



Kerala Islamic Association of British Columbia
Constitution and By-Laws

Owner : Kerala Islamic Association of British Columbia
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Approved by:

- **President** : _____
- **Secretary** : _____
- **Religious Scholar** : _____
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In the Name of Allah, The Beneficent, The Merciful

ARTICLE I: NAME

This organization shall be known as KERALA ISLAMIC ASSOCIATION OF BRITISH COLUMBIA, hereafter referred in this document as KIABC and is a non-profitable Muslim Society.

ARTICLE II: OBJECTIVES

1. KIABC is a Non-Profit, Non-Political and charitable association that envisage to serve the Muslims of B.C. through a wide range of services, from religious to spiritual, social to educational and financial assistance to beyond.
2. KIABC shall uphold the Islamic way of life that is defined by the Holy Quran and teachings of Prophet Muhammed (Peace Be Upon Him).
3. KIABC shall also strive to promote respect among Muslims to all members of the Canadian plural society.

ARTICLE III: VISION AND MISSION

1. Our services shall include but are not limited to the following types for the KIABC members:
 - a. Islamic education to all ages
 - b. Quran classes to the kids as well as the people of older age
 - c. Community gatherings
 - d. Charity and Zakath fund distribution
 - e. Iftar programs in the month of Ramadan
 - f. Mentorship programs
 - g. Eid celebration
 - h. Funeral Services
 - i. Community Obligations
 - j. Offer resources to those who are interested in learning about Islam
 - k. Interfaith as well as Intra faith dialogue among various faith groups
2. To establish contacts with new Muslims, visiting Muslims and introduce them to the Muslim community
3. To receive, acquire and hold gifts, donations and bequests
4. To bridge the gap between Muslims and Non-Muslims through better relation and collaborative efforts on social issues.

ARTICLE IV: RELIGION

To propagate and foster the religious belief of the KIABC Association and the religion of the KIABC Association is ISLAM. This provision is unalterable.

ARTICLE V: CREED UPHELD

To uphold and promote the KALIMA (Creed) which is the basic belief of the KIABC Association (Sunni Muslims). This provision is unalterable.

ARTICLE VI: PREAMBLE

KALIMA (Creed)

The basic belief of the KIABC Association is in the holy code, the KALIMA which is the first principle of ISLAM. It is a declaration of faith, which is:

“LA ILAHA ILLALLAH MUHAMMADUR RASULULLAH”

Meaning: “There is no god (deity) but ALLAH and MUHAMMAD (peace and blessings of ALLAH be upon him) is the Messenger (Apostle) of ALLAH.”

The KALIMA requires a further belief in Muhammad (peace and blessings of ALLAH be upon him) as the last Messenger and seal of all the Prophets of Allah. This provision is unalterable.

ARTICLE VII: MEDIUM OF COMMUNICATION

The medium of communication in the meetings, whatsapp group messages, emails and the events should be either Malayalam or English.

ARTICLE VIII: MEMBERSHIP

There are two classes of members:

1. REGULAR MEMBERS
2. ACTIVE MEMBERS

1. REGULAR MEMBERS**1.1. Eligibility**

- a) Must be a Sunni Muslim bona-fide resident of British Columbia and should be referred by an Active Member who know him/her for at-least 3 months.
- b) Must be 16yrs or older at the time of application.
- c) Must be ready to fully follow and abide by the constitution By-Law and the Executive Committee decisions.
- d) Must fill and submit the membership form.
- e) Must pay the membership dues in full on time.
- f) Interested Non-Keralites who wish to join KIABC can only become a Regular Member and be part of all KIABC activities, but they will never have voting privileges, active membership and be eligible to be part of Executive Committee for their lifetime.

1.2. General Rules & Purpose

- a) Your membership provides us with the ability to reach our goals and build a better future for our children.
- b) Every member must Uphold the Constitution of KIABC and, in particular, contribute to the attainment of the purposes of KIABC.
- c) All members are strongly encouraged to participate in all the activities of KIABC.
- d) Every member must regularly attend meetings of KIABC they are invited for.
- e) Every member must comply with the rules, regulations and policies of KIABC and the decision of the Executive Committee.
- f) Our individual members are free to belong or not belong to any other organization and are free in their political affiliations as long as it does not interfere or conflict with the goals of KIABC.

1.3. Fees

- a) The Membership fee is to be decided by the Executive Committee and is subject to review by the Committee on a yearly basis.
- b) Fees must be paid to KIABC and cannot be substituted by providing services.
- c) Immediate family members residing at same address need to pay individual membership fee regardless of number of members residing at the same address.
- d) All membership fees paid to KIABC are not refundable for any reason.
- e) The membership fees will cover membership for one calendar year.

1.4. Termination & Withdrawal

- a) Withdrawal from membership may be voluntary or may be decreed for failure to continue to satisfy the membership requirements.
- b) If the member was terminated or voluntarily resigned from KIABC Association, the member should waive off all the fee/donation that was paid to KIABC.
- c) Executive Membership will be automatically cancelled for the Executive Members who didn't attend the 3 consecutive committee meetings without any prior notice.
- d) In case an Executive Committee member or a Board of Director voluntarily resigns from the KIABC Executive Committee or Board, he/she should submit a letter of resignation with valid reason for resignation to the Executive Committee.
- e) If the member relocated to a different province or country permanently, the membership will be automatically cancelled after a period of 90 days. Even though the membership is cancelled, he/she will be

entitled with equal rights as any other member for the Qabar space, if he/she made their payments for Qabar bookings.

