

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allah, the Most Gracious, the Most Merciful

**THE BY-LAWS OF THE
BATH ISLAMIC SOCIETY LIMITED**

8 Pierrepont Street, Bath BA1 1LA, U.K.
Charity No. 1080827 | Company No. 01756905

CONTENTS

By-law 1: The Society

By-law 2: Trustees

By-law 3: Guarantee Membership of the Society

By-law 4: Use of Society Facilities

By-law 5: Amendments and Interpretation of the By-laws

By-law 6: Trustee Nomination and Election

By-law 7: Member Concerns, Escalation, and General Meetings

By-law 8: The Trustees

By-law 9: Standing Orders for Trustee Meetings

By-law 10: Duties of the Officers of the Society

By-law 11: Sub-Committees

By-law 12: Mosque School

By-law 13: Employees

By-law 14: Imam

By-law 15: Finance

Appendix A: Role Descriptions

By-law 1: THE SOCIETY

- 1.1 The Society 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 set out how the Society should be run in accordance with company and charity law.
- 1.2 These By-laws are made in accordance with the procedure laid out in the Articles. Where there is any conflict between the wording of these By-laws and the Articles, the Articles shall always take precedence. Where the term "Constitution" was used in previous documents of the Society, it shall be interpreted as referring to the By-laws.
- 1.3 These By-laws are intended to be a stable, principle-based constitutional framework. Detailed operational procedures shall be set out in separate policy documents and are not intended to form part of the By-laws.
- 1.4 The Society shall maintain a Vision and Mission Document, held alongside these By-laws. This document sets out the values and strategic direction of the Society. Trustees shall have regard to this document when making governance decisions. The current Vision and Mission Document is available from the Secretary and should be read alongside these 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

Eligibility

- 3.1 All persons who attend the Al-Muzzafar Mosque (the "Mosque") and its associated activities, who are Muslim, who are not less than 18 years of age, who agree to observe the provisions of the Articles and the By-laws, and whose residential address is within a 20-mile radius of Bath, are eligible for guarantee membership on application to the Trustees, provided that they:
 - Have not engaged in any conduct or activities that are harmful to the Society, the Mosque, or its community; and

- Are actively involved in the life of the Mosque through regular attendance, volunteering, or participation in its activities and events.
- 3.2 No person shall be refused membership or voting rights by reason of their place of birth, nationality, gender, or occupation.
 - 3.3 Guarantee members shall be the full members of the Society for the purposes of company law and shall 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.

Member Rights

- 3.5 Members shall have the right to participate in the governance of the Society in accordance with the Articles and these By-laws.
- 3.6 Members shall have the right to receive notice of extraordinary general meetings and to be informed of significant decisions affecting the Society.
- 3.7 Members may contribute to the life of the Society by volunteering in activities and services of the Mosque, supporting religious and community initiatives, and offering advice, skills, or expertise as appropriate.

Applications and Register

- 3.8 Application forms shall be available on the mosque website.
- 3.9 If a membership application is rejected, the applicant shall be informed in writing within 14 days. The Trustees shall provide a clear summary of the reasons for the decision, with reference to the relevant sections of the By-laws, but shall not be required to disclose confidential information, personal data relating to third parties, or any information where disclosure may reasonably be considered harmful to the Society or its members.
- 3.10 If a person is accepted for membership, the membership register shall be updated accordingly.

Membership Duration and Confirmation

- 3.11 Membership shall be for a period of two years, subject to annual confirmation in accordance with Clause 3.12.
- 3.12 The Society shall annually review the membership register to ensure that members' contact details are accurate and that they wish to remain members. Each member shall be contacted using the contact details held on the register and given the opportunity to confirm their membership. The Trustees shall make no less than two reasonable contact attempts using appropriate communication methods. The period within which a response is required shall be clearly communicated to the member. Where no response is received following such reasonable contact attempts within the specified period, the membership shall lapse and the member shall be removed from the register. The Society shall maintain a record of contact attempts for this purpose.

