

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

January 2025

Message from the Chairperson of the Constitution and By-Laws Review Committee

In March 2023, I was appointed by the President of the Muslim Society of Prince Edward Island to lead an ad hoc committee tasked with revising the organization's By-laws. Our committee's mandate, as outlined by the Executive Committee of the Muslim Society, was to review and update the existing By-laws:

Mandate of the Committee:

Referring to the resolution of the General Assembly date (February 25, 2023) to re-study and prepare the Society constitution, the committee should submit its work within three months from the date of the committee's formation.

Mandate:

- The By-Laws Revision Committee (thereafter the Committee) shall be an ad hoc committee established by the Executive Committee of the Muslim Society of Prince Edward Island (thereafter the Executive Committee).
- The Committee shall revise the by-laws of the Muslim Society of Prince Edward Island and submit a revised version of said by-laws to the Executive Committee.
- The Committee shall establish a timeline for completing the assigned mandate.
- The mandate of the Committee shall end with the submission of the revised by-laws to the Executive Committee.

To reflect the diversity of the PEI Muslim community, I submitted a list of nominees from varied national backgrounds to the Muslim Society's Executive Committee. These individuals were proposed to serve on the Constitution/By-Laws Review Committee.

During its mandate, the Committee underwent changes in membership, with some members leaving and new ones joining. Below is a comprehensive list of all members who served on the Committee, along with their respective terms:

Zain Esseghaier, Chairperson (March 2023-January 2025), Khadija Ghanam (March 2023-January 2025), Ahmed Elmoslemany (March 2023-January 2025), Suryani Gazari (March 2023-Feb. 2024), Monica Fontanesi (March 2023-August 2023), Omaro Sefau (March-October 2023), Najam Chishti (March 2023-November 2023), Kara McPeak (September 2023-January 2025), Fola Olukuga (October 2023-January 2025), Mohamed Lahloub (October 2023-December 2023), Sheikh Tanbir (December 2023-January 2025).

The Constitution/By-Laws Review Committee (thereafter the **COMMITTEE**) was established in March 2023 to revise the Muslim Society's By-Laws.

After reviewing the existing Constitution and amendments from the previous 33 years, the COMMITTEE discovered that the document lacked By-Laws. The Executive Committee revised our mandate to include creating By-Laws. Due to the scope and complexity of the task, the Committee requested and received an extension from the Executive Committee to complete its work.

Between March 2023 and January 2025, the COMMITTEE held 19 online meetings, analyzing the Muslim Society's Constitution and reviewing Constitutions and By-Laws from four other

Canadian Muslim associations. The COMMITTEE also drew on members' personal experiences and solicited input from the Muslim community through email, social media, written submissions, and consultation meetings.

In December 2024, the COMMITTEE shared its first draft with the community and received written feedback. The COMMITTEE also held 10 community consultation meetings between November 29, 2024 and December 20, 2024, including sessions for specific national groups, sisters, youth, and two open meetings in English and Arabic. The number of attendees per meeting varied between zero and 16. The COMMITTEE then compiled and shared the feedback with the community.

In Order to incorporate the feedback, the COMMITTEE met twice in January 2025 to revise the draft. The COMMITTEE extends its gratitude to all who provided feedback and attended consultation meetings. Your contributions have enriched and improved the final draft. Jazakum Allahu Khairan.

The COMMITTEE thanks the Executive Committee for their trust, support, and patience throughout this process.

Finally, I would be remiss not to acknowledge the hard work and time, thoughtful discussions, and occasional heated debates of the COMMITTEE members. It has been both an honour and a privilege for me to work alongside such dedicated Brothers and Sisters.

By the Grace of Allah, we have completed our work. We are pleased to submit this final draft to the Executive Committee.

Jazakum Allahu Khairan.

Respectfully submitted
Zain Esseghaier
Chair
January 22, 2025

Bismillah Ar-Rahman Ar-Raheem

ARTICLE 1

NAME AND NATURE

- 1.1.**The organization shall be called **The Muslim Community Association of Prince Edward Island Inc.**, hereinafter referred to as the “**ASSOCIATION.**”
- 1.2.**The address of the ASSOCIATION shall be 15 MacAleer Drive, Charlottetown, PE, C1E 2A1.
- 1.3.**The ASSOCIATION shall be a charitable not-for-profit organization.
- 1.4.**The ASSOCIATION shall be guided in its governance and the operation of its mosque(s) by the principles of the Qur’an (the revealed Book of Allah) and the authentic Sunnah (the Prophetic Way) of the Prophet Muhammad (Peace and Blessings be upon him).
- 1.5.**The ASSOCIATION shall welcome *all* members of the Muslim community.

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 its members, the Muslim community, and the broader society.

ARTICLE 3

PURPOSES

- 3.1.**To foster faith development and growth by teaching the core beliefs and values of Islam.
- 3.2.**To facilitate worship by establishing and maintaining mosques where services are conducted in alignment with the tenets and teachings of Islam based on the Qur’an and the authentic Sunnah of the Prophet Muhammad (Peace and Blessings be upon him).
- 3.3.**To promote Islamic education through a dedicated Islamic school, providing Islamic instruction for children and youth.
- 3.4.**To extend a helping hand to those in need, providing necessary support during times of hardship, both within and beyond the Muslim community.

- 3.5.**To support children, youth, and families in crisis by providing counseling and addressing their immediate needs.
- 3.6.**To foster interfaith understanding and cooperation by building partnerships with other faith-based organizations and communities, promoting mutual respect.

ARTICLE 4

RAMADAN, EID AL-FITR, AND EID AL-ADHA

- 4.1.**The Board of Directors/Executive Committee and the Board of Trustees of the ASSOCIATION shall adhere to the Islamic Calendar as determined by the Fiqh Council of North America for:
- Beginning and end of the month of Ramadan
 - Eid al-Fitr celebration date
- 4.2.** The Executive Committee shall announce the start and end dates of Ramadan, as well as the Eid al-Fitr celebration, at least one month prior to Ramadan
- 4.3.** For Eid al-Adha, the Executive Committee shall follow the Fiqh Council of North America's position and announce, as soon as possible, the celebration date as the day after Yawm Arafah (the day after The Day of Arafah), in accordance with the determination made by the Supreme Court of Saudi Arabia.

ARTICLE 5

EMPOWERING WOMEN

- 5.1.**The ASSOCIATION shall actively promote and empower women to pursue leadership roles within its ranks.
- 5.2.**The ASSOCIATION shall actively work towards achieving parity in the composition of its two boards, and standing and ad hoc committees, ensuring equitable representation of both men and women.
- 5.3.**The ASSOCIATION shall empower women and female youth through educational workshops and forums, fostering personal growth, confidence, and independence.
- 5.4.**The ASSOCIATION shall foster the active participation and engagement of women and female youth and girls in the Muslim community's activities and decision-making processes.