- f) Membership of KIABC may be revoked by the Executive Committee that may even lead to termination of the membership for any of the following reasons:
 - i) Any member, who is proven to participate directly or indirectly in harming Muslims, or undermining the mission, the goals or the objectives of KIABC.
 - ii) Any member who has been convicted of any felony under federal or provincial laws.
 - iii) Any member who has been involved in any kind of anti-social and anti-national activities.
 - iv) Disrespecting the sanctity of the Mosque by cursing, shouting, initiating verbal spat and/or threatening a fellow Muslim to cause bodily harm.
 - v) If the person has made intentional efforts to discredit, tarnish and/or defame KIABC, the Holy Quran, Sunnah and Islam.

1.5. Approval and Renewal of Membership

- a) The Executive Committee shall be the authority for the membership approval and the decision made will be final without any appeal.
- b) A new Membership application is not required for renewal of Membership, unless the member wishes to make changes in the original application.
- c) Members who were terminated for reasons other than the fees must be approved by the Executive Committee before their re-application is accepted.
- d) A suspended member shall have the right to seek a re-appeal of the Executive Committee's decision within 30 days of termination. If unsuccessful, they may re-appeal the decision of the committee before the general body and shall have his membership reinstated if a majority of the attending members vote to reinstate their membership.

2. ACTIVE MEMBERS

- 2.1. Must be a self-identified Muslim from Kerala through birth or ancestral ties.
- 2.2. These members exclusively have the voting authority to elect the Executive Committee along with all the other privileges of the Regular Members.
- 2.3. Regular members who meet the Active Membership eligibility criteria after 1 year of active involvement in KIABC can submit request through email to info@kiabc.ca for Active membership.
- 2.4. Members should be referred by at-least two Executive Committee members for Active Membership.
- 2.5. Executive Committee will approve the request based on $\frac{3}{4}$ of the majority decision.
- 2.6. Executive Committee should give a reply within 30 days after receiving the Active Membership request.

3. KIABC MEMBERS WHATSAPP GROUP GUIDELNES

This KIABC members whatsapp group is a forum for Kerala Muslim families in BC to share any relevant information, learn more about Islam, and hold the community together.

This group can be used for:

- 3.1. Announcing birth, death, weddings, other major life events in our families.
- 3.2. Sharing events and programs happening in BC that is beneficial to the group.
- 3.3. Introducing new members in our community and offering them help.
- 3.4. Asking for recommendations, be it food, services, or anything generic.
- 3.5. Sharing knowledge which is useful to all members.
- 3.6. Appreciating members and kids for any achievement.

The Whatsapp Group rules are as mentioned below:

- a) Do not forward any political, entertainment, or controversial videos or messages circulated in social media.
- b) Refrain from single words like Ameen, InshaAllah, MashaAllah, InnaLillahi. This is to avoid getting important messages.
- c) If you need more information on something that somebody posted in the group, before asking in the group ensure that the additional information is useful for other members as well. Otherwise, message individually.
- d) If you have any concern about a post in the group, DO NOT express it in the group, instead let the President know and it will be taken care of.
- e) Be respectful and polite to each other and use the group wisely.
- f) Members are requested to forward their concerns regarding any Executive Committee decisions to info@kiabc.ca and are not allowed to have any discussion in the group.

Any violation of the above guideline will not be entertained and strict disciplinary actions will be taken that may even lead to the termination of the membership.

ARTICLE IX: ADMINISTRATION

1. ELIGIBILITY OF AN EXECUTIVE COMMITTEE MEMBER

- 1.1. Must be an Active Member for at least 1 year.
- 1.2. Must be 22 yrs or older at the time of Election.
- 1.3. Must complete minimum 50 hrs in voluntary activities or services.
- 1.4. Must uphold and lead the Islamic way of life as defined by the Holy Quran and the Sunnah (way of life) of Prophet Muhammed (Peace Be Upon Him).
- 1.5. Must never indulge in any of the acts outlined under "Termination and Withdrawal Section"

2. RULES AND REGULATIONS OF AN EXECUTIVE COMMITTEE MEMBER

- 2.1 The Executive Committee / Board of Directors is the governing body of Kerala Islamic Association of British Columbia (KIABC). The Board and the Board of Directors will be addressed respectively as Executive Committee and Executive Committee members hereafter.
- 2.2 Any information that are discussed during the Executive Committee meeting is strictly confidential and the members are never allowed to share or discuss this information to anyone including association members and family members outside the Executive Committee.
- 2.3 Any statements, news or information that are supposed to be shared among the members should be published either by Mail or Whatsapp group by the Social Media Coordinators with the prior approval of the President in consultation with the Executive Committee.
- 2.4 Executive Committee membership is a privilege which will be revoked if the member doesn't meet any of the Eligibility criteria outlined above under "Eligibility of an Executive Committee Member" at any point of time.
- 2.5 Any violation of the above rules will be considered as a serious offense and immediate disciplinary actions will be taken that may even lead to the termination of the Executive Committee membership.

3. STRUCTURE

- 3.1. The Executive Committee is composed of a minimum of 7 members to a maximum 13 members who shall serve as the highest legally constituted body to manage the business and cultural affairs of KIABC. The Executive committee will be acting as the Board of Directors of the Association until the end of the term. The Executive Committee comprises of one President, two Vice Presidents, one Treasurer, one General Secretary, two Joint Secretaries and three Social Media Co-ordinators.

