

**CONSTITUTION AND BY-LAWS  
OF THE MUSLIM COMMUNITY  
ASSOCIATION OF  
PRINCE EDWARD ISLAND**

**November 2024**

**DRAFT**

## **ARTICLE 1**

### **NAME AND NATURE**

The organization shall be called **The Muslim Community Association of Prince Edward Island Inc.**, hereinafter referred to as the “**ASSOCIATION.**” It shall be a charitable not-for-profit Sunni organization. The address of the ASSOCIATION shall be 15 MacAleer Drive, Charlottetown, PE, C1E 2A1.

## **ARTICLE 2**

### **MISSION**

To empower and nurture a thriving, compassionate, and cohesive Muslim community in Prince Edward Island that is rooted in Islamic values and dedicated to serving both its members and the broader society.

## **ARTICLE 3**

### **AIMS AND OBJECTIVE**

#### **3.1.Spiritual Enrichment**

To provide opportunities for religious growth and education, fostering a deep connection to Islamic teachings and nurturing spiritual development.

#### **3.2. Mosques**

To establish, maintain, and operate mosques whenever needed in Prince Edward Island, and to offer regular worship services and special religious events.

#### **3.3.Community Development**

To empower individuals and families through educational, social, and economic support enabling them to lead fulfilling lives and contribute positively to the Muslim community and to society at large.

#### **3.4.Community Unity**

To strengthen the unity, solidarity, and mutual support among members of the Muslim community.

### **3.5.Children, Youth, and Family Support**

To create a nurturing environment for Muslim children, youth, and families through education, counseling, and programs that promote positive values and well-being.

### **3.6.Humanitarian Services**

To extend a helping hand to those in need within the Muslim community and beyond, through charitable activities, essential services, and support during times of hardship.

### **3.7.Civic Engagement**

To encourage active involvement in civic life, advocate for social justice, and foster responsible citizenship in accordance with Islamic principles.

### **3.8.Building Alliances**

To encourage closer collaboration between the ASSOCIATION and other communities and organizations on issues of common interest.

### **3.9.Strengthening Partnerships and Fostering Collaboration with Islamic/Muslim Organizations**

To enhance cooperation and coordination with other similar Islamic/Muslim organizations in pursuit of the ASSOCIATION's aims and objectives.

### **3.10. Interfaith Dialogue**

To build bridges of understanding and cooperation with our neighbours of different faiths, promoting acceptance, respect, and unity.

### **3.11. Transparency and Accountability**

To uphold the highest standards of transparency in the ASSOCIATION's operations and financial stewardship, ensuring the trust and confidence of the Muslim community.

### **3.12. Continuous Improvement**

To continuously adapt and evolve the ASSOCIATION's mission and activities to align with the evolving needs and aspirations of the Muslim community.

## **ARTICLE 4**

### **EMPOWERING WOMEN**

**4.1.1** The ASSOCIATION shall actively promote and empower women to pursue leadership roles within its ranks.

**4.1.2** The ASSOCIATION shall actively work towards achieving gender parity in the composition of its two boards, ensuring equitable representation of both men and women.

## **ARTICLE 5**

### **MEMBERSHIP**

#### **5.1.Membership**

##### **5.1.1. Definition**

A member in good standing is someone who has fulfilled all requirements including the timely payment of membership dues, and is thereby entitled to the rights and privileges as outlined in the current Constitution and By-Laws.

##### **5.1.2. Voting Membership**

Sunni Muslims aged sixteen (16) years or older, residing in Prince Edward Island and holding Canadian citizenship, permanent residency, or legal residency (such as international students or work permit holders), provided they are in good standing and align with the aims and objectives of the ASSOCIATION, shall be eligible for membership and shall possess voting privileges and may be considered for election.

##### **5.1.3. Non-Voting Membership**

Other individuals aged sixteen (16) years or older, residing in Prince Edward Island, and holding Canadian citizenship, permanent residency, or legal residency (such as international students or work permit holders), provided they are in good standing and align with the aims and objectives of the ASSOCIATION, shall be eligible for non-voting membership. This eligibility is contingent upon the sponsorship of two (2) voting members.

#### **5.2 Rights of Members**

**5.2.1.** Voting members, excluding hired staff, shall be eligible to run for elected office provided they have resided in Prince Edward Island for a minimum of twelve (12) months, are in good standing, and have paid their annual membership dues at least thirty (30) days prior to the election.

**5.2.2.** Voting members shall be eligible to cast their votes when they have maintained good standing and have paid their annual membership dues at least thirty (30) days prior to elections.

**5.2.3.** Neither spouses nor immediate family members shall hold elected office simultaneously.

**5.2.4.** Non-voting members shall have the right to participate in discussions on any issues at meetings, provided they have maintained good standing and paid their annual membership dues at least thirty (30) days prior to the meeting.

**5.2.5.** Non-voting members shall not be entitled to propose or second a motion, vote, or hold elected office.

**5.2.6.** Proxy voting shall be strictly prohibited.

### **5.3. Duties of Members**

- 5.3.1.** Members shall adhere to and abide by the Constitution and By-Laws of the ASSOCIATION and actively contribute to the realization of its aims and objectives.
- 5.3.2.** Members shall be required to adhere to the rules, regulations, and policies of the ASSOCIATION, as well as comply with decisions made by the Board of Directors and the Board of Trustees, provided that such rules, regulations, policies, and decisions align with the Constitution and By-Laws of the ASSOCIATION.
- 5.3.3.** Members shall make an effort to attend meetings, activities, and events of the ASSOCIATION.

### **5.4. Duration and Renewal of Membership**

- 5.4.1.** Membership shall be valid for the fiscal year in which the membership dues have been paid.
- 5.4.2.** Membership renewal shall occur annually upon payment of the necessary dues.

### **5.5. Non-Transferability of membership**

Membership is non-transferable and cannot be assigned to any other individual or entity.

### **5.6. Resignation of Members**

- 5.6.1.** Members can voluntarily resign by submitting written notice to the Executive Committee of the ASSOCIATION.
- 5.6.2.** In the event of resignation, membership fees are non-refundable

### **5.7. Suspension or Termination of Members**

- 5.7.1.** The Board of Directors shall hold the authority to suspend or terminate membership due to violations of the Constitution and/or By-Laws, breaches of the code of conduct, or behavior inconsistent with the ASSOCIATION's values.
- 5.7.2.** Suspension or termination of membership shall require at least five (5) out of seven (7) votes by the Board of Directors.
- 5.7.3.** Suspended or terminated members shall retain the right to appeal and present their case to the Board of Trustees.
- 5.7.4.** Reinstatement necessitates a simple majority vote by the Board of Trustees.
- 5.7.5.** The decision of the Board of Trustees shall be final.
- 5.7.6.** Membership fees paid are non-refundable in cases of suspension, termination, or the death of a member.

