

# *In the Name of Allah the Beneficent, the Merciful*

The Bath Islamic Society Limited, 8 Pierpont Street Bath BA1 1LA, U.K.

## THE BY-LAWS OF THE BATH ISLAMIC SOCIETY LIMITED (the “**Society**”)

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### By-law 1: THE SOCIETY

- 1.1 Is established as a charitable company limited by guarantee (registered in England and Wales under company number 01756905), and registered with the Charity Commission under number 1080827). Its primary governing document is its Articles of Association (the “**Articles**”) which lay out how the Society should be run in accordance with company and charity law. These By-laws are made in accordance with the procedure laid out in the Articles and where there is any conflict between the wording of these By-laws and the Articles, the Articles shall always take precedence over the By-laws. (For the avoidance of doubt where the term Constitution was used in previous documents of the Society this is now to be interpreted as referring to the By-laws.)

### By-law 2: TRUSTEES

- 2.1 The Trustees are the Charity Trustees, Directors and governing body of the Society.
- 2.2 The members have the right to appoint Trustees in accordance with Article 10 of the Articles and these By-laws.
- 2.3 The members have the right to pass a resolution to remove Trustees before the end of their term in accordance with the Articles and sections 168-169 of the Companies Act 2006.

### By-law 3: GUARANTEE MEMBERSHIP OF THE SOCIETY

- 3.1 **Eligibility:** All persons who attend the Al Mudhaffar Mosque (the “**Mosque**”) and its associated activities/society, who are not less than 18 years of age and subscribe to Islam (ahlus Sunnah wal jamah and respecting each of the four Madhhabs), who are not also salaried employees of the Society, and who agree to observe the provisions of the Articles and the By-laws, and have their residential address within a 20 mile radius of Bath, are eligible for guarantee membership on application to the Trustees.
- 3.2 No person shall be refused membership or voting rights by reason of their place of birth, nationality, gender, occupation or length of time attending the Society.
- 3.3 Guarantee members of the Society shall be full members of the Society for the purposes of company law and be the “**Members**” defined in the Articles.

- 3.4 Membership is not compulsory for all attendees of the Mosque but shall be encouraged of those who take part in Society activities and events.
- 3.5 Application forms shall be available from the Society office and the Trustee notice boards.
- 3.6 Membership applications shall be reviewed by the Trustees within 14 days
- 3.7 If a membership application is rejected the applicant shall be informed in writing with a detailed reason. Relevant sections of the By-laws shall be quoted to prove that the rejection is in line with the By-laws.
- 3.8 New memberships will not be available on the day of a general meeting.
- 3.9 If a person is accepted for membership the membership register shall then be updated.
- 3.10 There shall be no compulsory subscription fee. All contributions shall be voluntary. For funding the Society members are requested to make donations according to their individual circumstances. Standing orders are encouraged.
- 3.11 Upon registration each new member shall be contacted by letter or electronic means welcoming them to the Society and confirming the terms of membership as determined by the By-laws. They shall be provided with a welcome pack including a brief history of the Society, an overview of its activities and services, contact details, and a copy of the Articles and the By-laws.
- 3.12 Membership shall be for a period of three years, renewing automatically.
- 3.13 The Membership Secretary shall carry out an audit every three years to ensure those on the register still wish to be a member and that their contact details are correct. This shall be done using any, and all if required, of the contact details provided on application or as later updated. If the member replies that they wish to remain a member their membership can continue with their original signed application form held on file. If they decline, or have not replied within 4 weeks, they shall be removed from the membership register and their voting right shall lapse. However should they at a later time contact the Society or attend a meeting they can be reinstated immediately.
- 3.14 **Removal of membership:** The Trustees can decide if they believe it is harmful to the Society to remove a person from membership, notice being given by recorded delivery letter or provable written electronic means, with a clear and full explanation of the reason. The member shall have 14 clear days to ask, by letter or written electronic means, to appeal the decision, after which time if no appeal is received by the Trustees the member shall be removed from the register and their voting right shall lapse. If the member asks to appeal the decision a specially convened committee meeting shall be called where the member can offer an explanation either verbally or in writing. If the Trustees vote for removal the member has the right to ask for a final appeal before a general meeting where the reasons for and against removal shall be heard and voted on by a secret ballot of members present, a simple majority vote for removal shall be final. The member shall remain a full member with voting rights until the process of appeal before the general meeting has been completed.
- 3.15 As long as it would not contravene the Articles or By-laws the membership can by a majority vote at a general meeting agree to overturn a membership application rejection or to reinstate a member who has previously been removed.
- 3.16 The rights and responsibilities of members shall be as described in the Articles, the By-laws and the statutory rights as described in the Companies Act.
- 3.17 Except where otherwise stated the term “**member**” where it is used in the By-laws shall refer to a guarantee member of the Society.