ARTICLE 6

COMMUNICATION STRATEGY

6.1.The Board of Directors/Executive Committee of the ASSOCIATION shall develop, review, and update a comprehensive communication strategy to ensure effective and transparent communication with its members, the Muslim community, and the wider public.

6.2.Purpose

The communication strategy shall facilitate the dissemination of information regarding the ASSOCIATION's activities, decisions, and policies, as well as promote the ASSOCIATION's mission, values, and purposes.

6.3.Responsibilities

The Board of Directors/Executive Committee shall be responsible for:

- developing and reviewing the communication strategy at least annually.
- ensuring the communication strategy aligns with the ASSOCIATION's mission and purposes.
- approving all external communications.

6.4.Communication Channels

The communication strategy shall include, but not be limited to, the following channels:

- Website
- Social media platforms
- Email
- Posters at mosque
- Community meetings and events
- Press releases and media outreach
- Newsletters

6.5.Transparency and Accessibility

The communication strategy shall ensure that information is accessible and transparent, including but not limited to:

- Posting meeting minutes, unless otherwise stated in this document, (accessible to members in good standing only. This could be done, for example, on a secure, member-only portal).
- Posting decisions of public interest on the ASSOCIATION's website.
- Providing regular updates on the organization's activities and progress.
- Ensuring that all communication channels are accessible and inclusive for all members of the ASSOCIATION, the Muslim community, and stakeholders.

6.6.Review and Revision

The Board of Directors/Executive Committee shall review and revise the communication strategy as necessary to ensure its effectiveness and relevance.

ARTICLE 7

MEMBERSHIP

7.1.Membership

7.1.1. Definitions

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 this document.

7.1.2. Membership

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 mission, the values, the nature and the purposes of the ASSOCIATION, shall be eligible for membership and shall possess voting privileges and may be considered for election.

7.1.3. Types of Membership

7.1.3.1. Family Membership: Two or more individuals, aged sixteen (16) or older, residing at the same civic address and belonging to the same immediate family.

7.1.3.2. Single Membership: Individuals aged sixteen (16) or older living independently.

7.1.3.3. The Board of Directors/Executive Committee shall establish and/or review, publicize, and follow a standard membership process. The process shall be communicated to the Muslim community through various communication channels and shall include:

- membership application procedure;
- issuance of membership cards;
- payment methods and procedures for membership fees;
- designation of authorized recipients of membership fee payments (the officials who collect the fees).

7.2.Rights of Members

7.2.1. Members, excluding hired staff, shall be eligible to run for elected office provided they have been residents of Prince Edward Island for at least twelve (12) consecutive months, are in good standing, and have paid their annual membership dues at least thirty (30) days prior to the elections which are held during a duly convened General Assembly meeting.

7.2.2. Members shall be eligible to vote if they are in good standing and have paid their annual membership dues at least thirty (30) days prior to the elections which are held during a duly convened General Assembly Meeting. .

7.2.3. To prevent actual or perceived conflict of interest, spouses and immediate family members shall not hold elected office simultaneously.

7.2.4. Proxy voting shall be strictly prohibited.

7.3.Duties of Members

7.3.1. Members shall adhere to and abide by the Constitution and By-Laws of the ASSOCIATION and should actively contribute to the realization of its mission and purposes.

7.3.2. 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.

7.3.3. Members shall make an effort to attend meetings, activities, and events of the ASSOCIATION.

7.4.Duration and Renewal of Membership

7.4.1. Membership shall be valid for the fiscal year in which the membership dues have been paid.

7.4.2. Membership renewal shall occur annually upon payment of the necessary dues.

7.4.3. Members who let their membership lapse cease to be members until they pay their renewal dues.

7.4.4. The Executive Committee may, at its discretion, offer payment plans to single members or families who are unable to pay their annual membership fees in full. Such payment plans shall be subject to the following conditions:

- The member(s) shall submit a written request to the Executive Committee, stating their inability to pay the full membership fee at once and proposing a payment schedule.
- The Executive Committee shall review the request and may approve a payment plan.

7.4.5. The member(s) shall sign a payment plan agreement, which shall include the payment schedule and payment amounts.

7.4.6. To participate in the ASSOCIATION's decision-making processes, a member must be in good standing, having paid his/her membership fees in full at least thirty (30) days prior to any election or Annual General Assembly Meeting, to be able to:

- attend said meeting(s);
- vote in any Annual General Assembly Meeting;
- run as a candidate in any election if he/she has been a resident in Prince Edward Island for at least twelve (12) consecutive months.

7.5.Non-Transferability of membership

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

7.6.Resignation of Members

7.6.1. Members can voluntarily resign by submitting written notice to the Executive Committee of the ASSOCIATION.

7.6.2. In the event of resignation, membership fees are non-refundable

7.7.Suspension or Termination of Members

7.7.1. 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, rules and regulations, and policies of the ASSOCIATION, or behaviour inconsistent with the ASSOCIATION's values.

7.7.2. Suspension or termination of membership shall require at least five (5) out of seven (7) votes by the Board of Directors.

7.7.3. Suspended or terminated members shall retain the right to appeal and present their case to the Board of Trustees.

7.7.4. Reinstatement necessitates a majority vote by the Board of Trustees.

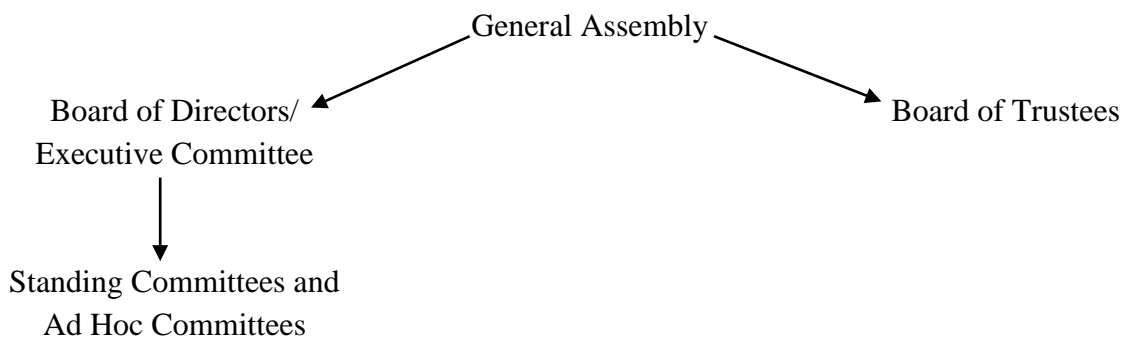
7.7.5. The decision of the Board of Trustees shall be final.

7.7.6. Membership fees paid are non-refundable in cases of suspension, termination, or the death of a member.

ARTICLE 8

ORGANIZATIONAL STRUCTURE

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



ARTICLE 9

THE GENERAL ASSEMBLY

9.1. Definition

The General Assembly is the highest decision-making body within the ASSOCIATION, entrusted with the authority to determine overarching policies and strategic direction.