## **ARTICLE 6**

### **ORGANIZATIONAL STRUCTURE**

The organizational structure of the ASSOCIATION shall comprise the following components:

1. The General Assembly
2. The Executive Committee/Board of Directors

3. The Board of Trustees
4. Standing Committees and Ad Hoc Committees

## **ARTICLE 7**

### **THE GENERAL ASSEMBLY**

#### **7.1. Definition**

The general assembly is the highest decision-making body within the organization, entrusted with the authority to determine overarching policies and strategic direction.

#### **7.2. Composition**

The General Assembly shall comprise both Voting and non-Voting Members.

#### **7.3. Roles and Responsibilities**

**7.3.1.** The General Assembly shall elect the ASSOCIATION's Executive Committee/Board of Directors, with each member serving a two- (2-)year term, except when specified otherwise elsewhere in this Constitution/By-Laws.

**7.3.2.** The General Assembly shall elect the ASSOCIATION's Board of Trustees, with each member serving a six- (6-) year term, except when specified otherwise elsewhere in this Constitution/By-Laws.

**7.3.3.** The General Assembly shall delegate various responsibilities to the Executive Committee/Board of Directors, including:

- Administrative duties (such as managing day-to-day administrative affairs);
- Financial management (such as budgeting, accounting, financial reporting, and approving expenditures within the budget);
- Routine decision-making on behalf of the ASSOCIATION (such as approving contracts and implementing policies);
- Event planning (such as community gatherings, fundraising, and educational programs aligned with the ASSOCIATION's mission);
- Membership matters (such as processing applications, renewals, suspensions and terminations, and addressing member concerns);
- Appointing and overseeing committees;
- Reporting to the General Assembly;

**7.3.4.** The General Assembly shall have the authority to adopt resolutions and exercise all necessary powers to advance the goals and objectives of the ASSOCIATION.

**7.3.5.** The General Assembly shall hold sole authority to amend the constitution and by-laws of the ASSOCIATION.

- 7.3.6.** The General Assembly shall have the authority to approve membership dues. Any proposed amount of membership dues may be initiated by the Executive Committee/Board of Directors, the Board of Trustees, or any Voting Member through a motion.

#### **7.4. Meetings**

##### **7.4.1. Annual General Assembly Meeting**

The Annual General Assembly Meeting of the ASSOCIATION shall be convened during the month of January of each year.

##### **7.4.2. Chairing Over Meetings**

The President of the ASSOCIATION's Executive Committee/Board of Directors shall preside over the General Assembly Meetings. In the absence of the President, the Vice-President shall assume the chair's role. If both the President and Vice-President are absent, the remaining members of the Board of Directors shall collectively designate a chairperson for the meeting from among themselves.

##### **7.4.3. Attendance Eligibility**

Only Voting and Non-Voting Members who have paid their membership dues at least thirty (30) days prior to the Annual General Assembly Meeting shall have the right to attend.

##### **7.4.4. Documentation and Preparation**

For the Annual General Meeting, the President's report, the Treasurer's financial report, the audited financial statement when applicable, the Board of Trustees' report, the minutes from the previous Annual General Meeting, along with any motions from Voting Members and from the Executive Committee and the Board of Directors, shall be forwarded to all Voting and non-Voting Members at least seven days (7) before the meeting.

##### **7.4.5. Review and Approval**

The Annual General Assembly shall review and approve specified reports.

#### **7.5. Quorum Requirements**

- 7.5.1.** A quorum for any General Assembly Meeting shall consist of one-fourth (25%) of the total eligible Voting Members (in good standing, and with membership dues paid at least thirty (30) days prior to meetings).
- 7.5.2.** If the quorum for the General Assembly Meeting is not achieved within 30 minutes of the scheduled meeting time, the quorum requirement shall be adjusted to fifteen percent (15%) of the total eligible Voting Members.
- 7.5.3.** If even with the adjusted quorum the requirement is not met, the President shall announce a time and place for the next General Assembly Meeting to be held within seven (7) days but no later than fourteen (14) days. The rescheduled General Assembly Meeting will proceed with a quorum requirement of at least fifteen (15%) of Voting members.

**7.5.4.** Any necessary subsequent rescheduling shall still necessitate a quorum of at least fifty (15%) of Voting Members.

### **7.6.Scheduling Considerations**

**7.6.1.** The Executive Committee/Board of Directors shall make every effort to schedule General Assembly Meetings at a date and a time conducive to the availability of the maximum number of eligible members of the ASSOCIATION.

**7.6.2.** The Executive Committee shall make provisions to enable the online participation of eligible Voting and non-Voting Members in General Assembly Meetings.

### **7.7.Business of the Annual General Assembly Meeting**

#### **7.7.1. Agenda**

The following agenda items shall be addressed during the Annual General Meeting:

- Review and approval of agenda
- Approval of minutes of the last Annual General Meeting
- Business arising from the minutes
- President's report
- Treasurer's financial report and, when warranted, audited financial statement for the fiscal year
- Board of Trustees Report
- Motions, if any
- When applicable, election of the Board of Directors and the Board of Trustees.
- Adjournment

### **7.8.Notice of Motions**

**7.8.1.** Any eligible Voting Member in good standing of the ASSOCIATION may submit a formal motion for consideration at the Annual General Assembly Meeting by sending notice thereof to the Secretary of the ASSOCIATION at least fourteen (14) days prior to the meeting. The motion shall be included on the agenda for discussion at the Annual General Meeting.

**7.8.2.** The Executive Committee/Board of Directors may submit formal motions for consideration at the Annual General Assembly Meeting at least fourteen (14) days prior to the meeting. The motions shall be included on the Agenda for discussion at the Annual General Assembly Meeting.

**7.8.3.** The Board of Trustees may submit formal motions for consideration at the Annual General Assembly Meeting by sending notice thereof to the Secretary of the ASSOCIATION at least fourteen (14) days prior to the meeting. The motions shall be included on the Agenda for discussion at the Annual General Assembly Meeting.



**7.9.Special General Assembly Meeting**

Upon receiving a written request signed by at least twenty (20) Voting Members and after informing the Board of Trustees, the President of the Executive Committee/Board of Directors shall convene a Special General Assembly Meeting within three weeks (3) of receiving the request. The request must clearly outline the rationale for the meeting and specify the issue(s) to be discussed.

**7.10. Emergency Meetings**

Emergency General Assembly Meetings may be convened in exceptional circumstances with forty-eight- (48) hour notice. Such convening requires a unanimous decision of the Board of Directors members.

**7.11. Decisions at Meetings**

All decisions made at any General Assembly Meeting of the ASSOCIATION shall be determined by a simple majority of the votes cast by the eligible Voting Members in attendance, unless otherwise specified in this Constitution/these By-Laws.

**7.12. Notification and Dissemination**

**7.12.1.** All voting and non-Voting members of the ASSOCIATION in good standing shall receive notifications of General Assembly Meetings at least four (4) weeks in advance, except when specified otherwise in this Constitution/these By-Laws.

**7.12.2.** Notifications of General Assembly meetings shall be disseminated through various communication channels, including the ASSOCIATION’s portal/website, email, official social media, announcement at the end of each Friday prayer, and posters at the mosque entrance.