**By-law 4: OTHER CATEGORIES OF MEMBERSHIP**

- 4.1 The Trustees may under the Articles create other forms of membership for the Society. These shall include, but not be limited to:
- 4.1.1 Junior Members: Those who would be eligible under By-law 3.1 but are under the age of 18 shall be eligible to join as Junior Members.
- 4.1.2 Friends of the Society: Those members who no longer attend but who would like to remain involved shall be eligible to continue as Friends of the Society.
- 4.2 Junior Members and Friends of the Society shall have all the rights of members except shall not be eligible for election to committees nor shall they have the right to vote at or receive notifications of meetings.

**By-law 5: USE OF SOCIETY FACILITIES**

- 5.1 Membership does not give automatic right to use the building, facilities or name, or take part in activities and events of the Society.
- 5.2 Organised events and activities must only take place after being authorised by the Activities Secretary.
- 5.3 Except for I'tikaf staying overnight in the Mosque is not allowed other than in exceptional cases and with prior permission of a Trustee.
- 5.4 Celebrations for the two Eids are the only permitted annual religious celebrations.
- 5.5 Aqeeqah, waleema and social gatherings to celebrate other reasons (shahada, Quran memorisation awards, graduations, promotions etc) are only allowed with prior permission of the Activities Secretary. members can ask the Activities Secretary for help in publicising their event.
- 5.6 Birthday celebrations are not allowed on the premises.
- 5.7 It is the responsibility of the organisers of any activity/event to ensure the building is returned to its original condition immediately after the event.

**By-law 6: GREIVANCE PROCEEDURE**

- 6.1 Complaints must be made in writing, describing the nature of the complaint, naming the person(s) involved, if any, and the name and contact details of the person(s) making the complaint.
- 6.2 The Trustee who receives the complaint may attempt to solve the issue or failing that he shall bring it to the next regular Trustee meeting or at their discretion if the matter appears urgent, shall call a special Trustee meeting to discuss the issue.
- 6.3 Female members are encouraged to initially take complaints to the Women's Committee but are welcome to take them directly to the Trustees if preferred.
- 6.4 The Imam, Trustees or Women's Committee (whichever is thought more appropriate for the issue or whoever is requested by the member making the complaint) shall adjudicate in disputes between members at a meeting called with the parties involved.

**By-law 7: GENERAL MEETINGS AND RESOLUTIONS**

- 7.1 "General meeting" refers to any formal meeting held in accordance with the Articles and open to all members.
- 7.2 The Society shall hold its Annual General Meeting (AGM) at 3pm on a Sunday, the date to be determined by the Trustees except that it shall not be held between 1<sup>st</sup> June and 1<sup>st</sup> October and shall not be more than fifteen months after the previous AGM.
- 7.3 The Trustees may call Extraordinary General Meetings (EGMs) as required.
- 7.4 An EGM must also be called by the Trustees on the request of at least 10% of members (5% if more than a year since the last general meeting), or if they refuse, it may be carried out by members as authorized by Section 303-305 of the Companies Act 2006.
- 7.5 At least 14 days notice shall be given to all voting members of every general meeting, in writing (either by post or by electronic means to members who have provided an electronic address) Notice shall also be announced following the Friday khutbah in the week before the meeting and by placing notices on the trustees feedback boards for no less than 14 days before the meeting.
- 7.6 The quorum at a general meeting including any reconvened

meeting is 20 members present in person who are not also Trustees.

- 7.7 Any member may vote at a general meeting.
- 7.8 Only members (including other categories as mention in By-law 4) may normally attend general meetings. Guests including the Imam and other employees may be invited to attend for a specific section of the agenda for a specific reason and shall be expected to leave the meeting once the relevant section of the agenda has been dealt with.
- 7.9 When requested the minutes of past general meetings shall be available to view by any member at the Society office.
- 7.10 Ordinary resolutions
- 7.10.1 Resolutions must be proposed by two members, a maker and a seconder, and must be submitted in writing to the Secretary not less than 21 days before the meeting.
- 7.10.2 A resolution of the Society is decided at a meeting on a show of hands or a poll and passed by a simple majority.
- 7.10.3 A member's resolution for removing a trustee or an auditor before the expiration of their term of office must be given to the Secretary not less than 28 days before the meeting where it shall be moved. Such a resolution may not be passed as a written resolution.
- 7.11 The Secretary or other experienced Trustee or committee member shall (if requested) offer guidance to members on how to correctly make resolutions.
- 7.12 Members representing at least 5% of the members entitled to vote can, no later than one week before the meeting, require the Trustees to circulate a written statement of not more than 1000 words in relation to a resolution or other business proposed to be dealt with at the meeting. The statement shall be circulated to all members entitled to receive the notice of the meeting, in the same manner and at the same time it is given or as soon as reasonably practicable after.
- 7.13 Resolutions and Special Resolutions: making changes to the Articles or the By-laws; dissolving the Society; removing a Member, Trustee or auditor; shall not be made at EGMs taking place between 1<sup>st</sup> June and 1<sup>st</sup> October each year, or by written resolutions where the period of twenty eight days after the circulation date overlaps these dates.