- a) The President shall be responsible for maintaining efficient administration and affairs of KIABC. He/she shall perform all other duties usually related to the office of the President. This includes but not limited to, the right to call the meetings of the Executive Committee and other Committees as and when he/she shall consider necessary and to delegate duties to other Executive Committee members as he/she sees fit, and the right for officially representing KIABC or selecting another member to do the same. He/she shall preside over the General Body Meetings of KIABC and at all meetings of the Executive Committee. He/she should facilitate all the activities of the Executive Committee members. He/she should ensure that all the activities of KIABC remain within the Islamic values and ethical code of conduct. The President shall have the power to spend up to a maximum of \$1000 for emergency purposes on getting written approval (either mail or whatsapp message) of the majority Executive Committee members.
 - b) The duties of the Vice-President shall be assigned by the president as appropriate. In the event the President is unable to complete his/her term, the vice-president will take over the responsibilities of the President for the remaining term without an election. The Vice-President will preside over the meetings with the consent of the President.
 - c) The Treasurer shall prepare annual statements as required By-Law under the British Columbia Corporation Act and other federal/provincial legislation and submit these reports to the Executive Committee before submitting at the Annual General Body meeting. He/she should present the updated financial statements to the Executive Committee on the 30th day of every month through either whatsapp group, email or in the Executive Committee meetings. He/she shall also receive and safely keep all monies received by KIABC and pay out the same when this is approved by the Executive Committee. Only the Treasurer shall issue official receipts for the donated funds and memberships. He/she shall maintain a balanced budget and receive/handle KIABC funds. Prepares financial and other reports as necessary. The treasurer shall issue/sign all cheques and receipts as necessary for KIABC's requirement and functions that benefits the local community.
 - d) The Secretary shall keep minutes and all meeting of the Executive Committee and circulate the minutes to all Executive Committee members. He/she should present the minutes from the previous meeting to ensure proper closure of all open actions at the beginning of every Executive Committee meetings. He/she should prepare the agenda of the meeting in advance and circulate to all the Executive Committee members prior to the meeting. He/she shall keep a permanent record of all activities of KIABC and all formal decisions. He/she shall conduct all correspondence, except where authority has been delegated to the chairperson of an appointed committee and shall report on correspondence to the meetings. He/she shall notify the members of the coming activities and the general meetings. He/she shall call the meetings of the Executive Committee after the President's approval.
 - e) The Social Media Coordinators are responsible for overseeing and coordinating the work and activities of KIABC Executive Committee associated with external communication, such as outreach to the other community partners. He/ She will be responsible for outlining, implementing and consistently improvising social media outreach strategy and oversee all social media platforms of KIABC. He/she should expand public outreach of KIABC, attend events and campaigns in the community to build collaborative relationships with other relevant groups. They are also responsible to manage and update all social media platforms like KIABC website, KIABC Whatsapp group and Email communications on a regular basis. He/she should not release any public statements (both controversial and non-controversial), news release and reply statements on behalf of KIABC Association or KIABC Executive Committee without prior approval of the President in consultation with the Executive Committee.
- 3.2. In addition to the duties specifically listed in this sub-article, the Executive Committee, under the direction of the President, shall responsible for, and shall distribute among members of Executive Committee any and all other activities related to the objectives of KIABC. The members of the Executive Committee attend all Executive Committee meetings.

- 3.3. All public statements or news release will be issued by the President in consultation with the Executive Committee. No other member will issue any statements on behalf of KIABC unless delegated to do so by the President.
- 3.4. It is the join responsibility of the outgoing Executive Committee to file the BC income tax return for the time they were in the office.
- 3.5. Eligibility to be a President, Vice President, General Secretary, Joint Secretary and Treasurer is at least 1-year experience in the acting Executive Committee.
- 3.6. Term of Office for the Executive Committee is maximum 2 consecutive years.
- 3.7. After successful completion of the Term of Office, only the members in the acting Executive Committee will be eligible to become a candidate for the leadership positions in the upcoming Executive Committee.
- 3.8. The leadership positions will be decided by the Active Members during the AGM through Election process.
- 3.9. The new members in the upcoming Executive Committee will also be decided by the Active Members during the AGM through Election process.
- 3.10. By-Laws may be amended or revised when necessary by two-third ($\frac{2}{3}$) majority of KIABC Executive Committee and three-fifth ($\frac{3}{5}$) majority of Active members.

4. ROLES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE

- 4.1. All the rights, powers, duties and responsibilities relative to the management and control of KIABC property, business and cultural affairs are vested in the Executive Committee for the benefit of KIABC.
- 4.2. The powers vested in the Executive Committee is as a group and as an individual.
- 4.3. The Executive Committee has a duty to ensure that its actions are consistent with the purpose of KIABC as described in Article II and III and it shall exercise reasonable care and prudence in managing the affairs of KIABC.

5. COMMITTEES

- 5.1. Executive committees have the right to appoint committees as needed, to assist it in managing the business and cultural affairs of KIABC.
- 5.2. These committees will be under the direct supervision of Executive Committee and all the decisions of the appointed committees should be approved by the Executive Committee.
- 5.3. The Executive Committee will appoint Committee Coordinators for each of the below Committees.

1. ADMINISTRATION COMMITTEE

The Administration Committee shall be responsible for:

- a) Calling meetings of the KIABC Executive Committee.
- b) Preparing and circulating the minutes of all KIABC Executive Committee and members' meetings including Annual General Meeting.
- c) Presenting at the beginning of every meeting, the minutes from previous meeting for approval by the KIABC Executive Committee approval
- d) Preparing the agenda for the Executive Committee meetings and notifying the Executive Committee members.
- e) To preside the meeting in the absence of the President.
- f) Selecting and appointing an Administration Committee in collaboration with Executive Committee, and work with the Administration committee to accomplish the following tasks:
 - i. Developing and implementing new strategies to improve organizational efficiency
 - ii. Maintaining the list of members of KIABC and administer membership renewal process.
 - iii. Booking facilities for KIABC meetings and event.
 - iv. At the end of the term, facilitating the process of handing relevant KIABC documents to the incoming executives.
 - v. Reviewing KIABC By-Law to revise role descriptions and best practises for committees supervised by Committee Co-ordinator appointed by the Executive Committee of KIABC.

vi.