9.2. Composition

The General Assembly shall comprise members in good standing as defined elsewhere in this document.

9.3. Roles and Responsibilities

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

9.3.2. 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 document.

9.3.3. The General Assembly shall delegate various, but not all of its powers and responsibilities, to the Board of Directors/Executive Committee, 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 and purposes)
- Membership matters (such as processing applications, renewals, suspensions and terminations, and addressing member concerns)
- Appointing and overseeing standing and ad hoc committees
- Reporting to the General Assembly.

9.3.4. The General Assembly shall have the authority to adopt resolutions and exercise all necessary powers to advance the mission and purposes of the ASSOCIATION.

9.3.5. The General Assembly shall hold sole authority to amend the Constitution and By-laws of the ASSOCIATION.

9.3.6. The General Assembly shall have the authority to approve membership dues. Any proposed amount of membership dues may be initiated by the Board of Directors/Executive Committee, the Board of Trustees, or any member in good standing through a motion.

9.4. Meetings

9.4.1. Annual General Assembly Meeting

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

9.4.2. Chairing Over Meetings

The President of the ASSOCIATION's Board of Directors/Executive Committee 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.

9.4.3. Attendance Eligibility

Only 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.

9.4.4. Documentation and Preparation

For the Annual General Assembly 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 members and from the Executive Committee and the Board of Directors, and the Board of Trustees shall be forwarded to *all* members in good standing of the ASSOCIATION at least seven (7) days before the meeting.

9.4.5. Review and Approval

The Annual General Assembly shall review and approve specified reports.

9.5. Quorum Requirements

9.5.1. Quorum for the Annual General Assembly Meeting shall consist of at least one-fourth (25%) of all members in good standing who have paid their membership dues at least thirty (30) days prior to the meeting.

9.5.2. If the quorum for the General Assembly Meeting is not achieved within thirty (30) minutes of the scheduled meeting time, the quorum requirement shall be adjusted to fifteen percent (15%) of all members in good standing who have paid their membership dues at least thirty (30) days prior to the meeting. .

9.5.3. If the adjusted quorum 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 all members in good standing who have paid their membership dues at least thirty (30) days prior to the meeting. .

9.5.4. Any necessary subsequent rescheduling shall still necessitate a quorum of at least fifteen (15%) of all members in good standing who have paid their membership dues at least thirty (30) days prior to the meeting.

9.6.Scheduling Considerations

- 9.6.1.** The Board of Directors/Executive Committee shall make every effort to schedule General Assembly Meetings at a date and a time conducive to the availability of the maximum number of members of the ASSOCIATION in good standing who have paid their membership dues at least thirty (30) days prior to the meetings.
- 9.6.2.** The Executive Committee shall facilitate online participation for General Assembly Meetings for members in good standing who have paid their dues at least thirty (30) days prior to the meeting.

9.7.Business of the Annual General Assembly Meeting

9.7.1. Agenda

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

- Welcome
- Confirmation of quorum
- Review and approval of agenda
- Approval of minutes of the last Annual General Meeting
- President's report (it should include a summary update of various committees)
- Treasurer's financial report and, when warranted/applicable, 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.
- Final comments from the President
- Adjournment of the meeting

9.8.Notice of Motions

- 9.8.1.** Any member in good standing who has paid his/her membership dues at least thirty (30) days prior to the Annual General Assembly Meeting may submit a formal motion for the Annual General Assembly Meeting by notifying the Secretary at least fourteen (14) days in advance, unless otherwise stated in this document (e.g. motions for constitutional amendments require at least a thirty- (30-) day notice).
- 9.8.2.** The Executive Committee or Board of Directors may submit formal motions for consideration at the Annual General Assembly Meeting, provided they do so at least fourteen (14) days in advance, unless otherwise stated in this document (e.g. motions for constitutional amendments require at least thirty (30) days' notice).
- 9.8.3.** The Board of Trustees may submit formal motions for consideration at the Annual General Assembly Meeting, provided they do so at least fourteen (14) days in advance, unless otherwise stated in this document (e.g. motions for constitutional amendments require at least a thirty (30) day notice).
- 9.8.4.** Motions shall be included in the meeting agenda.

9.9.Special General Assembly Meeting

- 9.9.1.** Upon receiving a written request signed by at least twenty (20) members in good standing and after informing the Board of Trustees, the President of the Board of Directors/Executive Committee shall convene a Special General Assembly Meeting within three (3) weeks of receiving the request. The request must clearly outline the rationale for the meeting and specify the issue(s) to be discussed.
- 9.9.2.** A Special General Assembly Meeting can be attended by members in good standing who have paid their membership fee at least thirty (30) days prior to this meeting.

9.10. Emergency General Assembly Meetings

- 9.10.1.** Emergency General Assembly Meetings may be convened by the President in exceptional circumstances with forty-eight- (48) hour notice. Such convening requires a unanimous decision of the Board of Directors members.
- 9.10.2.** A quorum for an Emergency General Assembly Meeting shall consist of at least fifteen percent (15%) of all members who are in good standing who have paid their membership fee at least thirty (30) days prior to this meeting.
- 9.10.3.** If the quorum is not achieved within thirty (30) minutes of the scheduled meeting time, the meeting shall be cancelled.
- 9.10.4.** In case of cancellation, the President may change the meeting into a consultation session to seek informal non-binding input on the matter at hand from attending members.
- 9.10.5.** Following the consultation, the Board of Directors/Executive Committee shall meet to decide on the matter and make a decision. This decision shall be communicated to the Board of Trustees, *all* ASSOCIATION members, and the broader Muslim Community through various communication channels.

9.11. Decisions at Meetings

All decisions made at any General Assembly Meeting of the ASSOCIATION shall be determined by a majority of the votes cast by the members in attendance, unless otherwise specified in this document.

9.12. Notification and Dissemination

- 9.12.1.** Members in good standing will receive Annual General Assembly Meeting notices at least forty (40) days in advance, unless otherwise specified in this document.
- 9.12.2.** Notifications of General Assembly meetings shall be disseminated through various communication channels.

ARTICLE 10

THE BOARD OF DIRECTORS AND THE EXECUTIVE COMMITTEE

10.1. Definitions

10.1.1. 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.

10.1.2. The Executive Committee:

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

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

10.3. 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 one ex-officio Director and one ex-officio representative of the Board of Trustees.