**By-law 8: AMENDMENTS & INTERPRETATION OF THE BY-LAWS**

- 8.1 The By-laws may be adopted, added to, amended or repealed by special resolution at any general meeting:
- 8.1.1 The full text of special resolutions shall be given in writing to the Society members with the notice of the meeting.
- 8.1.2 Special resolutions are decided on a show of hands or a poll and passed by a majority of not less than 75%.
- 8.1.3 Special resolutions proposed by members must be proposed by a maker and a seconder, must be submitted in writing and must reach the Secretary at least 21 days prior to the meeting.
- 8.2 The Trustees shall be the authority for the interpretation of the By-laws and for deciding upon any matter affecting the Society and not provided for by the Articles or the By-laws. Unless and until a decision by the members at a general meeting may overturn the Trustees' decision, it shall be binding upon the members.

**By-law 9: STANDING ORDERS FOR GENERAL MEETINGS**

- 9.1 It shall be the job of the Chairperson to remind members that a general meeting is not a disorderly debate, to maintain order and to ensure the procedures are followed.
- 9.2 The procedure for resolutions and special resolutions shall be as follows:
- 9.2.1 The Chairperson shall either read out the resolution and any supporting statement or shall at their discretion (or subject to any point of appeal) give the floor to the member who is making the resolution to read out any supporting statement.
- 9.2.2 The members shall then be asked if anyone has questions relating to the resolution which can be answered by the Chairperson or member(s) at the Chairperson's discretion, subject to any point of appeal.
- 9.2.3 Discussion of the points raised can take place moderated by the Chairperson.

- 9.2.4 The time allowed for discussion can be limited by the Chairperson, subject to a point of appeal being made asking for more time to discuss the issue.
- 9.2.5 The meeting shall be asked to vote by a show of hands or by poll in accordance with the Articles.
- 9.2.6 The full text of the resolution and a summary of the arguments for and against shall be recorded in the Minutes along with the decision of the members and the number of votes for and against.
- 9.3 A member can at any time call the Chairperson to a 'point of order'. It can be raised if the procedures or topic under discussion conflict with the Articles, By-laws, the Companies Act or other relevant and binding legislation. A decision on the item under discussion shall not be made until the relevant document has been consulted and either the Chairperson agrees to bring the meeting to align with the legislation or the member is satisfied. If the issue is not thus resolved the point of order shall be put to the members present and decided on a simple majority of votes. If a vote is required the Trustees shall, before the next general meeting, review the appropriate section of the document to see if a revision to the Articles or By-laws of the Society is required which would then be placed as the first special resolution in the following general meeting.
- 9.4 A 'point of appeal' may be made with a brief explanation by anyone attending the meeting against a decision or ruling of the Chairperson. The Chairperson is required to offer a brief explanation of his decision immediately after an appeal is made. The appeal shall be put to vote without debate. If the appeal is approved, the Chairperson has to reverse his decision.
- 9.5 The register of members signed by those present at the general meeting shall be included with the minutes of the meeting.
- 10.10 The second section shall relate to the Audit Committee and shall have two columns the first with name and supporting statement, the second for multiple votes.
- 10.11 Ballot papers given to women members shall include a third section with three columns; the first with name and supporting statement, the second for a vote for the Women's Committee Chairwoman, the third for multiple votes for Women's Committee Members.
- 10.12 A vote for a member to be Chairperson of either committee shall automatically be counted as a vote for that person to be a committee member if not elected as Chairperson.
- 10.13 No vote shall be counted toward the election of the Chairperson from a ballot paper with more than one vote in the Chairperson column.
- 10.14 Where more than one member of the same family stood for election to the same committee only the member with the highest number of votes shall be selected.
- 10.15 Names of candidates and numbers of votes shall be recorded in the minutes of the meeting.