- 3.13** A person removed from the membership register for non-confirmation may be reinstated promptly upon confirming their wish to rejoin and providing up-to-date contact details.
- 3.14** Newly admitted members shall not be entitled to vote until a minimum period of three (3) months has elapsed from the date of their admission to the membership register. The Trustees may, where appropriate, extend this period up to a maximum of six (6) months to ensure that members have demonstrated active and sustained engagement with the Society.

Removal of Membership

- 3.15** An application for membership may be refused, or an existing membership suspended or removed, where the Trustees reasonably believe that the person's actions or behaviour are harmful to the Society, the Mosque, or those who attend it. The member shall be given written notice, including a clear explanation of the reasons, using recorded delivery or verifiable electronic means.
- 3.16** The member shall have 14 clear days to appeal the decision in writing. If no appeal is received, the member shall be removed from the register. If an appeal is received, a specially convened Trustee meeting shall be called where the member may present their case.

General Provisions

- 3.17** There shall be no compulsory subscription fee. All contributions shall be voluntary. Members are requested to make donations according to their individual circumstances.
- 3.18** The rights and responsibilities of members shall be as described in the Articles, the By-laws, and the statutory rights set out in the Companies Act.
- 3.19** Except where otherwise stated, the term "member" as used in the By-laws shall refer to a guarantee member of the Society.
- 3.20** The Society shall process personal data relating to members in accordance with applicable data protection legislation. Membership records shall be maintained securely and used only for the lawful purposes of the Society.

By-law 4: USE OF SOCIETY FACILITIES

- 4.1** Membership does not confer automatic right to use the building, facilities, or name of the Society, or to take part in activities and events of the Society.
- 4.2** Organised events and activities must only take place after being authorised by the Board of Trustees. Requests for use of facilities must be submitted by email to the Trustees at least 14 days in advance of the intended use. Approval must be granted before the facility is used.
- 4.3** Staying overnight in the Mosque is not allowed, other than in exceptional cases and with prior permission of Trustees.
- 4.4** The organisers of any activity or event are responsible for ensuring that the building is used appropriately and

with due care, and that it is restored to its original condition immediately following the conclusion of the event.

By-law 5: AMENDMENTS AND INTERPRETATION OF THE BY-LAWS

- 5.1** The By-laws may be adopted, added to, amended, or repealed only by special resolution conducted by electronic means. A special resolution requires a majority of not less than seventy-five percent (75%) of those members voting. The full text of any proposed special resolution by members must be provided in writing to all members via electronic communication and must be submitted to the Secretary by a proposer and seconder at least twenty-one (21) days prior to the opening of the voting period. Members shall be given a clearly specified period within which to cast their votes, and the outcome shall be recorded and communicated to all members.
- 5.2** Resolutions and Special Resolutions making changes to the Articles or the By-laws, dissolving the Society, or removing a Member or Trustee shall not be made at meetings taking place between 1 June and 1 October each year.
- 5.3** Administrative Amendments: The Trustees may, by simple majority vote at a Trustee meeting, amend the By-laws solely for the purposes of correcting typographical errors, updating statutory references, or clarifying administrative procedures, provided such amendments do not alter the rights of members or the primary objectives of the Society.
- 5.4** The Trustees shall be the authority for the interpretation of the By-laws and for deciding upon any matter affecting the Society not provided for by the Articles or the By-laws. Unless and until overturned by a decision of the members at an extraordinary general meeting, a Trustees' interpretation shall be binding upon the members.
- 5.5** Role Descriptions: The detailed duties and responsibilities of each Trustee role are set out in Appendix A (the "Role Descriptions"). The Trustees may, by majority vote at a Trustee meeting, amend the Role Descriptions without requiring a special resolution, provided that such amendments do not conflict with these By-laws or the Articles. Any amendments to the Role Descriptions shall be recorded in the Trustee meeting minutes and circulated to all members.

By-law 6: TRUSTEE NOMINATION AND ELECTION

6.1 General Principle

- 6.1.1** Trustees shall be appointed through a process of nomination and election.
- 6.1.2** The purpose of this process is to ensure that Trustees are selected on the basis of service, merit, and suitability for the effective governance of the Charity.