10.3.1. Executive Committee/Directors

- President (shall be at least thirty (30) years old)
- Vice-President (shall be at least thirty (30) years old)
- Secretary
- Treasurer

10.3.2. Three Additional Directors

- Women's Representative
- Female Youth Representative (group aged sixteen (16) to twenty nine (29))
- Male Youth Representative (group aged sixteen (16) to twenty nine (29))

10.3.3. Ex-Officio

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

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

10.4. Board of Directors Member Status

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

10.5.Voting Rights and Representation of Members of the Board of Directors

- 10.5.1.** Only female members in good standing, who have paid their membership dues at least thirty (30) days prior to the Annual General Assembly Meeting, are eligible to vote in the election of the Women's Representative.
- 10.5.2.** Only female members in good standing, aged sixteen (16) to twenty nine (29), who have paid their membership dues at least thirty (30) days prior to the Annual General Assembly Meeting, are eligible to vote in the election of the Female Youth Representative.
- 10.5.3.** Only male members in good standing, aged sixteen (16) to twenty nine (29), who have paid their membership dues at least thirty (30) days prior to the Annual General Assembly Meeting, are eligible to vote in the election of the Male Youth Representative.
- 10.5.4.** All Members of the ASSOCIATION in good standing, who have paid their membership dues at least thirty (30) days prior to the Annual General Assembly Meeting are eligible to vote in the elections of the Executive Committee: President, Vice President, Secretary, and Treasurer.

10.6.Jurisdiction of the Board of Directors

10.6.1. Establishing Governance and Conduct

The Board of Directors/Executive Committee shall establish team norms at the start of each term, review the ASSOCIATION's Constitution/By-Laws, and periodically review and update the team norms as needed.

10.6.2. Representational Role

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

10.6.3. Collaboration and Engagement

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

10.6.4. Reporting and Accountability

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

10.6.4.2. The Board of Directors/Executive Committee shall provide a semi-annual financial report to the ASSOCIATION's members through various communication channels.

10.6.5. Community Development Plan/Strategic Plan

10.6.5.1. 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.

10.6.5.2. 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.

10.7.Expenditures

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 project shall be referred to the General Assembly in a duly convened Special General Assembly Meeting, requiring at least a majority approval.

10.7.1. 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.

10.7.2. In a critical emergency requiring immediate attention, the Executive Committee may authorize projects exceeding \$50,000 without prior General Assembly approval. The Executive Committee shall promptly notify the other members of the Board of Directors, the Board of Trustees, and inform the members of the ASSOCIATION and the Muslim community through various communication channels.

10.8.Revenue Generation

10.8.1. The Board of Directors/Executive Committee shall create and implement a revenue-generating plan, including fundraising strategies and events, in compliance with Canada Revenue Agency (CRA) regulations and guidelines.

10.8.2. This plan shall be presented to the Board of Trustees for feedback and recommendations.

10.9. Discretionary Fund (for definition, see Appendix):

The Board of Directors/Executive Committee shall allocate a portion of the ASSOCIATION's funds for emergency repairs, extraordinary events or projects, community outreach and support, etc. to be used in accordance with Canada Revenue Agency (CRA) regulations and guidelines. Additionally, the Board of Directors/Executive Committee shall endeavour to safeguard the discretionary fund from inflation in accordance with Canada Revenue Agency (CRA) regulations and guidelines.

10.10. Appointment of Committees

The Board of Directors/Executive Committee shall appoint/re-appoint members to standing and ad hoc committees, defining their terms of reference and procedures. This process shall occur within 60 (sixty) days of the Board of Directors/Executive Committee election, and as needed thereafter.

10.11. End of Term and Beginning of New Term

10.11.1. 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.

10.11.2. A meeting shall be scheduled within fourteen (14) days between the outgoing and incoming Executive Committee for an effective handover.

10.12. Annual Operational Plan and Annual Budget (for definition, see Appendix)

10.12.1. The Board of Directors/Executive Committee shall prepare the annual operational plan and the annual budget of the ASSOCIATION within thirty (30) days of their election and within thirty (30) days after the end of the first year of their two-year term.

10.12.2. The annual operational plan and the annual budget shall then be submitted to the Board of Trustees for advice and recommendations, which it shall provide within fourteen (14) days.

10.12.3. The annual operational plan and the annual budget shall be communicated to the members of the ASSOCIATION.

10.12.4. 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 (CRA) regulations and guidelines, and recommendations.

10.13. Complaints

10.13.1. The Board of Directors/Executive Committee shall acknowledge and address member complaints in writing within seven (7) days of receipt.

10.13.2. 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.

10.13.3. The Executive Committee and/or its delegates¹ shall meet with the complainant(s) and 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.

¹ This could be done through an ad hoc committee, for example.

10.13.4. The Executive Committee shall report the complaint resolution to the full Board of Directors.

10.13.5. 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.

10.14. Meetings of the Board of Directors

10.14.1. Regular meetings

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

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

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

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

10.14.1.5. 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.

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

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

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

10.14.1.9. Prior to each meeting, an agenda shall be prepared and distributed to *all* members of the ASSOCIATION in good standing², accompanied by the minutes of the previous meeting.

10.14.1.10. Members of the Board of Directors and members of the Board of Trustees shall receive relevant documents for discussion before each meeting.

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

- Call to order
- Roll Call
- Approval of Agenda
- Approval of Previous Meeting Minutes
- Reports: Updates on the organization's activities, finances, and projects, including reports from the President, Treasurer. Reports should be concise and focused on key developments.
- Women, female youth, and male youth representatives reports

² As long as they have paid their membership fee but without the 30-day advance membership fee payment requirement.

- Committee Reports (may be included in the President’s report)
- Old Business (arising from the minutes)
- The Board of Directors/Executive Committee may invite special guests to make presentations
- 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
- Next Meeting
- Adjournment

10.15. Quorum Requirements

- 10.15.1.** A quorum for any meeting of the Executive Committee shall consist of a minimum of three (3) of its members.
- 10.15.2.** A quorum for any meeting of the Board of Directors shall consist of a minimum of five (5) of its members.
- 10.15.3.** The presence of either the President or the Vice President shall be mandatory to constitute a valid quorum.

10.16. Special Meetings of the Board of Directors

A special Board of Directors meeting may be requested by any three (3) members of the Board of Directors. The request, stating the reason, shall be submitted in writing to the Secretary, who will convene the meeting within seven (7) days, as directed by the President.

10.17. Decision-Making Process of the Board of Directors and the Executive Committee

- 10.17.1.** 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.
- 10.17.2.** Both the Executive Committee and the Board of Directors shall prioritize consensus in their decision-making processes.
- 10.17.3.** In instances where consensus cannot be reached, decisions shall be made through a simple majority vote, unless otherwise specified elsewhere in this document.
- 10.17.4.** The President shall have the right to participate in voting on decisions.
- 10.17.5.** In the event of a tie, the matter shall be postponed until the next meeting, unless otherwise specified elsewhere in this document.