2. COMMUNICATIONS COMMITTEE

The Communications Committee shall be responsible for:

- a) Overseeing and coordinating the work and activities of KIABC Executive Committee associated with external communication, such as outreach to the other community partners.
- b) Selecting and appointing a Social Media & Web Development Committee in collaboration with the Executive Committee and accomplish the following tasks:
 - i. Outlining, implementing and consistently improving social media outreach strategy and oversee all social media platforms of KIABC
 - ii. Managing and updating KIABC website.
 - iii. Selecting and appointing Public Relations Committee to accomplish the tasks.
 - iv. Expanding public outreach of KIABC
 - v. Attending events and campaigns in the community to build collaborative relationships with other relevant groups.
 - vi. Reviewing KIABC By-Law to revise role descriptions and best practises for committees supervised by Committee Co-ordinator appointed by the Executive Committee of KIABC.
 - vii. Consistently communicate activities of KIABC with members through mailing lists and whatsapp group.
 - viii. Being admin/ having access to social media platforms and transitioning social media platforms to new Committee Co-ordinators when the term is complete and removing all members from outgoing term

3. EVENTS COMMITTEE

The Events Committee shall be responsible for:

- a) Researching and conducting consultations for creative event ideas to engage the members.
- b) Selecting and appointing Religious Events Committee, Social & Recreational Events Committee, and Kids, Youth & Seniors Events Committee to accomplish the following tasks:
 - i. Coordinating special events of KIABC and delegating tasks to Executive Committee for smooth event execution.
 - ii. Proposing and executing events that cater to the mandate of KIABC.
 - iii. Developing event budgets in collaboration with Treasurer.
 - iv. Explore opportunities for collaboration with external organizations.
 - v. Reviewing KIABC By-Law to revise role descriptions and best practises for committees supervised by the Committee Coordinator appointed by the Executive Committee of KIABC.
 - vi. Ensuring committee members trained on different aspects of event planning and ensuring event planning is progressing within set timelines.

4. FINANCE COMMITTEE

The Finance Committee should not have members outside the Executive committee. The Finance Committee under the supervision of the Treasurer (Finance Committee Chairperson) shall be responsible for:

- a) Maintaining the record of all the financial transactions of the KIABC.
- b) Presenting, before the Executive Committee, monthly reports on the status of the financial affairs of the KIABC.
- c) Selecting and appointing an Accounts Committee to accomplish the following tasks:
 - i. Systematic bookkeeping for the KIABC.
 - ii. Collecting and depositing of all funds on behalf of KIABC
 - iii. Preparing the annual budget of the KIABC for the upcoming year in consultation with the Executive Committee.

- iv. Approving and reimbursing properly documented expenses.
- v. Selecting and appointing a Sponsorship Committee to accomplish the tasks such as Overseeing fundraising initiatives for operational activities of the Organization.
- vi. Collaborating with Public Relations Committee to seek sponsorships on the basis of need.
- vii. Preparing and presenting financial statements and finance reports to the Executive Committee and at the Annual General Meeting.
- viii. Acting as a signing officer for KIABC.
- ix. Filing tax return if/when applicable.

5. SOCIAL SERVICES COMMITTEE

The Social Services Committee shall be responsible for:

- a) Performing outreach to welcome and introduce new immigrants to the community.
- b) Developing, planning and executing support programs for new immigrants and students.
- c) Leveraging individuals and resources within the community to assist with birth/deaths/accidents and grievance counseling.
- d) Unify community's efforts in response to humanitarian crisis situations through organizing; initiatives like clothing drives, fundraisers, and awareness campaigns.
- e) Plan and organize charitable initiatives.
- f) Reviewing KIABC By-Law to revise role descriptions and best practises for committees supervised by the Committee Co-ordinator appointed by the Executive Committee of KIABC.

6. EDUCATION AND AWARENESS COMMITTEE

The Education and Awareness Committee shall be responsible for:

- a) Conducting seminars/webinars and programs to create awareness of skills to help with employment/education/volunteering opportunities.
- b) Conducting seminars/webinars and other short-term programs to create awareness and interest in Malayali Muslims culture, Canadian culture, civic responsibility, history, and heritage.
- c) Implementing ongoing Arabic/Malayalam/English language instruction programs.
- d) Reviewing KIABC By-Law to revise role descriptions and best practises for committees supervised by the Committee Co-ordinator appointed by the Executive Committee of KIABC.

7. QABAR COMMITTEE

The Qabar Committee shall be responsible for

- a) Research and educate the members about the Qabar system in North America.
- b) Arrange informative sessions about the Qabar system available in Canada to the KIABC members.
- c) Coordinate with other Islamic associations in Canada and try to implement a centralized Qabar system all over Canada.
- d) Manage the Qabar Account and installments from the members for the Qabar account.
- e) Coordinate with available Mussallah's in Vancouver to arrange Salatul Janazah prayer when a death happens.
- f) Arrange informative sessions to the KIABC members to educate them about the GHUSL procedure of the deceased.
- g) Reviewing KIABC By-Law to revise role descriptions and best practises for committees supervised by the Committee Co-ordinator appointed by the Executive Committee of KIABC.

6. EXECUTIVE COMMITTEE AS A CARETAKER BODY

- 6.1. If a new Executive Committee cannot be formed by the end of the term for any reason, the existing Executive Committee shall continue as Caretaker committee with all rights as an elected committee.
- 6.2. In case if any of the Executive Committee members resigned or terminated from the Committee before the end of the term and was unable to find appropriate replacements, then the current Executive Committee with the existing members shall continue until the end of the term.

- 6.3. In any case if the Executive Committee have members less than 7, then the current Executive Committee have the right to dissolve and form a new Executive Committee through Election process as in Article XI.