6.1.3 Self-nomination shall not be permitted, and candidates shall be identified and nominated by the Board of Trustees.

6.2 Eligibility Criteria

6.2.1 A person shall be eligible for nomination as a Trustee only if they:

- Have been actively involved in the Mosque through volunteering, events, or activities within the past year, for a minimum period of twelve (12) months;
- Have demonstrated reliability, good conduct, and behaviour consistent with the values and objectives of the Charity;
- Have not engaged in any conduct that is harmful to the Mosque, its operations, or its community;
- Demonstrate an understanding of, and commitment to, the Charity's values, vision, and By-laws; and
- Meet all legal requirements for acting as a Trustee under applicable law.

6.3 Nomination Process

6.3.1 The Board of Trustees shall identify and nominate up to eight (8) eligible individuals as candidates for appointment as Trustees.

6.3.2 The selection of nominees shall require the approval of not less than two-thirds of the Trustees in office at the time of the decision.

6.3.3 In identifying nominees, the Trustees shall have regard to:

- a) The skills, experience, and expertise required by the Board;
- b) The candidate's record of service and contribution; and
- c) The need for balanced and effective governance of the Charity.
- d) The candidate's understanding of, and commitment to, the Charity's objects and strategic direction (and, where applicable, its vision as formally adopted by the Charity).

6.4 Election and Appointment

6.4.1 From the nominated candidates, the Trustees shall present up to eight (8) individuals to the members for election.

6.4.2 Only verified active members of the Charity shall be entitled to vote in the election of Trustees.

6.4.3 The members shall elect not fewer than five (5) individuals from among the nominated candidates to serve as Trustees, in accordance with procedures determined by the Trustees.

6.4.4 The Trustees may, where necessary for the effective governance of the Charity, appoint additional Trustees in accordance with clause 6.3.

6.4.5 No nominee shall be appointed as a Trustee without their prior consent.

6.5 Transparency and Accountability

6.5.1 The Trustees shall ensure that the nomination and election process is conducted fairly, consistently, and in the best interests of the Charity.

6.5.2 The Trustees shall, at intervals not exceeding one (1) year, provide members with a report on the activities, decisions, and governance of the Charity, which shall be communicated to members by appropriate means.

6.6 Term of Office, Duties, Performance and Removal

6.6.1 Term of Office

- a) Trustees shall serve a term of one (1) year.
- b) Trustees may hold over their positions after their term ends only if no suitable replacements have been nominated.
- c) A Trustee may be considered for reappointment subject to continued eligibility and satisfactory performance.

6.6.2 Duties and Expectations

- a) Trustees shall actively contribute to the governance and effective operation of the Charity.
- b) Trustees shall:
 - i) Attend Board meetings regularly;
 - ii) Participate constructively in discussions and decision-making;
 - iii) Discharge responsibilities assigned to them, including participation in projects or committees.
- c) Trustees shall at all times uphold the values, integrity, and objectives of the Charity.

6.6.3 Performance Review

- a) Each Trustee shall be subject to an annual performance review.
- b) The review shall include consideration of:
 - i) Attendance at meetings;
 - ii) Level of participation and contribution;
 - iii) Fulfilment of assigned responsibilities; and
 - iv) Conduct in alignment with the Charity's values.
- c) The outcome of such review may be taken into account in decisions relating to continuation in office or reappointment.
- d) Performance reviews shall be conducted by a panel appointed by the Board, comprising at least two (2) Trustees, provided that no Trustee shall participate in the review of their own performance, and, where reasonably practicable, one independent person not serving as a Trustee. The Secretary shall be responsible for coordinating the review process.

6.6.4 Removal for Non-Performance

- a) A Trustee may be removed from office where they fail to fulfil the duties of the role or are otherwise inactive.
- b) Grounds for removal shall include, but are not limited to:

- i) Persistent non-attendance at meetings;
- ii) Failure to discharge responsibilities to a reasonable standard;
- iii) Conduct inconsistent with the values or best interests of the Charity.

6.6.5 Purpose This section is intended to ensure that Trustees remain active, accountable, and effective in the discharge of their responsibilities, and that continued service is based on merit, contribution, and alignment with the Charity's objectives.

6.7 Compliance with Law

6.7.1 Nothing in this By-law shall override or limit any rights of members under the Articles of Association or the Companies Act 2006.