10.18. Members of the Association Attending Board of Directors Meetings

- 10.18.1.** *All* members of the ASSOCIATION in good standing shall have the right to attend regular Board of Directors meetings³, with meeting schedules being publicized and communicated to the ASSOCIATION's members through various communication channels.
- 10.18.2.** Although members of the ASSOCIATION can attend regular Board of Directors meetings, they shall not be granted the right to actively participate in the Board's deliberations.
- 10.18.3.** To ensure accessibility, virtual access (on-line) shall be provided to *all* members of the ASSOCIATION who have fulfilled their membership dues payment⁴.

10.19. Recording of Minutes

- 10.19.1.** The Secretary shall record and maintain minutes of the Board of Directors meetings and of the Executive Committee meetings.
- 10.19.2.** A copy of the minutes of the Board of Directors shall be provided to *all* members of the ASSOCIATION, within seven (7) days after the meeting through various communication channels.
- 10.19.3.** Any member in good standing of the ASSOCIATION may request access to the minutes of regular Board of Directors meetings.
- 10.19.4.** Matters of a sensitive and/or private nature concerning the ASSOCIATION's members or personnel requiring the attention of the Board of Directors/Executive Committee shall be deliberated in closed meetings. Minutes of closed meetings will be recorded and stored separately from regular meeting minutes, shared with the Board of Trustees, but shall remain confidential from ASSOCIATION members. This process shall align with the provisions outlined in the Prince Edward Island Freedom of Information and Protection of Privacy (FOIP) Act.
- 10.19.5.** The Board of Trustees shall be notified of such closed meetings and expected to offer advice and recommendations for any subsequent decisions.

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

- 10.20.1.** 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 Board of Directors/Executive Committee, the Board of Trustees, and the ASSOCIATION's members of such a situation through various communication channels.

³ As long as they have paid their membership fee but without the 30-day advance membership fee payment requirement.

⁴ See previous footnote.

- 10.20.2.** If a member of the seven (7) 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.
- 10.20.3.** 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.
- 10.20.4.** 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 eligible candidates through various communication channels, allowing a fourteen- (14-) day period for proposed candidacies.
- 10.20.5.** The Board of Directors and the Board of Trustees shall establish selection criteria in accordance with this Constitution and By-Laws.
- 10.20.6.** After reviewing the submitted candidacies, the Board of Directors and the Board of Trustees shall appoint a replacement for the remainder of the term from eligible members of the ASSOCIATION.
- 10.20.7.** The selection of the candidate shall be determined through a majority vote by each of the two boards.
- 10.20.8.** In the event of the sudden resignation of four (4) or more members of the Board of Directors:
- 10.20.8.1.** 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.
- 10.20.8.2.** If the remainder of the term is less than six (6) months, early elections for the full Board of Directors/Executive Committee shall be called within thirty (30) days. The newly formed Board of Directors/Executive Committee shall complete the remaining term and continue for a full two (2) years thereafter.
- 10.20.9.** Resignation by individual Board of Directors Members shall be submitted to the Board of Directors in writing and shall include the reason for resigning.

ARTICLE 11

DUTIES OF THE MEMBERS OF

THE BOARD OF DIRECTORS/EXECUTIVE COMMITTEE

11.1. President

With assistance from and consultation with the other members of the Board of Directors/Executive Committee, 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 Board of Directors/Executive Committee, as deemed necessary, provided this spokesperson is a member of the ASSOCIATION in good standing. No Board of Trustees member shall serve as a spokesperson to prevent conflicts of interest.
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 General Assembly Meetings and Executive Committee, and Board of Directors Meetings;
9. liaise with the Chairperson of 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.

11.2. 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.

11.3. 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 all Executive Committee, Board of Directors, and all General Assembly 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 General Assembly meetings, and Emergency General Assembly meetings, as directed by the President;
5. maintain an up-to-date list of the ASSOCIATION's members;
6. keep the ASSOCIATION'S members informed of its activities and related matters, as directed by the President.

11.4.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.
5. prepare the ASSOCIATION's tax return.

11.5.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.

11.6.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.

11.7. 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.

11.8. Ex-Officio Members at the Executive Committee and the Board of Directors Meetings:

11.8.1. 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. If the chair is a candidate, the other committee members will select one of their own to chair the committee.
- serve as a member of the Constitution/By-Laws Committee with no voting rights.

11.8.2. 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.

11.9. The Board of Directors shall determine the fees charged by the ASSOCIATION for various services provided to community members, including but not limited to marriage, burial, school, and other services, with *differential rates* applicable to members and non-members of the ASSOCIATION.

11.10. Meeting of the Executive Committee

- 11.10.1.** The Executive Committee shall convene regular closed meetings to discuss organizational matters, implement Board of Directors decisions, and oversee the day-to-day operations of the ASSOCIATION.
- 11.10.2.** Meetings shall be held regularly at a time and location convenient to Executive Committee members, with the option to participate on-line.
- 11.10.3.** The Executive Committee shall maintain detailed, confidential minutes of its meetings, which shall not be disclosed to ASSOCIATION members.

ARTICLE 12

REMOVAL OF MEMBERS OF

THE BOARD OF DIRECTORS/EXECUTIVE COMMITTEE

- 12.1.** Any member of the Board of Directors, including members of the Executive Committee, may be removed from office upon verified evidence of a direct violation of this Constitution or By-Laws, misappropriation of funds, or actions causing significant harm to the existence or interests of the ASSOCIATION.
- 12.2.** Written charges detailing such violations may 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) members of the ASSOCIATION in good standing.
- 12.3.** Upon receiving the allegations, the Executive Committee shall promptly notify both the accused and the Board of Directors.
- 12.4.** Any member of the Board of Directors or Executive Committee who is accused shall be immediately suspended pending the outcome of any investigation and shall not participate in the removal process or any related discussions.
- 12.5.** The Board of Directors/Executive Committee shall forward the allegations to the Board of Trustees within three (3) days of receiving them.
- 12.6.** The Board of Trustees shall conduct a thorough investigation of the evidence, including a hearing where both the accused and the accuser(s) will have the opportunity to present their arguments and evidence.
- 12.7.** A hearing shall be held within seven (7) days of receiving the allegations.
- 12.8.** The Board of Trustees may, at its discretion, choose to resolve the matter internally if deemed appropriate. Alternatively, it may determine that the matter is serious enough to warrant referral for legal investigation.