7. RESPONSIBILITY TRANSFER IN CASE OF ABSENCE / RESIGNATION

- 7.1. In case of absence, termination or resignation of an Executive Committee member, the Executive committee will solemnly have the right to decide and transfer the responsibility to another Executive Committee Member.
- 7.2. The elected member, if not interested have the right to express his/her concern and can nominate anyone else from the Executive Committee, if required.

ARTICLE X: GENERAL BODY MEETING

- 1.1 The Executive Committee shall announce the Date, Time, Place and Agenda at least 15 days prior to the meeting by either direct mail or electronic media such as Email, WhatsApp or any other Social media websites.
- 1.2 There will be an exception in case of emergency circumstances which will be determined by the President.
- 1.3 The members shall be notified of the purpose(s) for which a general body meeting is being called. The Annual General body Meeting will deal with mostly the following items of business:
The presentation and approval of the following reports:
- a) The financial statement for the past calendar year of KIABC
 - b) The President's report
 - c) The Secretary's report
 - d) Any other reports
 - e) The presentation and approval of any amendments to the constitution and By-Laws.
 - f) Other business as required.
 - g) Conducting the general elections for the next Executive Committee.
- 1.4 All reports should be ready 21 days prior to the Annual General Body Meeting. Reports should be shared to the Executive committee.
- 1.6. The reports should be submitted to the Annual General body Meeting after the approval from the Executive Committee.
- 1.7. In case of any complaints or disputes, Executive Committee should address and resolve it during the Annual General body Meeting itself.
- 1.8. Any complaints or disputes after the General body Meeting should be submitted to the Executive Committee on a written request within 15 days after the meeting.
- 1.9. Executive Committee should address these complaints within 15 days after acknowledging the written complaint.
- 1.10. At least one General body Meeting shall be held each year.
- 1.11. A General body Meeting shall be called at anytime based on a written request of at least 1/5th of the Active members.

ARTICLE XI: ELECTION

1. GENERAL GUIDELINES:

- 1.1. The Executive Committee consists a minimum of 7 members to a maximum 13 members.
- 1.2. The term of office for the Executive Committee shall be preferably 2 years to ensure continuity, staggered in such a way that new members are elected or re-elected each time.
- 1.3. The members in the acting Executive Committee will only be eligible to become a candidate for the leadership positions in the upcoming Executive Committee.
- 1.4. The Executive Committee members cannot be compensated directly or indirectly for their services on the Executive Committee. It must be stated prior to any nominations that no elected officials will be compensated for their time and services other than reasonable expenses based on Executive Committee approval.

2. ELECTION COMMITTEE

- 2.1. The elections shall be conducted by an Election Committee comprising of two or more active members of ASSOCIATION, who must not be candidates for the election.
- 2.2. The election committee shall be formed 30 days before the time of election.
- 2.3. The election committee members shall not campaign in favor of or against any candidate or a slate.
- 2.4. Committee's Duties:
 - a) The Election Committee shall meet at least once before the election date in order to prepare for the election, design the ballots, prepare the ballot box, and fine-tune the details of the election process.
 - b) A list of the active members (those eligible to vote) shall be prepared prior to the date of the election and must be posted and/or distributed.
 - c) To announce the dates and deadlines for nominations and elections through the President after Friday prayers at least 3 weeks prior to the election date.
 - d) Review, confirm, and validate nominations and inform the nominees of their acceptance or rejection and the valid reason for rejected must be presented by the committee.
 - e) To run the election.
 - f) To add the votes and to announce the election results to the community.

3. TIME OF ELECTION

- 3.1. The elections to elect the Executive Committee members shall be held every 2 years.
- 3.2. The election to elect the Executive Committee member's replacements when needed shall be held as needed.

4. ANNOUNCEMENT OF ELECTIONS

- 4.1. The exact date, time, and place of elections shall be announced at least 45 days before elections by either direct mail or electronic media such as Email, WhatsApp or any other Social media websites to all active members eligible to vote and/or nominate themselves.

5. NOMINATION

- 5.1. Nomination Requirements: The nominators as well as the nominees shall be "active" members for at least 6 months, as of their nomination date.
- 5.2. The election committee must confirm the nominee wish to be nominated.
- 5.3. Nomination Deadline: The nomination for the elections must reach the Elections Committee two weeks before the specified time for elections.
- 5.4. The Executive Committee can dismiss any nominee if a valid reason exists. This can be done by a request for dismissal from the Executive Committee.
- 5.5. Each active member can nominate up to two candidates for the positions.
- 5.6. If there are not enough nominees, the Executive Committee can select additional nominees from those who have the right to nominate themselves.

6. VOTING & QUORUM

- 6.1. To be eligible to vote, one has to be an active member of KIABC for at least 90 days prior to the Election Day.
- 6.2. A quorum shall consist of 25% of the total number of active members at KIABC.
- 6.3. Written Proxies are allowed. All proxies must be in writing and signed by the absentee.

7. THE ELECTION

- 7.1. The election committee must validate each voter's right to vote before passing on a ballot to them.
- 7.2. The election process shall be held by secret ballots or by any means decided by the Election Committee.
- 7.3. All decisions are consultative and are taken by majority votes among the attendees. The number of winners is equal to the number of Executive Committee members needed based on the previous Executive Committee decision.
- 7.4. Sealed ballots shall only be opened in the presence of the whole Election Committee and a representative from the Active Members, if ballots were used.
- 7.5. Ballots shall be counted immediately and the results shall be announced within 48 hours.

