive Committee shall be responsible for traveling, food and accommodation expenses for participants to all meetings of the Association.
2. In occasions where a meeting is inevitable and funds are not available or inadequate, the NEC shall:
 - a. use its preference to decide on the participants to attend to such a meeting in order to properly utilize available funds.
 - b. be permitted to call such a meeting on basis of voluntary or self – sponsored or whatever means that allows a participant to attend the meeting without using funds for the Association.
 - i. This shall only be applied to Executive and Extraordinary Meetings.
 - ii. Consensus shall be reached with all members of the NEC depending on the urgency of the matter at hand.

CHAPTER 19: DECISIVENESS AT ANNUAL GENERAL MEETINGS

The Annual General Meeting of the Association shall be the final forum of the Association. The decisions originating there from shall be final and binding on all its members and its branches.

CHAPTER 20: QUORUM

1. The Quorum for any meeting of the Association including that of its offices shall be one third of its members present at any such meetings. It applies to all meetings stipulated in this constitution whether at National, Regional, District or Zonal.
2. There shall be an alteration of the Quorum for any meeting of the National Executive Committee or Committee Meeting of the Regional, District and Zonal where all members shall reach a consensus of such a meeting to happen through any means of communication

CHAPTER 21: REGIONAL, DISTRICT AND ZONAL MEETINGS

1. A General Meeting of the Region, District and Zonal Committee shall be held at least three times a year at such place such a time as Committees may deem fit.
2. A branch of the Association may meet as often as necessary
3. Minutes of such meetings shall always be sent to NEC through the Secretary following the right channel.

CHAPTER 22: VOTING AND PASSING OF RESOLUTIONS

1. Every member of the Association shall be entitled to speak at any meeting of the Association and shall be permitted to vote at such a meeting.
2. Every resolution and any amendments to a resolution shall be moved and seconded.
3. A resolution shall be deemed to have been carried if passed by 50% of the members present and voting.

4. Wherever there is an equal finish, the President or in his absence any person presiding there at shall cast a considered vote.

PART V-FINANCIAL PROVISIONS

CHAPTER 23: FINANCE AND ACCOUNTS

The Association shall obtain it's funds from the following main sources:

1. Subscription from the Executive and National members of the Association, which shall be collected by contribution of MK2000. 00 from the members of NEC with their consent on monthly basis.
2. Contributions of 10% of District Committees monthly collections.
3. Donations of interested individuals.
4. Fundraising activities which do not contradict with Islamic teachings.
5. Established or organized financial investments that follow Islamic laws of finance.
6. Any other legitimated Islamic investments being authorized

CHAPTER 24: MANAGEMENT OF THE FUNDS OF THE ASSOCIATION

1. The daily management of the Association funds shall be done by the National Executive Committee through the Treasurer.
2. All withdrawals from the bank shall be signed by the Chair, the Secretary, the Treasurer and the Executive Secretary.
3. The Association shall give authority to certain office bearers in the District, Region and National Executive Committee to keep a limited amount of moneys. The officers to keep such moneys, the amount which such officers shall hold and the place where such moneys are to be kept shall be agreed upon by the members at an Annual General Meeting.

4. Officers holding sum of money of the Association, shall give report to the Treasurer of the Association at least once every month on how such moneys have been used or kept.
5. The Association shall make proposals for consideration to Regional and District committees according to guidelines set out by NEC and AGM.

CHAPTER 25: AUDITING

1. There shall be External Auditors of the Association who shall be appointed by the National Executive Committee.
2. The accounts of the Association shall be audited at the end of each Academic year and the Accounts who shall perform this check shall present the same to the Annual General Meeting.
3. The Association shall pay, the auditing fee, costs and expenses accordingly.
4. The Auditor shall require production of all necessary documents relating to the accounts or investment of the Association under auditing.
5. The auditor may summon in writing the persons having knowledge of the affairs of the Association, to appear personally at the offices of the Association at a time indicate in such summons, for examination in connection with any documents or matters relating to auditing.
6. Any person who, without just cause, fails or refuses to produce any document the production of which has been dully required by the auditor, or who, having been so summoned:
 - a. neglects or refuses to comply with the said requirement or summons;
 - b. having appeared before the auditor without just cause, refuses to be examined.
 - c. without just cause to answer such question pertaining to the auditing as are put on by the auditor, shall be liable to suspension without pay, while the matter is further investigated by the Police.
7. After completion of audit of the accounts of the Association, the Auditor shall report in form of writing to the Association about the audit generally and on such specific matters in relation to it as the Association may direct.

CHAPTER 26: BOARD OF TRUSTEES

1. The Board of Trustees shall be appointed by the Executive Committee of the Association.
2. The board of trustees shall have a minimum number of three (3) and a maximum number of six (7) or more.
3. The association properties shall be vested in the hands of the trustees.
4. The Secretary General of the association shall be responsible for the keeping of the board's.
5. The Board of Trustees shall be meeting quarterly and shall make a quorum if half ($\frac{1}{2}$) of the numbers are present.
6. All Trustees shall hold office for three (3) years and shall be eligible for re – election for the second time after the expiry of the member's first three year tenure.
7. A Trustee may be removed from office for any of the following reasons:-
 - a. is mentally incapacitated
 - b. is convicted of an offence involving moral turpitude
 - c. is prohibited by any law in Malawi from holding such a position
 - d. is absent for three (3) or more consecutive meetings
 - e. acts contrary to the objective of the association and or is guilty of conduct that is not in the best interest of the association.