- 12.9.**In the case of a resolution resulting from an investigation conducted by the Board of Trustees, the latter shall promptly notify the Executive Committee in writing, which shall then inform the Board of Directors, as well as the accused and the accuser(s), in writing.
- 12.10.** The Board of Trustees shall disclose the results of any investigation (internal or external) to the ASSOCIATION members through various communication channels.
- 12.11.** A copy of the decision shall be retained by the Secretary of the Board of Directors/Executive Committee in the files of the ASSOCIATION.
- 12.12.** The Board of Trustees shall request the Executive Committee to convene a Special General Assembly Meeting for a hearing if:
- either the accused or accuser(s) dispute the Board of Trustees' decision, or
 - the Board of Trustees deems the issue significant and unsuitable for internal resolution.
- This excludes cases under legal investigation.
- 12.13.** 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.
- 12.14.** During the Special General Assembly meeting, a delegated member of the Executive Committee shall present the complaint, which will then be examined by the General Assembly. Both the accused and the accuser(s) shall be given the opportunity to present their arguments and evidence to the General Assembly.
- 12.15.** The Special General Assembly shall then make a final decision by a two-thirds (2/3) majority vote on whether to remove the member from the Board of Directors/Executive Committee.
- 12.16.** The decision of the General Assembly shall be considered final and binding, and without the possibility of appeal.

ARTICLE 13

THE BOARD OF TRUSTEES

13.1. Role

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

13.2. Composition

13.2.1. The Board of Trustees shall consist of five (5) to seven (7) members.

13.2.2. The Board of Trustees shall include female members.

13.2.3. Members of the Board of Trustees shall be at least thirty (30) years old.

13.2.4. To prevent actual or perceived conflicts of interest, spouses and immediate family members are not allowed to hold elected office at the same time.

- 13.2.5.** The Board of Trustees shall appoint its Chairperson and Secretary during a properly convened meeting.
- 13.2.6.** The Board of Trustees shall establish team norms at the start of each term, review the ASSOCIATION's Constitution/By-Laws, and periodically review and update the team norms as needed.

13.3.Quorum Requirements

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

13.4.Absence or Vacancy or Resignation

- 13.4.1.** 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.
- 13.4.2.** 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.
- 13.4.3.** Resignation by individual Board Members shall be submitted in writing to the Chairperson and shall include the reason for resigning.
- 13.4.4.** In the event of a resignation or vacancy of one of its members, the Board of Trustees shall inform the Executive Committee.
- 13.4.5.** The Executive Committee shall announce the vacancy to the ASSOCIATION's members and shall seek eligible candidates from among the members of the ASSOCIATION through various communication channels, allowing a fourteen (14) day period for proposed candidacies.
- 13.4.6.** The Board of Trustees shall establish selection criteria in accordance with this Constitution and By-Laws.
- 13.4.7.** After reviewing the submitted candidacies, the Board of Trustees shall appoint a replacement for the remainder of the term from the members of the ASSOCIATION.
- 13.4.8.** The selection of the candidate shall be determined through a majority vote by the rest of the Board of Trustees members.
- 13.4.9.** In the event of the sudden resignation of three (3) or more members of the Board of Trustees:
- 13.4.9.1.** If the remainder of the term is six (6) months or more, the President of the Board of Directors/Executive Committee shall convene a Special General Assembly meeting to elect replacements for the vacant positions.
- 13.4.9.2.** 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.

13.5. Qualifications of Members of the Board of Trustees

13.5.1. Members of the ASSOCIATION who are at least thirty (30) years old.

13.5.2. Members of the ASSOCIATION who are renowned and respected within the community for their Islamic manners and morals.

13.5.3. Members of the ASSOCIATION 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.

13.5.4. Members of the ASSOCIATION who are committed to the mission, values, purposes, and Constitution and By-Laws of the ASSOCIATION.

13.5.5. Members of the ASSOCIATION 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.

13.6. Duties and Responsibilities of the Board of Trustees

13.6.1. Review and Oversight

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

13.6.2. 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 Constitution and By-Laws.

13.6.3. 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, unless otherwise specified in this document.

13.6.4. Monitoring

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

13.6.5. Accountability

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

13.6.5.2. In exceptional circumstances where the Board of Directors/Executive Committee is unresponsive, the Board of Trustees may request the President of the Board of Directors/Executive Committee to convene, within seven (7) days, a Special General Assembly meeting, where the Board of Trustees will present its case to the ASSOCIATION's members. The Board of Directors/Executive Committee shall have the right to respond to any concerns or allegations. The Special General Assembly shall make the final decision on such matters.

13.6.6. Transparency

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

13.6.7. 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.

13.6.8. 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.

13.6.9. Advisory Role

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

13.7. Emergency Situations

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

13.8. Independence

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

13.9. Regular Meetings

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

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

13.10. 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.

13.11. Progress Reporting and Financial Transparency

13.11.1. The Board of Trustees shall ensure that the Board of Directors/Executive Committee issues and presents 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.

13.11.2. The Board of Trustees shall insure that the Board of Directors/ Executive Committee provide a semi-annual financial report to the ASSOCIATION's members through various communication channels.

13.12. Handling Members' Complaints

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

13.12.2. 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 shall be final and binding. The complainant(s) shall be advised about their right to have their complaint resolved through other avenues, including legal ones.

13.13. Operational Plan and Budget Review and Advisory Role

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

13.14. 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 a duly convened General Assembly.

13.15. Meetings of the Board of Trustees

13.15.1. 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.

13.15.2. Meetings of the Board of Trustees shall take place in-camera (closed to the membership of the ASSOCIATION).

13.15.3. The Chairperson shall preside over the Board of Trustees meetings.

13.15.4. In addition to its regularly recurring meetings, the Chairperson of the Board of Trustees may convene a meeting at any time.

13.15.5. In arranging its meetings, the Board of Trustees shall consider the work, study, and family commitments of its members.

13.15.6. Members of the Board of Trustees shall have the option to attend meetings virtually on-line.

13.15.7. A special meeting of the Board of Trustees may be requested by any three (3) members of the Board of Trustees. Such a request shall be submitted in writing to the Chairperson, and the meeting shall be convened within fourteen (14) days of receiving the request.

13.15.8. 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:

- Call to order
- Roll Call
- Approval of the agenda
- Approval of previous meeting minutes and business arising therefrom
- Reports (Provide updates on the organization's activities, finances, and projects)
- Old Business (discussion of on-going projects and initiatives)
- 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.)
- Decision-Making
- Next Meeting
- Adjournment

13.16. Decision-Making

13.16.1. *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.

13.16.2. Decision-making within the Board of Trustees shall first be by consensus. If consensus cannot be reached, a majority vote shall be conducted, except when stated elsewhere in this document.

13.16.3. The Chairperson shall have the right to vote.

13.16.4. 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

13.16.5. The Secretary shall record and maintain minutes of the Board of Trustees meetings.

13.16.6. Decisions of the Board of Trustees shall be promptly communicated to the Board of Directors/Executive Committee in writing.

13.17. Meeting of the Board of Trustees with the Executive Committee

13.17.1. 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.

13.17.2. A joint meeting of the Board of Directors/Executive Committee and the Board of Trustees shall be considered valid if attended by at least two of the following:

- The President or Vice President of the Board of Directors/Executive Committee
- The Chairperson of the Board of Trustees

13.17.3. Minutes of the meeting shall be duly recorded and preserved by both Boards.

13.17.4. Outside regular meetings, the Chairperson of the Board of Trustees serves as the liaison between the Board of Trustees and the ASSOCIATION's President.