**ARTICLE 8**

**THE BOARD OF DIRECTORS AND THE EXECUTIVE COMMITTEE**

**8.1.Definitions**

**8.1.1. The Board of Directors:**

The Board of Directors serves as the governing body of the ASSOCIATION, responsible for establishing policies, setting goals, and defining the strategic direction..

**8.1.2. The Executive Committee:**

The Executive Committee is a subset of the Board of Directors. Its purpose is to handle routine administrative matters and make decisions on behalf of the ASSOCIATION between meetings of the full board.

**8.2.** While the Board of Directors sets the overall direction and policies for the community association the Executive Committee handles day-to-day operations and decision-making between board meetings,.

### **8.3.Composition of the Board of Directors**

The Board of Directors shall comprise an Executive Committee of four Directors, along with three additional Directors representing three distinct groups, and an additional two ex-officio Directors.

#### **8.3.1. Executive Committee**

- President
- Vice-President
- Secretary
- Treasurer

#### **8.3.2. Three Directors**

- Women's Representative
- Female Youth Representative (group aged 16 to 25)
- Male Youth Representative (group aged 16 to 25)

#### **8.3.3. Ex-Officio Directors**

While not included in quorums, ex-officio Directors shall attend Executive Committee meetings as well as Board of Directors meetings without voting privileges:

- Past President of the Executive Committee/Board of Directors.
- A representative of the Board of Trustees.

### **8.4.Board of Directors Member Status**

As elected officers, all Board of Directors members shall possess equal status and power.

### **8.5.Voting Rights and Representation of Members of the Board of Directors**

**8.5.1.** Only female Voting Members of the ASSOCIATION shall have voting rights in the election of the Women's Representative.

**8.5.2.** Only females between the ages of 16 and 25 who are Voting Members of the ASSOCIATION shall have voting rights in the election of the Female Youth Representative.

**8.5.3.** Only males between the ages of 16 and 25 who are Voting Members of the ASSOCIATION shall have voting rights in the election of the Male Youth Representative.

**8.5.4.** All Voting Members of the ASSOCIATION shall participate in the election of the Executive Committee: President, Vice President, Secretary, and Treasurer.

## **8.6. Jurisdiction of the Board of Directors**

### **8.6.1. Establishing Governance and Conduct**

The Board of Directors/Executive Committee shall establish team norms at the beginning of each term along with a thorough understanding of the ASSOCIATION's Constitution/By-Laws.

### **8.6.2. Representational Role**

The Board of Directors/Executive Committee shall act as the sole representative of the ASSOCIATION in dealings with external agencies.

### **8.6.3. Collaboration and Engagement**

Members of the Executive Committee and the Board of Directors are expected to collaborate effectively with their fellow Committee and Board members, as well as with the members of the Board of Trustees.

### **8.6.4. Reporting and Accountability**

**8.6.4.1.** The Board of Directors/Executive Committee shall issue and present an annual progress report and financial report on its activities at the annual General Assembly Meeting, providing an overview of the general progress, activities, and state of the ASSOCIATION to the ASSOCIATION's members.

**8.6.4.2.** The Executive Committee/Board of Directors shall provide a semi-annual financial report to the ASSOCIATION's members using the various communication channels mentioned in this document.

### **8.6.5. Community Development Plan/Strategic Plan**

**8.6.5.1.** The Board of Directors/Executive Committee shall develop, review, and update the five (5)-year community development/strategic plan with the assistance of a committee and in collaboration with the ASSOCIATION's members.

**8.6.5.2.** The Board of Directors/Executive Committee shall present revisions and updates of the community development/strategic plan at the Annual General Assembly meeting for approval by a simple majority vote.

## **8.7. Expenditures**

**8.7.1.** For any project valued at \$50,000 or less, including but not limited to the purchase or sale of real estate assets, asset transactions, renovations, establishment of new chapters or branches, or affiliation with other Islamic/Muslim groups and associations, majority approval from the Board of Directors shall be required, followed by majority approval from the Board of Trustees. If the Board of Trustees does not approve, the matter shall be referred to the General Assembly, requiring at least a majority approval.

**8.7.2.** For any project valued at more than \$50,000, approval from the General Assembly shall be mandatory and shall require a two-thirds (2/3) majority vote to ensure significant

decisions regarding higher-value projects are made with broad consensus and representation of the ASSOCIATION's members.

### **8.8.Appointment of Committees**

The Board of Directors/Executive Committee shall appoint or re-appoint members to both standing and ad hoc committees and define or re-define their terms of reference and procedures. This process should be completed within sixty (60) days following the election of the Executive Committee/Board of Directors.

### **8.9.Complaints**

- 8.9.1.** The Board of Directors/Executive Committee shall receive and address complaints from ASSOCIATION members within seven (7) days of receiving written complaints.
- 8.9.2.** No member of the Executive Committee or the Board of Directors who is the subject of a complaint shall participate in the complaint process or any related discussions.
- 8.9.3.** The Executive Committee and/or its delegates shall meet with the complainant(s), exercise due diligence to resolve the complaint. The Executive Committee shall then provide the complainant(s) with a written response. The Executive Committee shall also inform the complainant(s) of their right to appeal its decision to the full Board of Directors.
- 8.9.4.** In the event the complaint is not resolved to the satisfaction of the complainant(s), it shall be referred to the Board of Trustees. The latter shall hold a hearing and shall issue a written response. The decision of the Board of Trustees shall be final and binding.

### **8.10. End of Term and Beginning of New Term**

- 8.10.1.** At the end of its term, the outgoing Board of Directors/Executive Committee shall ensure that all affairs of the ASSOCIATION are in order, facilitating a smooth transition after the election.
- 8.10.2.** On the day of the election, the new Executive Committee/Board of Directors shall receive all documents related to the ASSOCIATION.
- 8.10.3.** A meeting shall be scheduled within fourteen (14) days between the outgoing and incoming Executive Committee for an effective handover.

### **8.11. Budget**

- 8.11.1.** The Board of Directors/Executive Committee shall prepare the annual budget of the ASSOCIATION within fourteen (14) days of their election and within fourteen (14) days after the end of the first year of their two-year term.
- 8.11.2.** The annual budget shall then be submitted to the Board of Trustees for their advice and recommendations, which it shall provide within fourteen (14) days.
- 8.11.3.** The annual budget shall be communicated to the members of the ASSOCIATION.
- 8.11.4.** The same process shall be followed for the second year of the term.
- 8.11.5.** The Board of Directors/Executive Committee may conduct bi-annual and/or annual audits of the ASSOCIATION's financial statements in accordance with the Canada Revenue Agency regulations and guidelines, and recommendations.

## **8.12. Revenue Generation**

**8.12.1.** The Board of Directors/Executive Committee shall develop a revenue-generating plan for the ASSOCIATION, including fundraising initiatives.

**8.12.2.** This plan shall be presented to the Board of Trustees for feedback.

## **8.13. Meetings of the Board of Directors**

### **8.13.1. Regular meetings**

**8.13.1.1.** The Board of Directors shall hold regular monthly meetings, scheduled on a recurring basis (for example, the last Monday of each month).