#### By-law 11: THE TRUSTEES

#### By-law 10: ELECTIONS

- 10.1 Candidates for election as a Trustee or to the Women's Committee or the Audit Committee must be nominated by one other member of the Society entitled to vote and leave a notice in writing at the Society office of their intention to stand for election, signed by the nominator and nominee, no more than 40 days and no less than 20 days before the AGM.
- 10.2 The notice to stand for election must include a declaration that the nominee is not disqualified from being a company director under the current UK Companies Act, has no criminal convictions relating to fraud or dishonesty and has no conflict of interest. It must also provide the nominee's full name, residential address, date of birth, nationality and occupation.
- 10.3 Members who were not Trustees the preceding year shall also supply a brief supporting statement including any relevant qualifications or experience and what they would like to do or hope to achieve while a Trustee and if applicable what they have previously done for the Society.
- 10.4 Existing Trustees wishing to stand for re-election shall have to supply two brief statements, the first detailing what they personally have done as a Trustee during their last term and the second what they would like to do or achieve in the coming term.
- 10.5 Members wishing to stand for election to the Audit Committee shall supply a brief statement describing their professional background, relevant experience and any other supporting information.
- 10.6 The names of all candidates and supporting statements shall be forwarded to members with the notice of the meeting and displayed on the notice board for two weeks prior to the AGM.
- 10.7 The elections shall be as follows:
- 10.7.1 Chairperson
- 10.7.2 Up to eight other trustees.
- 10.7.3 The Audit Committee
- 10.7.4 The Women's Committee (elected by women members only)
- 10.8 An election ballot paper shall be handed individually to each member as they sign the membership register when they enter the meeting. No further ballot papers shall be distributed during the meeting.
- 10.9 The first section of the ballot paper relating to the Trustees election shall have three columns. The first shall have the candidates name and supporting statement, the second shall be for a single vote for the position of Chairperson, and the third shall be multiple votes for Trustees.
- 11.1 Trustees shall be the Charity Trustees and Directors of the Society.
- 11.2 The management of the Society, carrying out the general policy of the Society, to provide for administration and control of the affairs and the property of the Society shall be the responsibility of the Trustees and shall be carried out in legal accordance with the provisions of the Articles, the By-laws, the Charities Act, the Companies Act and the Employment Rights Act and all other relevant legislation.
- 11.3 The term of office of the Trustees shall be one year.
- 11.4 Trustees are expected to commit a significant amount of their time each week to work on the running and development of the Bath Islamic Society.
- 11.5 Trustees volunteer to fulfil their duties as determined by the By-laws and secondarily as requested by the Chairperson. Any other work is undertaken at their discretion.
- 11.6 New Trustees shall at the first Trustee meeting be given a welcome pack containing the governing documents, policy documents and procedural guidance relevant to their position on the committee.
- 11.7 It shall be the duty of each Trustee to have read the Articles and the By-laws of the Society.
- 11.8 When a change is made to an officer (Secretary/Treasurer etc) of the Society there shall be a hand over period until the new officer feels confident to fulfil the duties of the post.
- 11.9 Eligibility for election as a Trustee shall be based on the following criteria:
- 11.9.1 Being a practising Muslim.
- 11.9.2 Having the ability to understand and follow legal procedures.
- 11.9.3 Having the available time to fulfil the duties of the post.
- 11.9.4 Having the motivation and vision to further develop the running and/or activities of the Society.
- 11.9.5 Not having any other family member on the Trustee board.
- 11.10 The Trustees shall consist of the following:
- 11.10.1 Chairperson
- 11.10.2 Vice Chairperson
- 11.10.3 Secretary
- 11.10.4 Deputy Secretary
- 11.10.5 Treasurer
- 11.10.6 Up to four other members.
- 11.11 Assignment of office shall be the responsibility of the Chairperson and shall be recorded in the minutes of the Trustee meeting.
- 11.12 The Chairperson can appoint another Trustee to take over as Chairperson for the remainder of the term of office.
- 11.13 The Trustees shall have the power to appoint an unelected member to fill any vacancy in the Trustees, other than Chairperson, (by co-opting) until the next AGM.
- 11.14 A Trustee who fails to attend three consecutive regular Trustee meetings, regardless of the reason and regardless if the member notified the Trustees of his absence, shall be retired from the post. The Registrar of Companies and the Charities Commission shall be informed of the retirement within 14 days of the third missed meeting.

- 11.15 Minutes of past Trustee meetings shall be available for all Trustees and auditors and shall be available for inspection by interested members if agreed by the Trustee or if decided to be allowed by the membership at a general meeting.
- 11.16 The Trustees shall maintain a suggestion box in the main area of the mosque. Feedback received must be brought to the Trustees at each regular Trustee meeting and responses posted on the feedback boards in the week following the meeting. A copy of the feedback received and replies given shall be lodged with the minutes of the Trustee meeting.