13.18. Protection of Privacy

13.18.1. 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.

13.18.2. Minutes of the meeting shall be duly recorded and preserved by the Board of Trustees.

13.19. End of Term and Beginning of New Term

13.19.1. At the end of its term, the outgoing Board of Trustees shall ensure that all affairs of the Board are in order, facilitating a smooth transition after the election.

13.19.2. A transition meeting shall be held within fourteen (14) days of the election, bringing together the incoming and outgoing Boards of Trustees to ensure a seamless handover.

ARTICLE 14

REMOVAL OF MEMBERS OF THE BOARD OF TRUSTEES

14.1. Any member of the Board of Trustees may be removed from office upon verified evidence of a direct violation of this Constitution or By-Laws or actions causing significant harm to the existence or interests of the ASSOCIATION.

- 14.2.**Written charges detailing such violations may be submitted to the Board of Trustees by at least one (1) member of Board of Trustees or by a minimum of six (6) members of the ASSOCIATION in good standing⁵.
- 14.3.**Upon receiving the allegations, the Board of Trustees shall promptly notify the accused.
- 14.4.**Any member of the Board of Trustees who is accused shall be immediately suspended pending the outcome of any investigation and shall not participate in the removal process or any related discussions.
- 14.5.**The Board of Trustees shall request the Executive Committee to convene a Special General Assembly Meeting.
- 14.6.**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.
- 14.7.**During the Special General Assembly meeting, a delegated member of the Board of Trustees shall present the complaint, which will then be examined by the General Assembly. Both the accused and the accuser(s) shall be given the opportunity to present their arguments and evidence to the General Assembly.
- 14.8.**The Special General Assembly shall then make a final decision by a two-thirds (2/3) majority vote on whether to remove the member from the Board of Trustees.
- 14.9.**The decision of the Special General Assembly shall be considered final and binding, and without the possibility of appeal.

ARTICLE 15

STANDING COMMITTEES/AD HOC COMMITTEES

- 15.1.**The Board of Directors/Executive Committee shall create and disband such committees as needed to carry out the mission and purposes of the ASSOCIATION.
- 15.2.**The Board of Directors/Executive Committee may delegate any, but not all, of its powers to the committees of the ASSOCIATION.
- 15.3.**The Board of Directors/Executive Committee shall solicit volunteers for various committees from among eligible members of the ASSOCIATION. Applicants must submit a written application, including:
- Name
 - Relevant past experience
 - Skills and expected contributions
- 15.4.**The Executive Committee compiles applications and presents them to the Board of Directors for selection. The Executive Committee then:
- informs selected candidates

⁵ As long as they have paid their membership fee but without the 30-day advance membership fee payment requirement.

- announces results to the ASSOCIATION members and the Muslim community through various communication channels.

15.5. Committees exercising delegated powers shall comply with rules set by the Board of Directors/Executive Committee and report all actions and decisions to the Executive Committee.

15.6. The committees shall prepare the minutes of their meetings and submit them to the Executive Committee promptly.

15.7. The Board of Directors/Executive Committee 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/Zakat Committee
11. Conflict Resolution and Counseling Committee
12. Public Relations and Communication Committee
13. Community Development/Strategic Planning Committee

15.8. Supporting, Recognizing, and Valuing Volunteers

The Board of Directors/Executive Committee shall:

- recognize volunteers regularly;
- provide the necessary resources to volunteers;
- communicate openly with volunteers and offer training and feedback;
- show respect and gratitude to volunteers for their contributions.

ARTICLE 16

ELECTION PROCEDURE

16.1. 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 (Board of Directors/Executive Committee and Board of Trustees).

16.2. Eligibility Criteria

16.2.1. Only members of the ASSOCIATION in good standing shall be eligible to vote or run as candidates.

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

16.3.Nomination Process

16.3.1. The Board of Directors/Executive Committee shall appoint a Nomination Committee, which shall issue a public call for nominations, through various channels, to *all* members of the ASSOCIATION, specifying the positions open for election.

16.3.2. Only eligible members in good standing, as specified elsewhere in this document, may self-nominate for the available positions. Self-nominations shall be submitted in writing.

16.3.3. Only eligible members in good standing, as specified elsewhere in this document, may nominate eligible members for available positions. Nominations must be submitted in writing and signed by the nominator(s).

16.3.4. Nominations must be submitted in writing by a specified deadline.

16.3.5. No nominations from the floor shall be accepted on election day.

16.3.6. Nominations will close fourteen (14) days prior to the election date. This allows time to prepare the General Assembly Meeting package, which will be sent to all members.

16.4.Candidate Confirmation

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

16.4.2. Nominated candidates are encouraged to familiarize themselves with the Constitution and By-Laws, particularly the responsibilities of the position they are seeking.

16.4.3. All nominated candidates shall submit to the Nomination Committee a one-page statement that includes:

- a photo,
- first and last name,
- occupation,
- reason for candidacy,
- their vision for the ASSOCIATION and the Prince Edward Island Muslim Community.
- the qualifications, skills, and experiences they possess relevant to the position they seek.

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

16.5.Election Method

16.5.1. The election shall be conducted through secret ballot and/or electronic voting system, or other methods while ensuring secrecy and confidentiality.

16.5.2. Voting instructions, including the timeline and method for casting votes, shall be communicated to all eligible voters.

16.6.Voting Process

- 16.6.1.** Eligible voters shall cast their votes within the specified timeframe and according to the established voting methods.
- 16.6.2.** Each eligible voter may vote for one candidate per open position.
- 16.6.3.** Votes will be counted by members of the Nomination Committee.

16.7.Counting and Verification

- 16.7.1.** After the voting deadline, members of the nomination committee shall count the votes and verify the results.
- 16.7.2.** The results shall be documented, including the number of votes received by each candidate for each position.
- 16.7.3.** In the event of a tie between two or more candidates for the same position, a re-vote shall be undertaken. If the re-vote results in a continued tie and no candidate withdraws, the successful candidate shall be determined by a random draw, such as drawing names from a hat or a coin toss.

16.8.Announcement of Results

- 16.8.1.** Elected candidates shall be notified and officially appointed to their respective positions.
- 16.8.2.** The election results shall be promptly announced to the ASSOCIATION's members.
- 16.8.3.** The election results shall be recorded, filed with the ASSOCIATION, and communicated to the entire community through various channels.

ARTICLE 17

MOSQUES

17.1.Primary Purpose

Subject to applicable rules and regulations, and with prior approval from the Executive Committee, the mosque building shall serve as a space for:

- worship and prayers;
- Islamic education;
- Islamic ceremonies and Eid celebrations;
- charitable activities;
- community services;
- community gatherings and social events;
- meetings;
- Other activities sponsored or approved by the Board of Directors/Executive Committee.