**8.13.1.2.** The President shall chair the Executive Committee and the Board of Directors meetings.

**8.13.1.3.** In the President's absence, the Vice President shall chair the meetings.

**8.13.1.4.** In the case where both the President and Vice President are absent, the meeting shall be rescheduled.

**8.13.1.5.** In arranging these meetings, the President shall consider the work, study, and family commitments of members of the Executive Committee and members of the Board of Directors.

**8.13.1.6.** Members of the Executive Committee/Board of Directors shall have the option to attend meetings virtually on-line.

**8.13.1.7.** In addition to its regularly recurring meetings, the Executive Committee/Board of Directors may convene a meeting at any time.

**8.13.1.8.** The Secretary shall convene the meetings of the Executive Committee and the meetings of the Board of Directors, as directed by the President.

**8.13.1.9.** Prior to each meeting, an agenda shall be prepared and distributed to all relevant members, accompanied by the minutes of the previous meeting.

**8.13.1.10.** The agenda shall include, but is not limited to, the following:

- Call to order
- Roll Call
- Approval of Agenda
- Approval of Previous Meeting Minutes
- Old Business (arising from the minutes)
- Reports (updates on the organization's activities, finances, and projects. This may include reports from the President, Treasurer, or other relevant individuals, and the Board of Trustees. Reports should be concise and focused on key developments.)
- Women, female youth, and male youth representatives reports
- Committee Reports

- New Business (to address new issues, proposals, or decisions that require the Board's attention. This may include discussing upcoming events, reviewing strategic plans, considering policy changes, or making decisions on initiatives.)
- Decision-Making
- Adjournment
- Next Meeting

#### **8.14. Quorum Requirements**

**8.14.1.** A quorum for any meeting of the Executive Committee shall consist of a minimum of three (3) of its members.

**8.14.2.** A quorum for any meeting of the Board of Directors shall consist of a minimum of five (5) members.

**8.14.3.** The presence of either the President or the Vice President shall be mandatory to constitute a valid quorum.

#### **8.15. Special Meetings of the Board of Directors**

A special meeting of the Board of Directors may be requested by any three (3) members. Such a request must be submitted in writing to the Secretary, and the meeting shall be convened within seven (7) days of receiving the request.

#### **8.16. Decision-Making Process of the Board of Directors and the Executive Committee**

**8.16.1.** The President shall actively promote equality among *all* members of both the Executive Committee and the Board of Directors, emphasizing a collaborative approach in managing the affairs of the ASSOCIATION.

**8.16.2.** Both the Executive Committee and the Board of Directors shall prioritize consensus in their decision-making processes.

**8.16.3.** In instances where consensus cannot be reached, decisions shall be made through a simple majority vote, unless otherwise specified elsewhere in this document.

**8.16.4.** The President shall have the right to participate in voting on decisions..

**8.16.5.** In the event of a tie, the matter shall be deferred to the subsequent meeting, unless specific circumstances are outlined elsewhere in this document.

#### **8.17. Members of the Association Attending Board of Directors Meetings**

**8.17.1.** Voting and non-Voting Members of the ASSOCIATION shall have the right to attend regular Board of Directors meetings, with meeting schedules being publicized and communicated to the ASSOCIATION's members as outlined elsewhere in this document.

- 8.17.2.** Although Voting and non-Voting Members can attend regular Board of Directors meetings, they shall not be granted the right to actively participate in the Board's deliberations.
- 8.17.3.** To ensure accessibility, virtual access (online) shall be provided to all members of the ASSOCIATION in good standing who have fulfilled their membership dues payment.

**8.18. Recording of Minutes**

- 8.18.1.** The Secretary shall record and maintain minutes of the Board of Directors meetings and of the Executive Committee meetings.
- 8.18.2.** A copy of the minutes of the Board of Directors shall be distributed to both Voting and non-Voting Members, within seven (7) days after the meeting utilizing methods outlined elsewhere in this document.
- 8.18.3.** Any Voting and non-Voting Member of the ASSOCIATION may request access to the minutes of regular Board of Directors meetings.
- 8.18.4.** Matters of a sensitive and/or private nature concerning the ASSOCIATION's members or personnel requiring the attention of the Executive Committee/Board of Directors, shall be deliberated in closed meetings. This process shall align with the provisions outlined in the Prince Edward Island Freedom of Information and Protection of Privacy (FOIP) Act.
- 8.18.5.** The Board of Trustees shall be notified of such closed meetings and expected to offer advice and recommendations for any subsequent decisions.

**8.19. Absence and Vacancy on the Executive Committee/Board of Directors**

- 8.19.1.** In the event of the President's temporary absence, the Vice President shall assume the role of Acting President and shall inform the rest of the Executive Committee/Board of Directors, the Board of Trustees, and the ASSOCIATION's members of such a situation through the communication channels mentioned elsewhere in this document.
- 8.19.2.** If a member of the Board of Directors is absent from three consecutive Board of Directors Meetings between Annual General Assembly Meetings, the Board of Directors may declare the position vacant by a unanimous vote of the remaining members.
- 8.19.3.** In the event of a vacancy resulting from, but not limited to, the resignation, death, or disqualification of the President, the Vice President shall assume the role immediately. If the remaining term is six months or more, a new President shall be elected in a Special General Assembly convened by the Vice President within thirty (30) days.
- 8.19.4.** In the event of a resignation or vacancy of an Executive Committee member or other member of the Board of Directors, other than the President, the Board of Directors shall inform the Board of Trustees. Additionally, the Board of Directors shall announce the vacancy to the members of the ASSOCIATION and seek candidates through the communication channels specified elsewhere in this document, allowing a fourteen (14)-day period for proposed candidacies.
- 8.19.5.** After reviewing the submitted candidacies, the Board of Directors and the Board of Trustees shall appoint a replacement for the remainder of the term. The selection of the candidate shall be determined through a majority vote by each of the two boards.

**8.19.6.** In the event of the sudden resignation of four (4) or more members of the Board of Directors:

**8.19.6.1.** If the remainder of the term is six (6) months or more, the President shall convene a Special General Assembly meeting to elect replacements for the vacant positions.

**8.19.6.2.** If the remainder of the term is less than six (6) months, early elections for the full Executive Committee/Board of Directors shall be called within thirty (30) days. The newly formed Executive Committee/Board of Directors shall complete the remaining term and continue for a full two (2) years thereafter.