6.8 Elections shall be conducted by default using a suitable electronic voting platform that provides verifiable evidence of results, and shall be carried out as part of the Charity's annual reporting process, without the requirement for a general meeting. The Trustees may, where there are clear and specific reasons to do so, determine that an election shall be conducted in person. Members shall be notified of the format of the election, and the reasons for any departure from the electronic default, at the time the election notification is issued.

6.9 Where two or more candidates who are immediate family members stand for election to the same board, only the candidate with the highest number of votes shall be selected. For the purposes of this By-law, immediate family means parents, children, and siblings. Non-immediate family members are not subject to this restriction.

6.10 Names of candidates and numbers of votes shall be recorded in the minutes of the meeting.

By-law 7: MEMBER CONCERNS, ESCALATION AND GENERAL MEETINGS

7.1 Meetings

7.1.1 All Meetings of the Society, other than those required by law, shall be Extraordinary General Meetings (EGMs) convened for specific and exceptional matters.

7.1.2 An EGM may only be convened by the Trustees where they are satisfied that:

- a) The matter concerns an alleged or actual breach of applicable law; and
- b) The matter is supported by clear and verifiable evidence.

7.1.3 Where the conditions in clause 7.1.2 are not met, the Trustees shall not be required to convene an EGM and may decline to do so.

7.1.4 In making such a determination, the Trustees shall act reasonably, in good faith, and in the best interests of the Society, and shall record the reasons for their decision.

7.1.5 Nothing in this By-law shall limit or override any rights of members under the Companies Act 2006.

7.2 Principle of Structured Escalation

7.2.1 Concerns, complaints, and proposals shall be addressed through a structured escalation process.

7.2.2 EGMs shall not be used as a first or routine mechanism for resolving disputes or advancing individual or group grievances.

7.3 Stage 1: Submission of Concern

7.3.1 Any member may submit a formal written concern to the Secretary.

7.3.2 The concern must:

- Clearly set out the issue;
- Identify relevant parties (if applicable); and
- State the outcome sought.

7.3.3 The Trustees shall acknowledge receipt within 7 days and provide a written response within 21 days.

7.3.4 Where the Trustees reasonably believe that a complaint is malicious, vexatious, or knowingly false, the matter may be referred for consideration under the Charity's disciplinary procedure. Any such determination shall be made only following a fair process, including an opportunity for the member to respond.

7.3.5 A complaint being unsubstantiated shall not, in itself, give rise to any adverse inference or disciplinary action against the complainant.

7.4 Stage 2: Formal Review

7.4.1 If the member is not satisfied with the response at Stage 1, they may request a formal review.

7.4.2 The Trustees shall:

- Convene a review meeting within 21 days;
- Allow the member a fair opportunity to present their case; and
- Where appropriate, invite the Imam to assist in a mediation or reconciliation role, provided that the Imam shall act in a non-decision-making capacity and the final determination shall rest with the Trustees.

7.4.3 A written outcome shall be issued within 14 days of the review meeting.

7.5 Stage 3: Mediation

7.5.1 Where a matter remains unresolved following Stage 2, the Trustees may refer it to independent mediation.

7.5.2 The mediator shall be impartial and, where reasonably practicable, agreed by the parties.

7.5.3 The objective shall be fair resolution and preservation of community unity.

7.5.4 The mediator may, where appropriate and with the agreement of all parties, be the Imam or another suitably qualified individual, provided that the mediator acts in an independent and non-decision-making capacity.

7.6 Escalation Threshold

7.6.1 A matter may only be considered for escalation to an Extraordinary General Meeting where:

- The above stages have been completed in good faith; and
 - The matter materially affects the governance, assets, or wider community of the Society.
- 7.6.2** The Trustees shall determine whether this threshold is met, acting reasonably, in good faith, and recording the reasons for their decision in writing.
- 7.6.3** Matters shall not be escalated where they are:
- Personal or private disputes;
 - Repetitive or previously determined issues; or
 - Frivolous, vexatious, or made in bad faith.
- 7.6.4** A matter that has been considered and reasonably determined shall not be re-submitted unless there is material new evidence or a significant change in circumstances.