17.2.Rules and Regulations

17.2.1. The Board of Directors/Executive Committee, in consultation with the Board of Trustees, shall develop, review, and update Mosque Rules and Regulations.

17.2.2. Rules and Regulations shall be communicated to the community through various communication channels and posted at the mosque.

17.3.Emergency Preparedness

17.3.1. The Board of Directors/Executive Committee shall develop, implement, and regularly update emergency procedures for the mosque building, including but not limited to:

- Emergency exit maps and evacuation plans
- First aid kits and trained volunteer responders
- Automatic External Defibrillator (AED) and trained users
- Fire extinguishers and regular inspections by the Fire Department
- Lockdown procedures in response to security threats or active shooter situations
- Muster point
- Other essential emergency response measures

17.3.2. A comprehensive checklist shall be prepared and communicated to the Muslim community, ensuring everyone is informed and prepared in case of an emergency.

17.4.Prayer Accommodations for the Sisters

17.4.1. A designated area within the main prayer hall shall be *permanently* reserved for Sisters, providing an unblocked view of the Imam and the main prayer hall. This area shall be physically marked to distinguish it from the rest of the prayer hall.

17.4.2. A secluded Sisters' section, separated by an operable partition, shall be available for those preferring a more private prayer space within the main prayer hall. A television screen shall be installed in this area, providing a clear view of the Imam.

17.4.3. The Executive Committee shall ensure that the designated and dedicated spaces are enforced and maintained at *all times*.

17.5.Maintenance and Upkeep

17.5.1. The Board of Directors/Executive Committee shall establish and regularly update a maintenance checklist for the mosque, including:

- Tasks to be performed
- Frequency of checks
- Dates of completion
- Names of responsible individuals

17.5.2. All members and visitors are expected to maintain cleanliness within the premises.

17.5.3. Trash should be disposed of in designated bins, and personal belongings should not be left unattended.

17.6. Conduct and Behavior

17.6.1. Respectful Behavior

All individuals using, attending, or visiting the mosque building are expected to conduct themselves with utmost respect, courtesy, and decorum. Disruptive behaviour, or any activity that disturbs the peace shall not be tolerated.

17.6.2. Dress Code

- While attending religious ceremonies, religious or social activities members of the Muslim community and visitors shall adhere to a modest dress code that reflects respect for the sacredness of the place.
- The Board of Directors/Executive Committee shall consider displaying a dress code poster at the mosque entrance, outlining expected attire.

17.7. Enforcement

17.7.1. All members of the Muslim community 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.

17.7.2. Non-compliance may result in disciplinary actions, as determined by the Executive Committee and/or the Board of Directors, and when necessary, in consultation with the Board of Trustees. Such actions may include, but not limited to warnings, suspension of privileges, or legal action, as deemed necessary.

ARTICLE 18

HIRING OF STAFF

18.1. All staff hiring, including imams, teachers, office staff, and others, shall be announced. The announcement shall include:

- Job description
- Application and interview process
- Selection criteria

18.2. An ad hoc Hiring Committee shall manage the recruitment process, reviewing applications, conducting interviews, and providing recommendations to the Board of Directors/Executive Committee.

18.3. Remuneration will comply with applicable laws, including tax requirements, T4 slips, etc.

ARTICLE 19

SERVICES PROVIDED BY THE ASSOCIATION

Designated standing committees will oversee services like the Islamic school, cemetery/burial, etc. These committees shall:

- collaborate with the Executive Committee to prepare budgets;
- manage their own budgets;
- provide monthly reports to the Executive Committee.

ARTICLE 20

REMUNERATION

20.1.Members of the Board of Directors/Executive Committee, Board of Trustees, and various committees shall serve as volunteers and shall not receive remuneration.

20.2.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.

20.3.Notwithstanding the preceding, any remuneration, compensation, honorarium, and/or any other form of payment or benefit shall require the prior approval of the Board of Directors and shall be in compliance with Canada Revenue Agency (CRA) regulations and guidelines.

ARTICLE 21

FINANCES

21.1.The ASSOCIATION shall function as a charitable not-for-profit organization under the Prince Edward Island Companies Act.

21.2.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 mission and values, and purposes of the ASSOCIATION.

21.3.All ASSOCIATION funds, including donations, fundraising proceeds, and donation box contents, shall be deposited into a non-interest bearing account at a recognized chartered commercial bank.

21.4.The Board of Directors/Executive Committee shall encourage members of the ASSOCIATION and the broader Muslim community to support the ASSOCIATION and its mosque(s) through regular donations via pre-authorized payments.

21.5.Authorized expenses shall be paid by the Treasurer.

- 21.6.** 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.
- 21.7.** The fiscal year of the ASSOCIATION shall span twelve (12) months, commencing on January 1st and concluding on December 31st of the same year.
- 21.8.** The books and records of the ASSOCIATION may be inspected by any member of the ASSOCIATION at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer.
- 21.9.** Each Board of Directors member and each Board of Trustees member shall at all times have access to the financial records.

ARTICLE 22

AMENDMENTS

- 22.1.** 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.
- 22.2.** 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.
- 22.3.** Proposed amendments must be jointly submitted by at least two (2) members in good standing, whose membership dues have been paid in full at least thirty (30) days prior to the General Assembly Meeting.

ARTICLE 23

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 24

DISSOLUTION

If the members decide 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-third (2/3) majority vote.

APPENDIX

- **A discretionary fund** allows organizations to respond quickly to changing circumstances, take advantage of opportunities, and manage unexpected expenses.

- **Annual Operational Plan**

An annual operational plan outlines the specific activities, programs, and services the organization will deliver during the fiscal year. It includes:

1. Programs and services: Description of the programs, services, and activities to be offered.
2. Goals and objectives for each program
3. Workplan and timelines: Breakdown of tasks, timelines, and responsible individuals or teams.
4. Resource allocation: Identification of the resources (human, financial, physical) needed to implement the plan.
5. Performance metrics and evaluation criteria: Establishment of key performance indicators (KPIs) to measure progress and success.

- **Annual Budget**

An annual budget outlines the organization's projected income and expenses for a specific fiscal year. It includes:

1. Revenue projections: Estimated income from membership fees, donations, grants, and other sources.
2. Expense Categories: Breakdown of projected expenses, such as: staffing and personnel, programs and services, facilities and equipment, insurance, miscellaneous (office expenses, travel, etc.)
3. Cash flow projections
4. Financial goals and objectives: Estimate of the association's cash inflows and outflows over the fiscal year.

- **Key differences between Operational Plan and Annual Budget:**

1. Focus: Operational plan focuses on programmatic activities while budget focuses on financial projections.
2. Purpose: Operational plan ensures effective program delivery while budget ensures financial sustainability.
3. Scope: Operational plan covers programmatic and administrative aspects while budget covers financial aspects.