## **ARTICLE 9**

### **DUTIES OF THE MEMBERS OF**

#### **THE BOARD OF DIRECTORS/EXECUTIVE COMMITTEE**

##### **9.1.President**

With assistance from and consultation with the other members of the Executive Committee/Board of Directors, the President shall:

1. serve as the chairperson and spokesperson of the Executive Committee, the Board of Directors, and the ASSOCIATION;
2. ensure the ASSOCIATION's representation at various activities and functions;
3. designate a spokesperson from outside the members of the Executive Committee/Board of Directors, as deemed necessary, provided this spokesperson in a Voting member in good standing;
4. supervise the smooth operation of the ASSOCIATION's activities and functional committees;
5. ensure the maintenance, repair, and upkeep of the ASSOCIATION's properties;
6. collaborate with the rest of the Board of Directors to formulate and initiate specific projects to implement the ASSOCIATION's plans, policies, and resolutions;
7. ensure the ASSOCIATION's Constitution and By-Laws are upheld;
8. convene all General Assembly Meetings, Special and Emergency Meetings of the Executive Committee and of Board of Directors Meetings;
9. liaise with the Board of Trustees;
10. make reasonable efforts to mediate and resolve disputes and conflicts among members of the Executive Committee or members of the Board of Directors. If a dispute persists without resolution, it shall be referred to the Board of Trustees for adjudication, and its decision shall be final and binding.

##### **9.2.Vice President**

The Vice President shall:

1. exercise all the rights and duties of the President in his/her absence;
2. provide support to the President, the Executive Committee members and to the Board of Directors as necessary in fulfilling their duties.



### **9.3. Secretary**

The Secretary shall:

1. maintain records of the ASSOCIATION's proceedings, have custody of the corporate seal, and certify issued documents;
2. record and keep minutes of Executive Committee, Board of Directors, and General Assembly meetings, and all other special meetings;
3. manage correspondence and present previous meeting minutes for approval;
4. organize and prepare agendas for Executive Committee meetings and Board of Directors meetings, General Assembly meetings and special meetings, in consultation with the President;
5. maintain an updated list of the ASSOCIATION's members;
6. keep the ASSOCIATION'S members informed of its activities and related matters, as directed by the President.

### **9.4. Treasurer**

The Treasurer shall:

1. collect dues, pay bills, issue charitable donation tax receipts, and manage financial transactions in the designated chartered commercial financial institution;
2. ensure that the payment of ASSOCIATION expenses aligns with approved policies and limits;
3. maintain complete and accurate account books;
4. prepare and present the semi-annual, and annual financial reports.

### **9.5. Women's Representative**

The Women's Representative shall:

1. participate in all Board of Directors meetings;
2. chair the Women's Committee meetings;
3. advocate for women's interests and needs to the Board of Directors;
4. encourage women's engagement in the ASSOCIATION and community affairs;
5. organize activities of special interest to women in the community in collaboration with the Women's Committee;
6. keep minutes of Women's Committee meetings, forwarding copies to the ASSOCIATION's Secretary;
7. be responsible for preparing and presenting the Women's Committee report at the Board of Directors' meetings.

### **9.6. Female Youth Representative**

The Female Youth Representative shall:

1. participate in all Board of Directors Meetings;
2. chair the Female Youth Committee meetings;
3. advocate for female youth interests and needs to the Board of Directors;
4. encourage female youth's engagement in the ASSOCIATION and community affairs;

5. organize activities of special interest to female youth in the community in collaboration with the Female Youth Committee;
6. coordinate and consult with the Male Youth Representative on common interests/activities;
7. maintain records of Female Youth Committee meeting minutes, sharing copies with the ASSOCIATION's Secretary;
8. be responsible for preparing and presenting the Female Youth's Committee report at the Board of Directors' meetings.

**9.7. Male Youth Representative:**

The Male Youth Representative shall:

1. participate in all Board of Directors Meetings;
2. advocate for male youth interests and needs to the Board of Directors;
3. encourage male youth participation in the ASSOCIATION and community affairs;
4. chair Male Youth Committee meetings;
5. organize activities of special interest to male youth in the community in collaboration with the Male Youth Committee;
6. coordinate and consult with the Female Youth Representative on common interests/activities;
7. keep records of Male Youth Committee meeting minutes, forwarding copies to the ASSOCIATION's Secretary.
8. be responsible for preparing and presenting the Male youth's Committee report at the Board of Directors' meetings.

**9.8. Ex-Officio Members of the Executive Committee and the Board of Directors:**

**9.8.1.** The immediate past President of the ASSOCIATION shall:

- attend and participate in all Executive Committee and Board of Directors meetings with no voting rights;
- chair the Nomination Committee (unless he or she is running for office);
- serve as a member of the Constitution/By-Laws Committee with no voting rights.

**9.8.2.** A representative of the Board of Trustees shall:

- attend all Executive Committee Meetings and Board of Directors Meetings as a silent observer, with no right to participate in the deliberations unless invited to do so, and with no voting rights;
- report his/her observations to the Board of Trustees

**9.9.** The Board of Directors shall determine the fees charged by the ASSOCIATION for various services provided to community members, including marriage, burial, and other related services, with differential rates applicable to members and non-members of the ASSOCIATION.

## **ARTICLE 10**

### **REMOVAL OF MEMBERS OF**

#### **THE BOARD OF DIRECTORS/EXECUTIVE COMMITTEE**

- 10.1.** Any member of the Board of Directors, including members of the Executive Committee, may be subject to removal from office upon substantiated evidence of a direct violation of this Constitution/By-Laws, misappropriation of funds, or causing significant harm to the existence or interests of the ASSOCIATION.
- 10.2.** Written charges detailing such violations shall be submitted to the Board of Directors/Executive Committee by at least one (1) member of Board of Directors/the Executive Committee or by a minimum of six (6) Voting Members of the ASSOCIATION in good standing.
- 10.3.** The Executive Committee shall promptly inform the accused and the Board of Directors of the allegations upon receipt.
- 10.4.** No member of the Board of Directors or the Executive Committee who is allegedly accused shall participate in the removal process or related discussions.
- 10.5.** The Board of Directors/Executive Committee shall forward the allegations to the Board of Trustees within three (3) days of receiving them.
- 10.6.** The Board of Trustees shall conduct a thorough investigation, including a hearing where both the accused and the accuser(s) shall have the opportunity to present their cases.
- 10.7.** A hearing shall be held within seven (7) days of receipt of the allegations.
- 10.8.** The Board of Trustees may, at its discretion, choose to settle the matter internally if it deems it appropriate.
- 10.9.** Upon resolution, the Board of Trustees shall promptly inform in writing the Executive Committee, which shall, in turn, inform, in writing, the Board of Directors, as well as the accused and the accuser(s).
- 10.10.** The Board of Trustees shall then announce the results of its investigation to the ASSOCIATION's members in accordance with the methods outlined elsewhere in this document.
- 10.11.** A copy of the decision shall be retained by the Secretary of the Board of Directors/Executive Committee in the files of the ASSOCIATION.
- 10.12.** The Board of Trustees shall, in cases where either the accused or the accuser(s) disagree with the decision, or when it deems the issue significant and unsuitable for internal resolution, request the Executive Committee to convene a Special General Assembly Meeting for a hearing.
- 10.13.** The Executive Committee, upon receiving this request, shall promptly inform the Board of Directors, and call a Special General Assembly meeting within seven (7) days.
- 10.14.** During the Special General Assembly meeting, a delegated member of the Executive Committee shall present the evidence, which will then be examined by the General Assembly. Both the accused and the accuser(s) shall be given the opportunity to present their cases to the General Assembly.