ARTICLE XII: POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE:

1. GENERAL OPERATIONS:

- 1.1. The management of the affairs of KIABC, including the determination of progress, policies and operating expenses shall be vested in the Executive Committee.
- 1.2. All members of the Executive Committee, individually and collectively, shall endeavor to implement aims and purposes of KIABC. Towards this end they shall be responsible for, but shall not be limited to:
 - a) Setting internal and external policies and priorities for KIABC in the light of Quran and Sunnah, the Constitution, the Canadian laws, and contemporary needs.
 - b) Overseeing the general activities of KIABC to ensure that they are within the framework of the Constitution.
 - c) Finding ways and means of raising funds for the maintenance and the expansion of the Islamic Center.
 - d) Managing the financial aspects of KIABC.
 - e) Consulting religious scholars when differences among members arise only on religious issues and not on administration issues.
 - f) Conducting outreach activities, such as participation in inter-faith meetings, and building relations with City, State, and Law Enforcement Agencies.
 - g) Appointing Functional Committees and acting on their recommendations.
 - h) Executive Committee shall appoint full- time or part-time staff and supervise and evaluate the performance of all KIABC employees for their continued employment.
 - i) Maintaining the office and record keeping of KIABC.
 - j) Abiding by all ASSOCIATION decisions.
 - k) Conflict management among the community.

2. FINANCIAL AFFAIRS:

- 2.1. In order to pay for expenditures authorized by the Executive Committee any two of the President, Secretary, Treasurer shall sign all cheques on behalf of THEASSOCIATION.
- 2.2. The President or in his/her absence, Vice president and the Treasurer shall initial all cheques and statements of accounts maintained in the name of KIABC with different banking institutions.
- 2.3. KIABC shall operate on an Financial year basis starting on January 1st and ending on December 31st.
- 2.4. Each year, within a week after elections or when any of the above signing officers are replaced, the President shall notify the bank and other organization about changes in authority.
- 2.5. To set fees for religious services and ceremonies, rental charges for the use of KIABC facilities, Policies for collecting these fees and rental charges and to ensure their consistent implementation.
- 2.6. Authorize expenditure of funds.
- 2.7. Buy, sell, lease or exchange any capital equipment or property at public auction or by private contractor as they consider appropriate up to a maximum amount set forth in By-Laws.
- 2.8. Execute and deliver deeds, assignments, transfers, mortgages, pledges, leases, covenants, contracts, promissory note and other instruments sealed or unsealed, incident to any transaction in which they engage.
- 2.9. Invest and re-invest the principle and income of the KIABC in such proprietary as deemed appropriate by Executive Committee.
- 2.10. Borrow money and incur indebtedness, up to a maximum amount set forth in By-Laws, from time to time for the purpose of running KIABC and execute instruments of hypothecation of assets, without GB approval. If the amount is above the limit set forth in By-Laws approval from GB shall be obtained prior to borrowing the money or incurring indebtedness.
- 2.11. Raise fund to hit the goals of various activities of KIABC.
- 2.12. Prior approval of General body and Executive Committee has to obtain before any kind of borrowings from financial institutions.

3. CODE OF CONDUCT:

- 3.1. Executive Committee shall ensure that the membership information database is used strictly for the KIABC purpose and not for any commercial or private use. Additionally, Executive Committee will maintain the highest professional, ethical standards in the KIABC operations.
- 3.2. Executive Committee shall use every channel to keep our community informed of the KIABC operations in a timely fashion. Similarly, Executive Committee shall also keep the outside organizations informed of the KIABC activities to achieve our objectives as appropriate.
- 3.3. KIABC shall maintain a history of key record for a maximum period of 7 years or as required by internal revenue service or government authorities. Executive Committee shall determine a list of various categories of records and ensure they are properly kept and archived. These records, for example, shall include financial and asset transactions, contracts, minutes of the meetings.

4. STATE OF THE ORGANIZATION ADDRESS:

- 4.1. The President shall call a meeting of the General Body within one month after the first meeting of the new Executive Committee to deliver the state of the organization address.
- 4.2. At this meeting, Executive Committee chair shall introduce the new Executive Committee members, New Executive Committee, and shall highlight major goals priorities for the organization for the year.

5. RECOGNITIONS:

- 5.1. KIABC also relies on donations and contributions of services. Executive Committee shall create appropriate incentive and award structure to recognize large donors and / or outstanding services. Executive Committee shall also recognize and provide appropriate recognition for the volunteers who come forward to help within the organization.

6. COMMUNITY EVENTS:

- 6.1. Executive Committee will also conduct and organize various social and cultural events within the community, that comply the Shariah (Islamic Law) principles.
- 6.2. Executive Committee will organize family gatherings and events that comply the Shariah (Islamic Law) principles.

7. MEETINGS AND GATHERINGS:

- 7.1. Regular Executive Committee meetings shall be held on at-least 4 separate dates annually. The times, place and dates shall be determined by Executive Committee, the quorum of meeting of Executive Committee shall consist of at-least half of the elected Executive Committee members. Proxy voting at the Executive Committee meetings shall not be permitted.
- 7.2. Any member in good standing can attend Executive Committee meetings. However, Executive Committee has the right to have closed meetings or invite other members to address Executive Committee or participate in their deliberations. In any case only Executive Committee members have the right to vote at such meetings

ARTICLE XIII: GENERAL POLICIES

1. ANNOUNCEMENT POLICY

- 1.1. All group or private announcements or advertising through KIABC mailing list, email list, publications, on premises, or any other means must be pre-approved; a copy of the announcement must be kept on file.
- 1.2. Verbal announcements on premises or in events organized by KIABC can be approved verbally by the Executive Committee

2. MEDIA CONTACT POLICY

- 2.1 It is the policy of KIABC to limit media contact to the Social Media Co-ordinator, designated by the Executive Committee, or to the President.

- 2.2. Comments from any ASSOCIATION's active member do not reflect KIABC's policy.
- 2.3. All major media announcements, mailings, or conferences must be pre-approved by the Executive Committee. In urgent cases a short announcement can be made regarding an urgent issue after verbal approval from the Executive Committee.
- 2.4. A copy of all media mailing, comments, or press releases must be kept on file.