#### By-law 12: STANDING ORDERS FOR TRUSTEES MEETINGS

- 12.1 The Trustees shall hold at least one meeting per month at a time and day agreed by Trustees.
- 12.2 The quorum for the meeting shall be two thirds of the total number of the Trustees.
- 12.3 There shall be a written agenda for each Trustee meeting.
- 12.4 All those entitled to attend a meeting may place an item in the next agenda by contacting the Chairperson or Secretary before the meeting or may bring it to the meeting as 'any other business'.
- 12.5 Each topic shall be given sufficient time for discussion except that the Trustees can agree by vote to limit the time.
- 12.6 Any decision required shall be decided by a simple majority vote unless otherwise stated in the By-laws.
- 12.7 The Chairperson may be called to a 'point of order' or 'point of appeal' as described in By-laws 9.3 & 9.4.
- 12.8 Only Trustees may normally attend Trustee meetings. Guests including the Imam and other employees may be invited to attend for a specific section of the agenda for a specific reason and shall be expected to leave the meeting once the relevant section of the agenda has been completed.
- 12.9 Decision making of magnitude when required outside of a Trustee meeting shall be allowed by contacting by any means all the Trustees, allowing not less than 24 hours for a reply and final decision from each Trustee, if the issue allows. Decision making in this way requires the agreement of a majority of all the Trustees. Details of the issue and the decision of each Trustee must be brought to the following Trustee meeting and be recorded in the minutes of that meeting.
- 12.10 Trustee meetings must not be held at members private or business premises.

#### By-law 13: DUTIES OF THE OFFICERS OF THE SOCIETY

- 13.1 The Chairperson:
- 13.1.1 He shall be spokesman of the Society members.
- 13.1.2 He shall preside as Chairperson over Trustee and general meetings of the Society.
- 13.1.3 He shall in Trustee meetings have a second vote in case of equality of votes.
- 13.1.4 He shall aid the formation of, and be the primary link between any committees and working groups and the Trustees.
- 13.2 The Vice-Chairperson:
- 13.2.1 He shall replace the Chairperson in his absence.
- 13.2.2 He shall assist the Chairperson in his duties.
- 13.3 The Secretary:
- 13.3.1 He shall prepare the agenda for each meeting.
- 13.3.2 He shall take minutes, which shall be circulated by electronic means to all Trustees as soon as possible after the meeting. He shall bring two printed copies to be signed on each page at the following meeting, by the Chairperson and the Secretary or their deputies. One copy shall be lodged with the company accountant and one copy will be kept in the Society office.
- 13.3.3 He shall maintain availability of copies of the Articles and the By-laws to the Trustees and the members. He shall thoroughly understand them and offer help to members in understanding them. He shall ensure they are available for reference at each Trustee and general meeting.
- 13.3.4 He shall, in consultation with the Trustees, deal with all matters relating to and correspondence with Companies House and the Charity Commission.
- 13.3.5 He shall guide members in the correct legal processes relating to meetings and resolutions.
- 13.4 The Deputy Secretary:

- 13.4.1 He shall be able to fulfil the duties of the Secretary in his absence.
- 13.4.2 He shall present to the Trustees feedback received from the members via the suggestion boxes or other route and return related decisions or statements to the members.
- 13.5 The Treasurer:
- 13.5.1 He shall oversee the financial side of the Society including rents, donations, bills and all accountancy.
- 13.5.2 He shall maintain proper books of account.
- 13.5.3 He shall make payments in accordance with decisions of the Trustees.
- 13.5.4 He shall have available for each regular Trustee meeting a statement of the balance of the Society's accounts and a monthly summary of the income and expenditure.
- 13.5.5 He shall prepare a report of the statements of accounts for submission before the AGM.
- 13.5.6 In collaboration with the Trustees he shall prepare and monitor the reserves policy.
- 13.5.7 He shall have the financial running of the Society scrutinised by the appointed auditors or independent examiner.
- 13.6 The following duties shall be given to named members of the Trustees:
- 13.7 Membership Secretary:
- 13.7.1 He shall maintain the membership register.
- 13.7.2 He shall be responsible for providing the welcome pack to new members.
- 13.7.3 He shall be responsible for relaying notifications of meetings and events to the members.
- 13.7.4 He shall provide to the Chairperson a list of all members who are entitled to vote before any general meeting is held.
- 13.7.5 He shall at general meetings ensure members sign a copy of the membership register and provide this to be attached to the minutes of the meeting.
- 13.7.6 He shall on request make the membership register available for inspection by any member.
- 13.8 Activities Secretary:
- 13.8.1 He shall maintain a list of all organised activities held on the premises or under the banner of the Bath Islamic Society with details of the members responsible for co-ordinating them.
- 13.8.2 He shall receive suggestions of new activities and present them to the Trustees for consideration.
- 13.8.3 He shall seek approval from the Imam on the religious component (if any) or if in any doubt, the Islamic permissibility of activities before presenting the suggestion to the Trustees.
- 13.8.4 He shall maintain a schedule for use of the rooms and facilities ensuring activities do not disrupt each other, and do not disrupt religious activities and the prayer schedule.
- 13.8.5 He shall try to mediate any disputes arising because of activities or bring disputes to the attention of the Trustees if needed.
- 13.9 Communications Officer:
- 13.9.1 He shall work in consultation with the Member Communications working group.
- 13.9.2 He shall be responsible for overseeing the running of the Society website(s).
- 13.9.3 He shall be responsible for social media networking and ensuring the provision of communication systems to working groups and committees.
- 13.10 Property Manager:
- 13.10.1 He shall be responsible for overseeing the building maintenance, repairs and improvements such as are agreed by the Trustees.
- 13.10.2 He shall be responsible for bringing issues relating to the tenancy of the flats to the Trustees.
- 13.10.3 He shall ensure necessary insurance and legislation requirements are met.
- 13.11 Trustees may undertake dual roles.
- 13.12 Duties of the Trustees may not be delegated to the Imam or any other person.

#### By-law 14: WOMEN'S COMMITTEE

- 14.1 The Women's Committee shall be elected annually at each AGM.
- 14.2 The Women's Committee shall be responsible for managing