- 10.15.** The Special General Assembly shall then make a final decision by a two-thirds majority vote on whether to remove the member from the Board of Directors/Executive Committee.
- 10.16.** The decision of the General Assembly shall be considered final and binding, and without the possibility of appeal.

## **ARTICLE 11**

### **THE BOARD OF TRUSTEES**

#### **11.1.Purpose**

The purpose of the Board of Trustees is to provide checks and balances on the actions and decisions of the Board of Directors and the Executive Committee, ensuring transparency, accountability, and alignment with the ASSOCIATION's mission, values, Constitution, and By-Laws.

#### **11.2.Composition**

- 11.2.1.** The Board of Trustees shall consist of five (5) to seven (7) members.
- 11.2.2.** The Board of Trustees shall include female members.
- 11.2.3.** The Board of Trustees shall appoint its Chairperson and Secretary during a properly convened meeting.
- 11.2.4.** The Board of Trustees shall establish team norms at the beginning of each term along with a thorough understanding of the ASSOCIATION's Constitution and By-Laws.

#### **11.3.Quorum Requirements**

A quorum for any meeting of the Board of Trustees shall consist of a simple majority of its members.

#### **11.4.Absence or Vacancy or Resignation**

- 11.4.1.** In case of the absence of the Chairperson and/or the Secretary, the remaining members shall appoint an acting Chairperson and/or Secretary to fulfill their duties for the duration of the absence.
- 11.4.2.** If a member of the Board of Trustees is absent from three (3) consecutive Board of Trustees Meetings between Annual General Meetings, the position may be declared vacant by a unanimous vote of the remaining members.
- 11.4.3.** In the event of a resignation or vacancy of one of its members, the Board of Trustees shall inform the Executive Committee.
- 11.4.4.** The Executive Committee shall announce the vacancy to the ASSOCIATION's members and shall seek candidates from among the Voting members through the communication channels specified elsewhere in this document, allowing a fourteen (14) day period for proposed candidacies.
- 11.4.5.** The Board of Trustees shall establish selection criteria in accordance with this Constitution and By-Laws.

- 11.4.6.** After reviewing the submitted candidacies, the Board of Trustees shall appoint a replacement for the remainder of the term from the Voting Members who are eligible.
- 11.4.7.** The selection of the candidate shall be determined through a majority vote by the rest of the Board of Trustees members.
- 11.4.8.** In the event of the sudden resignation of three (3) or more members of the Board of Trustees:
- 11.4.8.1.** If the remainder of the term is six (6) months or more, the President of the Executive Committee/Board of Directors shall convene a Special General Assembly meeting to elect replacements for the vacant positions.
- 11.4.8.2.** If the remainder of the term is less than six (6) months, early elections for the full Board of Trustees shall be called within thirty (30) days. The newly formed Board of Trustees shall complete the remaining term and continue for a full six (6) years thereafter.

### **11.5. Qualifications of Members of the Board of Trustees**

- 11.5.1.** Voting Members who are renowned and respected within the community for their Islamic manners and morals.
- 11.5.2.** Voting Members who have been legal residents of Prince Edward Island and Canada and members of the ASSOCIATION in good standing for at least eighteen (18) consecutive months.
- 11.5.3.** Voting Members who are committed to the aims and objectives of the ASSOCIATION.
- 11.5.4.** Voting Members who are known to possess significant experiences in the work of the ASSOCIATION and a deep knowledge of the Muslim community and of Canadian society at large.

### **11.6. Duties and Responsibilities of the Board of Trustees**

#### **11.6.1. Review and Oversight**

The Board of Trustees shall hold a monthly review of the actions, decisions, and policies of the Executive Committee/Board of Directors to ensure they align with the ASSOCIATION's mission and bylaws.

#### **11.6.2. Financial Oversight**

The Board of Trustees shall:

- monitor the financial activities of the ASSOCIATION, including budgeting, spending, and financial reporting;
- ensure that financial records of the ASSOCIATION are kept up-to-date;
- ensure that the ASSOCIATION'S resources are used appropriately and in line with the ASSOCIATION's goals.

#### **11.6.3. Conflict Resolution**

The Board of Trustees shall function as a mediator and, if necessary, an arbiter in cases of disputes or conflicts within the Executive Committee, between members of the Board of Directors, or between the Board of Directors/Executive Committee and members of the ASSOCIATION. The decision of the Board of Trustees shall be final and binding.

#### **11.6.4. Monitoring**

The Board of Trustees shall monitor the carrying out by the Executive Committee/Board of Directors of decisions and resolutions of the Annual General Assembly Meetings, Special General Assembly Meetings, and the Board of Directors Meetings, and the decisions of the Board of Trustees where applicable.

#### **11.6.5. Accountability**

The Board of Trustees shall hold the Executive Committee/Board of Directors accountable for their actions and decisions. This may involve requesting explanations or justifications for specific actions.

#### **11.6.6. Transparency**

The Board of Trustees shall encourage transparency in the decision-making process that is followed by the Executive Committee/Board of Directors and ensure that important information is shared with members of the ASSOCIATION through various means stated elsewhere in this document.

#### **11.6.7. Semi-Annual and Annual Reports**

The Board of Trustees shall prepare a semi-annual and an annual report for the ASSOCIATION's members summarizing their activities and findings.

#### **11.6.8. Annual Evaluation**

The Board of Trustees shall conduct an annual evaluation of the Executive Committee's and the Board of Directors' performance, providing, respectively, the Executive Committee and the Board of Directors with written feedback and recommendations for improvement.

#### **11.6.9. Advisory Role**

The Board of Trustees shall provide advice and guidance to the Executive Committee/Board of Directors based on their assessments and observations, helping to improve governance and decision-making processes.

#### **11.7. Emergency Situations**

The Board of Trustees shall be prepared to convene and make decisions in emergency situations or when immediate action is required.

#### **11.8. Independence**

The Board of Trustees shall maintain independence from the Executive Committee/Board of Directors to avoid conflicts of interest and ensure impartial oversight.

### **11.9.Regular Meetings**

**11.9.1.** The Board of Trustees shall hold regular meetings to discuss organizational matters and to review the actions of the Executive Committee/Board of Directors.

**11.9.2.** The Board of Trustees shall keep thorough records of meetings, assessments, and any actions taken to address issues or concerns.

### **11.10. Implementation Oversight and Decision Monitoring**

The Board of Trustees shall monitor the implementation of the strategic plan and all other decisions made and approved by the Annual General Assembly Meeting, and other General Assembly Meetings.

### **11.11. Progress Reporting and Financial Transparency**

**11.11.1.** The Board of Trustees shall ensure that the Executive Committee/Board of Directors issue and present an annual progress report and financial report on its activities at the annual General Assembly Meeting, providing an overview of the general progress, activities, and state of the ASSOCIATION to the ASSOCIATION's members.

**11.11.2.** The Board of Trustees shall insure that the Executive Committee/Board of Directors provide a semi-annual financial report to the ASSOCIATION's members using the various communication channels mentioned in this document.