3. COMMUNICATION POLICY

- 3.1 It is the policy of KIABC to keep all communication open and transparent to all active and regular members of KIABC.
- 3.2. Active member's communication shall include: financial statements, events announcement, social events, general communication and any other form of communication needed as decided, when possible.
- 3.3. General body member's communication will be limited to general announcements, social activities, prayer times, and any other issues as decided.
- 3.4. All members and non-members are free to suggest, comment, criticize, and advice by email to info@kiabc.ca regarding all matters and decisions made by KIABC, anyhow and unless otherwise allowed, only active members are allowed to request to attend a Executive Committee meeting to present a certain idea or opinion to the Executive Committee. In such cases, the active member should give a prior notice with a brief note about the idea to the Executive Committee by email to info@kiabc.ca. After consideration, the Executive Committee will approve the request and notify the time and venue of the Executive Committee meeting to the active member to present his/her idea. The active member should present his/her idea before the Executive Committee and should leave the premises immediately as they are not allowed to attend the Executive Committee meeting. It is the responsibility of the Executive Committee to feedback about his/her idea after the meeting either through email or whatsapp message.

4. RECORD KEEPING POLICY:

- 4.1. KIABC records and reports shall be kept at the Executive Committee office or at such other places as the Board may order.
- 4.2. All members, workers, employees, and volunteers at KIABC should know that KIABC will try to keep record of every activity, decision, event, or else as needed for the overall good of KIABC legal, financial, and religious stand.
- 4.3. Records kept will include but not limited to:
 - a) Minutes: KIABC shall keep a book of minutes of all meetings. The book shall record in it: Time and place of the meeting, Names of those present in meetings, a copy of the agenda, the proceedings of the meeting, a copy of all forms approved and or discussed.
 - b) Financial Ledger Book (Book of Accounts): KIABC shall keep and maintain adequate and correct accounts of its properties and business transactions in a Financial Ledger
 - c) Legal Information: including registration renewal, tax exempt letter, sales tax letter, title of ownership.
 - d) Membership information
 - e) Election data.
- 4.4. All record shall be accessible by any designated Executive Committee member, assessor, or state or federal inspector. Furthermore, certain records can be made available to active members of KIABC when approved by the Executive Committee.
- 4.5. The Financial records can be made available to External Accountant or Book Keeper of KIABC and to the Internal Auditors after having formal approval of the Executive Committee.

5. CONSTITUTION INTERPRETATION POLICY:

In case of ambiguity or dispute regarding the interpretation, application, or implementation of any sections of the constitution or possible conflict between the sections, the interpretation by the two-thirds majority vote of the Executive Committee will be required.

6. COMPLAINT AND SUGGESTIONS POLICY:

- 6.1. All written or emailed complaints, comments, and suggestions presented to the Executive Committee regarding ASSOCIATION activities shall be addressed as soon as possible.
- 6.2. The outcome of the Executive Committee discussion shall be released to the person who made the comment, when possible either in person or by email or whatsapp message.
- 6.3. All comments are to be filed in both forms - electronic data (such as Google Drive, iCloud etc) and hard copy when possible, for future reference and review.

7. REAL ESTATES POLICY:

- 7.1. KIABC has the right to own, lease, and rent properties as needed for the functions and activities of KIABC and its sub-committees.
- 7.2. Every purchase, sell, assignment, rental, lease, building expansion, or building improvement with a total cost exceeding \$2000 must be pre-approved by the Executive Committee.
- 7.3. Such plans should be release to the community at least two weeks before the voting date so active members of the community will have the time to comment or influence the outcome of the vote.
- 7.4. Every purchase, sell, assignment, rental, lease, building expansion, or building improvement with a total cost exceeding \$20000 must be released to the community active members at least 30 days before they start through mail or a general body meeting, so active members of the community will have the time to comment or influence the outcome of the vote.
- 7.5. No one at KIABC has the authority to lease or sell a property owned by KIABC without a prior written approval FROM: majority of the Executive Committee and majority of the active members.

8. KIABC BELONGINGS:

- 8.1. No one has the right to sell, give, borrow or donate any item belongs to KIABC without a prior approval from the Executive Committee.

9. FISCAL YEAR:

- 9.1. The accounting period to be followed by KIABC shall be the fiscal year basis, and the year hereby adopted is the calendar year from January 1 (first) through December 31 (thirty first).

ARTICLE XIV: FINANCIAL MANAGEMENT

1. DONATIONS & INCOME

- 1.1. The membership fees and dues are considered as general fund and should be deposited under the chequing account of KIABC bank account
- 1.2. The amount in the chequing account will be used for KIABC's activities.
- 1.3. All donations are considered as general fund income unless otherwise specified by the donor.
- 1.4. KIABC may accept unconditional contributions in any form, and from any reliable and ethical source consistent with the purposes and goals of KIABC, and state and federal laws.
- 1.5. All donations shall be logged as soon possible with the name of the donor, the date, and the amount donated. A receipt with the person's donation should be handed over to the person immediately at the time of the donation itself. In case if the receipt is not available at the time of donation, it is the responsibility of the Treasurer to ensure that the receipt should be handed over to the respective member within 15 days.

2. TYPES OF ACCOUNTS

KIABC shall maintain at least the following separate accounts:

2.1 General Account

This account is supplied with funds from the general income sources, donations, events and membership fees. KIABC will only use the money from the General Account for the administration purposes of the Association. If KIABC collects any charitable relief funds or conduct a fundraising initiative for any specific cause, it is the responsibility of the Executive Committee to ensure to use the fund collected for the

said cause. The Executive Committee should also provide the receipts or evidence on the usage of the donations collected to the members based on their request.