In the event of a vacancy arising among the Trustees by the death resignation, retirement or removal of any Trustees or of being disqualified by operation of law, the Executive Committee shall elect a new Trustee in a regular meeting to complete the term of office of such trustee until such election the remaining trustee shall continue to manage the affairs of the Association. The existing Trustees

unless their number is reduced to two (2), shall carry on even after expiry of their term of office until election of new trustees is held.

PART VI –ELECTIONS SECTION

CHAPTER 27: ELECTIONS OF OFFICE BEARERS

1. Every single vacancy in existence in all positions of the Association shall be occupied through elections.
2. In relation to vacancies in the National Executive Committee the procedure shall be as follows:
 - a. Each Regional office shall submit three nominations for each vacancy on the National Executive Committee to the Secretary not less than Fourteen days before an Annual General Meeting of the Association at which elections shall be held.
 - b. The Nominated Members to fill the vacancies shall be committee members who are Chairpersons of District Committees.
 - c. The elections of the National Executive Committee shall be done at an Annual General Meeting of the Association.
 - d. Office bearers of the National Executive Committee and any office of the Association shall resume office from the end of the Annual General Meeting and General Meeting respectively of which they have been elected.
 - e. The General Meetings to elect office bearers of the Regional, District and Zonal shall be held preceding the Annual General Meeting.
 - f. Members of the National Executive Committee and any other office of the Association may be eligible for re-election.
 - g. Voting at the election shall be by secret ballot.
 - h. Any member found guilty of bribery, intimidation, cheating and other offence laid down elsewhere in this constitution shall be disqualified from voting and from being elected.
 - i. At any Annual General Meeting, all members of the National Executive Committee and any other office of the Association shall have a vote.

3. Where vacancy happens in the National Executive Committee and there is urgent need to fill it, the Annual General Meeting shall have power to conduct by-elections.
4. In respect to vacancies in the Regional, District and Zonal Committees, the procedure shall be as follows:
 - a. Nominations and elections shall be at the required office and report results to the Secretary who shall announce at the Annual General Meeting.
 - b. Officers and members elected to the Committees shall resume office as above.
 - c. Members of a committee may be relieved of their appointments and vacancies may be filled by the procedure laid down in the Constitution.
5. In the event of death, resignation, incapacitation and extended leave NEC and other offices of the Association shall appoint someone to act.
6. The acting position shall be up to the next AGM or Regional and District and Zonal Meetings where elections shall be held.

PART VII -MISCELLANEOUS SECTION

CHAPTER 28: INDEMNITY

Every Trustee, Patron/Matron, Executive and National Committee member of the Association acting with full authority of the Association in good faith and in the interest of the Association, shall be indemnified out of the funds of the Association against any claim and liability arising from such acting.

CHAPTER 29: COMMON SEAL

1. The Association shall have a common seal which shall have words ‘Muslim Teachers Association’, inscribed on it and shall be in custody by the Executive secretary.
2. The common seal shall not be used except with the authority of the Executive secretary or Chairperson when so used, it shall be recorded in a common seal record on which document, date and time it has been so used.

CHAPTER 30: AMENDMENTS

1. Any consensus to amend this constitution shall be brought to the General Meeting of the District or Regional office of the Association.
2. If it happens to reach a consensus to amend a resolution at a District or Regional General Meeting, such a resolution shall be passed to the Secretary three (3) months before the Annual General Meeting of the Association.
3. The Secretary shall subsequently include the District and Regional resolution to the agenda of the Annual General Meeting.
4. If the proposal to amend the constitution has been considered at an Annual General Meeting, the amendment shall be deliberated if one third of the members present and voting at the meeting support the proposal.
5. The Annual General Meeting shall have power to amend the constitution after the approval of one third of the members present and voting thereafter shall be adopted as part of the constitution.

CHAPTER 31: CHANGING OF THE NAME MUSLIM TEACHERS ASSOCIATION

The name of Muslim Teachers Association shall be subjected to change to another name whenever deems necessary to suit the required situation upon a consensus at an Executive General Meeting. This shall be done following an agreement of established structures.

CHAPTER 32: LOYALTY

- a. Every member shall abide by every decision made by the Association or by its officers acting or executing authority until such time as the decision is amended, reversed, or revoked in a recognized GM.
- b. No member shall make known or attempt to make known, or permit to be disclosed to any person who is not a member unofficially any matter or things considered or in any way dealt with the Association.
- c. No official of the Association shall use his position to further his own political or religious motives within the Association.
- d. The religious rights of individuals shall be protected and respected so that feelings or peace of mind of any of the members not be disturbed.

- e. No discussion on political interests, religious beliefs, views and practices which are likely to intrude the fundamentals of Islamic beliefs shall be permitted in the Association Meetings.

CHAPTER 33: DISSOLUTION

1. The Association shall be dissolved if two thirds of members present and voting at an Annual General Meeting favour the dissolution.
2. Whenever the consensus of dissolution is reached, the finances and property of the Association shall be used as the Annual General Meeting shall decide preferably to Islamic religious acts.
3. In occurrence of dissolution, the Trustees shall be responsible for the disposal of property and finances of the Association and/ or by donating to another organization similar in its activities.