### **11.12. Handling Members' Complaints**

**11.12.1.** The Board of Trustees shall address unresolved members' complaints by the Executive Committee/Board of Directors within fourteen (14) days from receiving the complainants' appeal in writing.

**11.12.2.** The Board of Trustees shall meet with the complainant(s) and exercise due diligence to address the complaint. The decision of the Board of Trustees is final and binding. The complainant(s) shall be advised about their right to have their complaint resolved through other avenues, including legal ones.

### **11.13. Budget Review and Advisory Role**

The Board of Trustees shall review the annual budget prepared by the Executive Committee/Board of Directors. The Board of Trustees shall advise and make recommendations to the Executive Committee/Board of Directors.

### **11.14. Disagreement between The Board of Directors/Executive Committee and the Board of Trustees: Conflict Resolution Mechanism**

In case of disagreement, the Board of Directors/Executive Committee and the Board of Trustees shall meet to try to resolve their differences. In case of continued disagreement, the matter shall be referred to the General Assembly.

### **11.15. Meetings of the Board of Trustees**

**11.15.1.** The Board of Trustees shall hold regular monthly meetings, scheduled on a recurring basis one (1) week following the meeting of the Board of Directors.

- 11.15.2.** The Chairperson shall preside over the Board of Trustees meetings.
- 11.15.3.** In addition to its regularly recurring meetings, the Chairperson of the Board of Trustees may convene a meeting at any time.
- 11.15.4.** In arranging its meetings, the Board of Trustees shall consider the work, study, and family commitments of its members.
- 11.15.5.** Members of the Board of Trustees shall have the option to attend meetings virtually on-line.
- 11.15.6.** A special meeting of the Board of Trustees may be requested by any three (3) members of the Board of Trustees. Such a request must be submitted in writing to the Chairperson, and the meeting shall be convened within fourteen (14) days of receiving the request.
- 11.15.7.** Prior to the Board of Trustees meeting, an agenda shall be prepared by the Chairperson and distributed by the Secretary to all members of the Board of Trustees along with the minutes of the previous meeting. The agenda shall include, but not be limited to, the following:
1. Call to order
  2. Roll Call
  3. Approval of the agenda
  4. Approval of previous meeting minutes and business arising therefrom
  5. Reports (Provide updates on the organization's activities, finances, and projects).
  6. New Business (Address new issues, proposals, or decisions that require the board's attention. This may include discussing upcoming events and the work of the Executive Committee.)
  7. Decision-Making
  8. Next Meeting
  9. Adjournment

#### **11.16. Decision-Making**

- 11.16.1.** All members of the Board of Trustees shall be equal and the Chairperson shall foster a collaborative approach in conducting the work and the meetings of the Board of Trustees.
- 11.16.2.** Decision-making within the Board of Trustees shall first be by consensus. If consensus cannot be reached, a simple majority vote shall be conducted, except when stated elsewhere in this document.
- 11.16.3.** The Chairperson shall have the right to vote.
- 11.16.4.** In urgent matters, discussions within the Board of Trustees shall continue until a decision is reached through consensus or, failing that, by a majority vote
- 11.16.5.** Meetings of the Board of Trustees shall take place in-camera (closed to the membership of the ASSOCIATION).
- 11.16.6.** The Secretary shall record and maintain minutes of the Board of Trustees meetings.
- 11.16.7.** Decisions of the Board of Trustees shall be promptly communicated to the Executive Committee/Board of Directors in writing.



### **11.17. Meeting of the Board of Trustees with the Executive Committee**

The Board of Trustees shall meet every second month or whenever warranted with the Executive Committee to discuss and review the organization's financial reports, discuss key strategic initiatives, address any emerging challenges, and ensure alignment with the ASSOCIATION's mission and objectives.

### **11.18. Protection of Privacy**

Matters of a sensitive and/or private nature involving the ASSOCIATION's members or the ASSOCIATION's personnel which the ASSOCIATION must address or with which it is involved shall be discussed in closed meetings of the Board of Trustees, in accordance with the provisions of the Prince Edward Island Freedom of Information and Protection of Privacy (FOIP) Act.

## **ARTICLE 12**

### **STANDING COMMITTEES/AD HOC COMMITTEES**

- 12.1.**The Executive Committee/Board of Directors shall create and disband such committees as needed to carry out the aims and objectives of the ASSOCIATION.
- 12.2.**The Executive Committee/Board of Directors may delegate any, but not all, of its powers to the committees of the ASSOCIATION.
- 12.3.**A committee so formed in the exercise of the powers so delegated shall conform with any rules imposed on it by the Executive Committee/Board of Directors and must report to the Executive Committee every act or decision made in the exercise of such powers
- 12.4.**The committees shall prepare the minutes of their meetings and submit them to the Executive Committee promptly.
- 12.5.**The Executive Committee/Board of Directors may, as per the requirements of the ASSOCIATION, opt to establish various committees, including but not limited to:
1. Mosque and Religious Services Committee
  2. New Muslims Committee
  3. Education Services Committee
  4. Women's Affairs Committee
  5. Youth Development Committee
  6. Social Committee
  7. Sports and Recreation Committee
  8. Cemetery, Funeral and Burial Committee
  9. Fundraising committee
  10. Solidarity Committee
  11. Conflict Resolution and Counseling Committee
  12. Public Relations and Communication Committee
  13. Community Development/Strategic Planning Committee

## **ARTICLE 13**

### **ELECTION PROCEDURE**

**13.1.** The purpose of this election procedure is to establish a transparent, fair, and inclusive process for electing individuals to serve in leadership roles within the ASSOCIATION (Executive Committee/Board of Directors and Board of Trustees).

#### **13.2. Eligibility Criteria**

**13.2.1.** Only Voting members of the ASSOCIATION shall be eligible to participate as voters and as candidates.

**13.2.2.** Candidates shall meet specific eligibility criteria outlined elsewhere in the ASSOCIATION's Constitution/By-Laws for the respective leadership roles.

#### **13.3. Nomination Process**

**13.3.1.** A call for nominations shall be announced to all eligible members, specifying the positions open for election.

**13.3.2.** Members may self-nominate or nominate other eligible members for the available positions.

**13.3.3.** Nominations must be submitted in writing by a specified deadline.

**13.3.4.** Nominations from the floor shall not be permitted on election day.

#### **13.4. Candidate Confirmation**

**13.4.1.** All nominated candidates shall be contacted to confirm their willingness to stand for election and to serve if elected.

**13.4.2.** All nominated candidates shall submit a one-page statement that includes a photo, first and last name, occupation, reason for candidacy, and their vision for the Prince Edward Island Muslim Community.

**13.4.3.** Additionally, all nominated candidates shall outline the qualifications, skills, and experiences they possess relevant to the position they seek.

**13.4.4.** A list of confirmed candidates, along with their one-page statement, shall be published and made available to all eligible voters at least seven (7) days before the election.

#### **13.5. Election Method**

**13.5.1.** The election shall be conducted through secret ballot and/or electronic voting system, or other methods while ensuring privacy.