- issues specifically relating to female members and female children.
- 14.3 The Women's Committee shall hold at least one meeting per month at a time and day agreed by committee members. The quorum shall be half the committee members.
- 14.4 All decisions must be in compliance with (in order of authority) the statutes of the Society, the decisions taken at general meetings of all members, Trustees directives and decisions taken at women's general meetings.
- 14.5 The Women's Committee shall hold a general meeting for women within 14 days following the Society AGM to engage the community and get feedback from the female members of what they want to happen over the coming year. The quorum shall be 10 female voting members.
- 14.6 Additional women's general meetings can be called by the Trustees, the Women's Committee or a petition signed by at least 10% of female voting members.
- 14.7 The women's general meetings, committee meetings and the decision making processes shall follow the same procedures as the Trustees and the Society's general meetings.
- 14.8 The Women's Committee shall consist of:
- 14.8.1 Chairwoman
  - 14.8.2 Vice-Chairwoman
  - 14.8.3 Secretary
  - 14.8.4 Finance Officer
  - 14.8.5 Activities Secretary
- 14.9 Assignment of office shall be the responsibility of the Chairwoman and shall be recorded in the minutes of the meeting.
- 14.10 Duties of the officers of the Women's Committee:
- 14.11 Chairwoman:
- 14.11.1 She shall be the spokeswoman for the female members of the Society.
  - 14.11.2 She shall preside as Chair of Women's Committee and general meetings.
  - 14.11.3 She shall have a second vote in the case of equality of votes.
- 14.12 Vice-Chairwoman:
- 14.12.1 She shall assist the chairwoman in her duties and replace her in her absence.
  - 14.12.2 She shall be responsible for communications to female members.
- 14.13 Secretary:
- 14.13.1 She shall prepare an agenda for each meeting and take minutes. After being signed at the following meeting a copy of the minutes shall be lodged with the Secretary of the Trustees.
  - 14.13.2 She shall have read and understood the governing documents, have a copy available for reference at each meeting and offer guidance on them to female members.
  - 14.13.3 She shall maintain a suggestions box in the women's prayer room. Feedback received must be brought to the Women's Committee at each regular meeting and responses posted on the feedback board in the following week. A copy of the feedback replies shall be lodged with the meeting minutes. She shall redirect suggestions received to the Trustees when appropriate.
- 14.14 Finance Officer and committee finances:
- 14.14.1 The Women's Committee shall have deposited, approximately every three months, into a separate bank account a share of the cash reserves of the Society found remaining after an amount as specified in the reserves policy has been set aside from the total in the account(s). The share being at least proportional to the number of female members.
  - 14.14.2 Any funds received by the Society expressly for the women's section shall be only for their use and may go directly to the women's account; it shall be added to the women's allocation from the Society's reserves and will not affect the calculation.
  - 14.14.3 The women's Finance Officer shall be responsible for overseeing the budget and making payments.
  - 14.14.4 All spending must be agreed by the Women's Committee or by vote at a women's general meeting.
  - 14.14.5 With each budget allocation the Treasurer shall provide the Finance Officer with a summary of the overall Society finances, the reserves policy and the calculation used to determine the women's budget.
- 14.14.6 The Finance Officer shall provide the Treasurer with a monthly statement of finances including the balance of account, income and a detailed breakdown of spending.
- 14.14.7 The Trustees reserves the right to hold back additional funds if concerns arise over its management or distribution.
- 14.14.8 The Finance Officer shall present a statement of the women's accounts and a detailed breakdown of the payments made since the last general meeting to each subsequent women's general meeting.
- 14.14.9 The Chairwoman and Finance Officer shall be the signatories, cheques requiring one signature.
- 14.14.10 Appeals for additional funds must always be made in writing, giving a clear explanation of the appeal, and this given to the Treasurer who must raise the issue at the next Trustees meeting.
- 14.15 Women's Activities Secretary:
- 14.15.1 She shall have duties and responsibilities as described for the Activities Secretary in By-law 13.8 for the area of the building and facilities available to the women's section.
  - 14.15.2 She shall provide a summary of changes to the schedule of events (if any) and any other relevant decisions to the Activities Secretary after each monthly meeting.
  - 14.15.3 Where a women's activity is proposed to take part in areas of the building outside of the women's prayer room, the Activities Secretary shall have to be consulted to ensure there are no conflicting activities.
- 14.16 Working groups can be formed were thought useful, as set out in By-law 17.
- 14.17 The Women's Committee shall be responsible for overseeing the female teachers, monitoring the female education curriculum and school activities.
- By-law 15: AUDIT COMMITTEE**
- 15.1 The Audit Committee shall monitor the procedural performance of the Trustees on behalf of the members.
- 15.2 The Audit Committee shall consist of at least two but not more than five members.
- 15.3 The Audit Committee shall be elected at the AGM.
- 15.4 Trustees may not be Audit Committee members.
- 15.5 Audit Committee members shall have a professional background in law, business management or accountancy or have previously been an Officer of the Society on or after the 2013/2014 term of office and have a thorough understanding of the proper running of the Society.
- 15.6 If unable to make an Audit Committee with suitable volunteer members external people must be employed.
- 15.7 The Audit Committee shall have unhindered access to the accounts and books of the Society in whatever format or place they are kept.
- 15.8 The Audit Committee shall have the right to attend any committee meeting as non-voting guests.
- 15.9 Where the Audit Committee believes the Society is at risk from procedural mismanagement or from generally very poor decision making they shall have the authority to call an EGM and to in any other way communicate their concerns to the membership as they see fit.
- By-law 16: SUB-COMMITTEES**
- 16.1 With the agreement of the Trustees, and with the decision recorded in the minutes of a Trustees meeting, the duties of the officers of the Society may be delegated to sub-committees made up of two or more named members of the Society including at least one Trustee. The officer remains responsible for the correct and timely execution of the duties.
- 16.2 A sub-committee shall be set up for identifying and assessing hardship cases suitable for the distribution of the Zakat fund. It shall consist of the Imam, at least one Trustee and three Society members selected by the Trustees.
- By-law 17: WORKING GROUPS**
- 17.1 Working groups shall be formed where possible to formalise and organise the volunteering efforts of members. To define who has authority and responsibility over particular areas of the Society's endeavours.
- 17.2 They shall contain as many or as few members of the Society as

- are thought useful by the member placed in charge of the group by the Trustees or the members in general meeting.
- 17.3 They shall arrange their own affairs, meeting times and schedule of work.
  - 17.4 They shall report to the meeting of the Trustees when requested to do so by the Trustees and when the member in charge thinks appropriate.
  - 17.5 They shall have the right to address a general meeting and may make announcements or provide a statement to be announced following the Friday prayer.
  - 17.6 Society members shall be encouraged to form working groups on at least the following tasks:
    - 17.7.1 Eid parties for children.
    - 17.7.2 Children's activities planning.
    - 17.7.3 Ramadan iftar.
    - 17.7.4 Eid parties for general members and guests.
    - 17.7.5 Arabic language teaching.
    - 17.7.6 English language practice circles.
    - 17.7.7 Supplementary tuition / homework clubs.
    - 17.7.8 Member communications.
    - 17.7.9 Da'wah research.
    - 17.7.10 Community welfare and zakat needs.
    - 17.7.11 Muslim business directory.
    - 17.7.12 Mosque open days.
    - 17.7.13 Interfaith dialogue.
    - 17.7.14 Islamic events management.
    - 17.7.15 New Muslim support.
    - 17.7.16 Outdoor events and activities.
    - 17.7.17 Sports teams / clubs.
    - 17.7.18 Citizens advice forum.
  - 17.7 Groups must work with transparency and an emphasis on teamwork, allowing access to the Trustees and auditors when requested and allowing as much involvement by interested members as practicable.
  - 17.8 Groups working on religious issues must allow the Imam access to their work and follow his direction on the religious component if it is offered.
  - 17.9 Ultimate responsibility in all matters remains with the Trustees or members at a general meeting therefore working groups must accept that decisions made by them could be overturned by the Trustees or by members at a general meeting.