2.2 Qabar Account

This account is to deal with Muslim cemetery (Qabar), and any other related community service. All members (both Regular and Active members) are eligible to pay for Qabar in instalments. Those members who didn't pay the Qabar instalments will not be entitled to use the Qabar or any other related service until the payment is made or agrees to pay the amount in instalments. Each member will be notified with a monthly fee for Qabar during the AGM and the members can decide to pay the fee in either monthly, quarterly or annual instalments. All new members (both Regular and Active members) who recently join KIABC and wish to register the Qabar bookings with KIABC are still entitled to pay their share amount in instalments. The fund that are collected from any member will never be refunded. If KIABC become part of the centralized Qabar sharing system whole across Canada, then the respective share of the member who paid their Qabar instalments and permanently relocated to any other province in Canada can be transferred to the Islamic association he/she have membership with.

2.3 Zakat Account

An account to deal with the Zakat funds from both members and non-members. In case if any member or non member donate their Zakat share to KIABC, it is the responsibility of the Executive Committee to ensure that the amount is used for the right intention and also should provide an evidence to the member. The Executive Committee will donate the Zakat amount collected from the members and non-members to the BCMA Zakat Account as KIABC doesn't have a system in place to handle the Zakat amount. The Executive Committee will collect the receipts from BCMA for the Zakat amount donated and will share it to the members.

3. HANDLING FUNDS POLICY

3.1. GENERAL RULES:

- 3.1. Unless otherwise authorized, all bank transactions must be done through cheque regardless of what the amount is.
- 3.2. All funds collected for a specific cause shall be used for that cause unless a two thirds majority vote of the Executive Committee authorizes its use for a different purpose within the goals and objectives of KIABC.
- 3.3. For each additional account opened including sub-committee accounts, the Executive Committee can assign an officer to manage that account, the officer must report his financial decisions, income, and expenses, on a monthly basis to the Executive Committee, and he/she must follow the general rules for handling money stated in this section.
- 3.4. The Treasurer or any other designated officer must record all their activities, and must present a monthly expense and income report to the Executive Committee.
- 3.5. The Treasurer should publish detailed monthly financial statements highlighting expenses, income (donations, memberships etc.) and any other dealing of funds.

3.2. ALLOCATION OF FUNDS:

Money can be allocated between accounts upon a decision from the Executive Committee.

3.3. AUTHORIZATIONS OF WITHDRAWALS:

- a) The Treasurer or a designated officer from the Executive Committee must sign all check issued up to \$1000 value.
- b) All cheques over \$1000 from all accounts must be pre-approved by the majority of the Executive Committee atleast by whatsapp message, documented in the next Executive Committee meeting minutes, and must be signed by both the Treasurer and the President.

3.4. COMPENSATION:

- a) All compensation must be pre-approved by the Executive Committee and recorded in the meeting minutes.
- b) A contract is needed for any recurring compensation.

3.5. INVESTMENTS:

The Executive Committee may invest the idle cash of KIABC in Islamic investments, the cash must have been idle for at least a year and investments shall not exceed 50% of the total idle cash, such action must be approved by two thirds of the Executive Committee members.

4. AUDITORS & ACCOUNTANTS

- 4.1. The Executive Committee can appoint one or two active members of KIABC, as internal auditors for KIABC accounts.
- 4.2. The appointed members must have the basic knowledge and understanding of accounting. The auditor(s) shall audit KIABC account(s) and submit a report to the Executive Committee. In case of any concerns, they can express the concerns directly to the Executive Committee either personally or by email.
- 4.3. All records of financial activities for all accounts handled by KIABC and all its sub-committees must be submitted and reviewed by an external professional accountant at least once a year, for legal compliance purposes, and to issue a professional financial statement, and organize the financial records in a legally acceptable, and accessible manner.

5. DISCLOSURE OF FINANCIAL INFORMATION

- 5.1. Any active members, if interested have the right to review financial statements on a quarterly basis.
- 5.2. The Executive Committee or the Treasurer must announce or send a copy of a financial report to all active members at least once a year.
- 5.3. Any Canada government legal or financial entity shall have the right to review KIABC financial data when needed and approved by the Executive Committee or ordered by a court order.

6. RESTRICTED ACTIVITIES

- 6.1. No part of the net earnings of KIABC shall inure to the benefit of, or be distributed to its officers, Directors or other private persons, except that KIABC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this constitution.
- 6.2. KIABC shall not make any contribution or gift to any organization, which is not registered in Canada as a non-profit organization.
- 6.3. No substantial part of the activities of KIABC shall be the carrying on of propaganda or otherwise attempting to influence legislation, and KIABC shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.
- 6.4. Notwithstanding any other provision of these articles, KIABC shall not carry on any other activities not permitted to be carried on by a corporation exempt from the Federal Income Tax of the Canada Revenue Law.

ARTICLE XV: DISSOLUTION

KIABC may be dissolved only upon a majority vote by all the Executive committee members. In the event of dissolution of KIABC, funds and assets of the remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such Muslim organization with same objective, actively present in British Columbia or transferred to some other organization; provided that such organization referred to in this paragraph shall be a charitable organization, a charitable corporation, or a charitable trust recognized by the department of national revenue of Canada as being qualified as such under the provisions of the income tax act of Canada from time to time in effect.

ARTICLE XVI: AMENDMENTS AND REVISION

These By-Laws may be amended or revised when necessary by three-fifth ($\frac{3}{5}$) majority of Active members. Proposed Amendment or revision must be in writing and to be sent out to the Executive committee members. The By-Laws can be amended after the review and approval of the acting Executive Committee.

ARTICLE XVII: BY-LAWS

- 4.1. Entitlement of members to copy of constitution and By-Law.
- 4.2. On being admitted to membership, each member is entitled to, and upon request KIABC will provide him or her with, access to a copy of the constitution and these By-Laws.