**13.5.2.** Voting instructions, including the timeline and method for casting votes, will be communicated to all registered voters.

#### **13.6. Voting Process**

**13.6.1.** Eligible voters shall cast their votes within the specified timeframe and according to the established voting method.

**13.6.2.** Each eligible voter may vote for one candidate per open position.

**13.6.3.** Votes will be counted by members of the nomination committee.

### **13.7.Counting and Verification**

**13.7.1.** After the voting deadline, members of the nomination committee shall count the votes and verify the results.

**13.7.2.** The results shall be documented, including the number of votes received by each candidate for each position.

### **13.8.Announcement of Results**

**13.8.1.** Elected candidates shall be notified and officially appointed to their respective positions.

**13.8.2.** The election results shall be promptly announced to the ASSOCIATION's members.

**13.8.3.** Subsequently, the results shall be communicated to the entire community through the various methods outlined elsewhere in this document.

## **ARTICLE 14**

### **MOSQUE RULES AND REGULATIONS**

#### **14.1.Primary Objective**

In addition to the following rules and regulations, more detailed mosque rules and regulations may be developed by the Board of Directors/Executive Committee, in consultation with the Board of Trustees, to ensure comprehensive guidance and oversight.

#### **14.2.Designated and Dedicated Space for the Sisters**

**14.2.1.** There shall be a permanently designated and dedicated space in the mosque's prayer hall for the Sisters, clearly marked, and inclusive of an area providing an unobtrusive and clear view of the imam.

**14.2.2.** The Executive Committee shall ensure the respect of this designated and dedicated space at all times.

#### **14.3. Use of the Mosques**

##### **14.3.1. Spiritual Activities**

The primary use of the place of worship shall be for religious ceremonies, prayers, worship services, and related spiritual activities conducted by the ASSOCIATION.

##### **14.3.2. Community Gatherings**

Members of the community may utilize the mosques for community-related events, meetings, and gatherings, subject to prior approval from the Executive Committee. These

gatherings shall be conducted in designated areas and in compliance with the rules and regulations of the mosque.

#### **14.3.3. Maintenance and Upkeep**

All members and visitors are expected to maintain cleanliness within the premises. Trash should be disposed of in designated bins, and personal belongings should not be left unattended.

#### **14.4. Conduct and Behavior**

##### **14.4.1. Respectful Behavior**

All individuals using the mosques are expected to conduct themselves with utmost respect, courtesy, and decorum. Disruptive behaviour, or any activity that disturbs the peace, is strictly prohibited.

##### **14.4.2. Dress Code**

While attending religious ceremonies or religious activities, members and visitors should adhere to a modest dress code that reflects respect for the sacredness of the place.

#### **14.5. Security and Safety**

##### **14.5.1. Entry and Exit**

The mosques shall have designated entry and exit points. Members and visitors are required to adhere to these points for security reasons.

##### **14.5.2. Emergency Procedures**

In case of emergency, including, but not limited to, fire, natural disasters, or security threats, all individuals present in the premises should follow the evacuation procedures in place.

#### **14.6. Financial Contributions**

Financial contributions or donations for the upkeep and maintenance of the mosques are welcome. Details regarding donations, contributions, and financial transparency shall be managed as per the financial policies outlined in the Constitution/By-Laws of the ASSOCIATION.

#### **14.7. Enforcement**

**14.7.1.** All members and visitors shall be required to adhere to the mosque's rules and regulations. By adhering to the mosque's rules and regulations, members and visitors contribute to maintaining the sanctity, respect, and harmony within the place of worship.

**14.7.2.** Non-compliance may lead to appropriate actions determined by the Executive Committee/Board of Directors in consultation with the Board of Trustees, such as warnings, suspension of privileges, or legal recourse if necessary.

#### **14.8.Amendments to Regulations**

- 14.8.1.** Mosque's rules and regulations may be reviewed and revised periodically by the Executive Committee/Board of Directors in consultation with the Board of Trustees.
- 14.8.2.** Any amendments shall be communicated to the ASSOCIATION's members in a timely and transparent manner.

### **ARTICLE 15**

#### **REMUNERATION**

- 15.1.**Members of the Executive Committee/Board of Directors, Board of Trustees, and various committees shall serve as volunteers and shall not receive remuneration.
- 15.2.**Members shall be eligible for reimbursement by the Executive Committee of all pre-approved expenses that are necessary and reasonably incurred while actively participating in the affairs of the ASSOCIATION.

### **ARTICLE 16**

#### **FINANCES**

- 16.1.**The ASSOCIATION shall function as a charitable not-for-profit organization under the Prince Edward Island Companies Act Part 11. (R.S.P.E.I.,1974, Cap. C-15).
- 16.2.**The ASSOCIATION shall be financed by membership fees, voluntary contributions, donations, and other legitimate sources. The acceptance of such funds shall be consistent with the aims and objectives of the ASSOCIATION.
- 16.3.**All the ASSOCIATION funds shall be deposited in a recognized chartered commercial financial institution in a non-interest bearing account and authorized expenses shall be paid by the Treasurer.
- 16.4.**The Executive Committee/Board of Directors shall allocate a portion of the ASSOCIATION's funds for emergency use in accordance with Canada Revenue Agency regulations and guidelines. Additionally, the Executive Committee/Board of Directors shall endeavour to safeguard the emergency fund from inflation.
- 16.5.**Three Executive Committee members (the President, Vice President, and the Treasurer) shall be the signing officers of the ASSOCIATION and two signatures shall be required on all cheques issued by the ASSOCIATION.
- 16.6.**The fiscal year of the ASSOCIATION shall span twelve (12) months, commencing on January 1<sup>st</sup> and concluding on December 31<sup>st</sup> of the same year.
- 16.7.**The books and records of the ASSOCIATION may be inspected by any member of the ASSOCIATION at the annual meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer.
- 16.8.**Each Board of Directors member and each Board of Trustees member shall at all times have access to the financial records.

## **ARTICLE 17**

### **AMENDMENTS**

- 17.1.** Any article of this Constitution and its By-Laws may be amended by approval of a two-third (2/3) majority of a duly convened General Assembly Meeting.
- 17.2.** Proposed amendments to the Constitution/By-Laws shall be submitted in writing, along with rationale, to the President of the ASSOCIATION at least thirty (30) days prior to a General Assembly Meeting.
- 17.3.** Proposed amendment(s) shall be signed by at least two (2) members in good standing.

## **ARTICLE 18**

### **AFFILIATION**

The ASSOCIATION may establish affiliations with other Islamic/Muslim groups and organizations that share similar aims and objectives, contingent upon the approval of two-thirds (2/3) of a duly convened General Assembly Meeting of the ASSOCIATION.

## **ARTICLE 19**

### **DISSOLUTION**

If the membership decides to dissolve the ASSOCIATION, all assets shall be donated to one or more recognized Muslim/Islamic charitable organizations in Canada. Such a decision shall be reached at a duly convened General Assembly Meeting through a resolution requiring a two-thirds (2/3) majority vote.