#### By-law 18: YOUTH FORUM

- 18.1 Members 10 or over shall be encouraged to form a youth forum.
- 18.2 The youth forum shall try to meet formally at least once every three months to discuss activities and issues that they feel are important to their age group.
- 18.3 Each formal youth forum meeting shall be attended by a member of the Trustees.
- 18.4 The Trustees member present shall bring a summary of issues raised and decisions made at the Youth Forum meetings to the Trustees meeting for discussion, and approval if needed.

#### By-law 19: EMPLOYEES

- 19.1 Hiring, determining the contractual obligations, terms of employment, duties, work schedule and termination of employment is the responsibility of the Trustees.
- 19.2 It shall be the job of the Trustees, and in the case of female employees with the assistance of the Women's Committee, to oversee the work of employees.
- 19.3 All decisions whether by the Trustees or the members of the Society in general meeting shall be carried out in compliance with UK employment law.
- 19.4 Salaried employees cannot also be Trustees or members of the Society.

#### By-law 20: IMAM

- 20.1 The Imam shall be the spokesman for the Society on religious issues.
- 20.2 The Imam is to lead the Muslim community in all of its Islamic affairs. To lead the Muslims of Bath towards being a model community in their worship of Allah, their concern for Muslims in the UK and abroad and in their endeavour in calling to Islam the non-Muslim society in Bath.

- 20.3 The Imam's duties may include:
  - 20.3.1 Leading the 5 daily prayers.
  - 20.3.2 Giving the Jumah khutba (in English with Arabic quotations).
  - 20.3.3 Giving a regular weekly evening lecture and providing the text in writing for the website.
  - 20.3.4 Twice daily reading hadeeth after prayer.
  - 20.3.5 To supervise the prayer timetable.
  - 20.3.6 To perform marriages and janaazahs.
  - 20.3.7 To teach at a weekly school for children.
  - 20.3.8 To teach at children's study circles in the evenings.
  - 20.3.9 To supervise the muathins and standby Imams.
  - 20.3.10 Holding a weekly 'clinic' for members seeking advice on religious issues.
  - 20.3.11 Being available where possible for youth activities.
  - 20.3.12 Being available for the monthly Mosque Open Day.
  - 20.3.13 To provide a counselling service to members.
- 20.4 The Imam's secondary duties may where time allows and with prior permission of the Trustees include:
  - 20.4.1 Visiting other organisations to represent the Society.
  - 20.4.2 Working with other faith and non-faith communities, local government and other public organisations such as the local police, hospitals, social services and schools.
  - 20.4.3 Facilitating school visits to the mosque.

#### By-law 21: FINANCE

- 21.1 The financial year of the Society shall end on the 30th of April of each year to which the accounts of the Society shall be balanced.
- 21.2 All funds for the Society shall be paid into the Society's Sharia compliant bank account(s).
- 21.3 The Trustees shall have a separate bank account to handle Zakat donations. These funds shall be restricted for distribution by the Trustees in consultation with the Zakat sub-committee and shall not be counted as reserves of the Society.
- 21.4 The Trustees shall develop and regularly review a reserves policy to ensure the cash reserve is no more than necessary.
- 21.5 All cheques must be signed by two signatories.
- 21.6 Only trustees may be authorised signatories.
- 21.7 Donations with conditions attached can only be accepted if those conditions have been agreed in advance by the Trustees.
- 21.8 Neither trustees nor employees can accept donations into their personal bank accounts. Donations must be made directly into the Society account(s).
- 21.9 Requests for governmental or non-governmental grants or other funding can only be made on behalf of The Bath Islamic Society Limited if pre-authorisation has been granted in writing by the Trustees.
- 21.10 The accounts of the Society shall be scrutinised on an annual basis as dictated by the Charities Acts.
- 21.11 The books of accounts shall be made available for all Trustees, and auditors at any reasonable time during normal office hours and may be made available for inspection by interested members of the Society (who are not Trustees) if the Trustees so decide or it is decided at a General Meeting by the members of the Society.