7.7 Convening General Meetings

- 7.7.1** The Trustees shall not be required to convene a General Meeting under this By-law unless satisfied that the criteria in this By-law have been properly and fully met.

7.8 Notice and Agenda

- 7.8.1** At least 14 days' notice shall be given to all voting members of every general meeting, by electronic means.
- 7.8.2** The notice shall clearly specify the agenda.
- 7.8.3** Only matters that have completed the escalation process and been approved by the Trustees may be included on the agenda.

7.9 Resolutions

- 7.9.1** Resolutions must be submitted in writing in advance of the meeting.
- 7.9.2** The Secretary may refuse to admit any resolution that:
- Falls outside the scope of the agenda; or
 - Is improper, repetitive, or disruptive.
- 7.9.3** Decisions shall be made by simple majority unless a special resolution is required under these By-laws or applicable law.

7.10 Conduct and Safeguards

- 7.10.1** The Trustees may decline to progress any matter that is:
- Abusive, malicious, or disruptive; or
 - Likely to cause serious disruption to the functioning of the Society.
- 7.10.2** Repeated misuse of this process may result in suspension of membership rights, subject to a fair procedure.

7.11 Legal Compliance

- 7.11.1** Nothing in these By-laws shall limit or remove any rights afforded to members under the Companies Act 2006, including the right to requisition a general meeting in accordance with sections 303–305 of that Act.
- 7.11.2** The Trustees shall ensure that all actions and decisions comply with applicable law and their legal duties.

7.12 Format of Extraordinary General Meetings

- 7.12.1** EGMs shall be conducted electronically by default.
- 7.12.2** The Trustees may, where there are clear and specific reasons to do so, determine that an EGM shall be conducted in person. Members shall be notified of the reasons for this departure from the electronic default at the time of the meeting notice.
- 7.12.3** The quorum at an EGM, including any reconvened meeting, is 20 members who are entitled to vote and who are not also Trustees. For electronic meetings, presence shall be confirmed by attendance on the electronic platform.
- 7.12.4** Any member may vote at an EGM. Only members may normally attend an Extraordinary General Meeting. The Imam may attend Extraordinary General Meetings of the Charity as an ex-officio adviser. The Imam shall not have voting rights but may be invited to provide guidance or input on matters relevant to the Charity's religious or pastoral objectives.
- 7.12.5** Minutes of past general meetings shall be available for any member to request from the Secretary.

By-law 8: THE TRUSTEES

Overview

- 8.1** Trustees shall be the Charity Trustees and Directors of the Society.
- 8.2** The management of the Society and the carrying out of its general policy shall be the responsibility of the Trustees, in accordance with the Articles, the By-laws, the Charities Act, the Companies Act, the Employment Rights Act 1996, and all other relevant legislation.
- 8.3** The Board of Trustees shall consist of at least five (5) Trustees. The specific roles to be filled are defined in Appendix A.

Term and Conduct

- 8.4** The term of office of a Trustee shall be one (1) year.
- 8.5** Trustees are expected to commit a significant amount of their time each week to the running and development of the Bath Islamic Society.
- 8.6** Trustees volunteer to fulfil their duties as determined by the By-laws. Any other work is undertaken at their discretion.
- 8.7** It shall be the duty of each Trustee to have read and understood the Articles and the By-laws of the Society.
- 8.8** The Board may agree that a Trustee holds more than one role where this is necessary given the board size, provided that the arrangement does not create an undue concentration of authority or a conflict of interest.

Onboarding and Handover

- 8.9** New Trustees shall, at the first Trustee meeting, be given a welcome pack containing the governing documents, the Vision and Mission Document, and a handover document from the outgoing Trustee in their role.

8.10 When a Trustee role changes hands, there shall be an explicit handover period during which the outgoing Trustee transfers all relevant documents, records, access credentials, and responsibilities to the incoming Trustee. This obligation applies to all roles and must be completed before the outgoing Trustee considers their duties fulfilled.

Eligibility

Eligibility for election as a Trustee shall be based on the following criteria:

- 8.11.1** The individual is a Muslim and supports the objects and values of the Charity.
- 8.11.2** The individual is aged 18 years or over and is not disqualified from acting as a Trustee or company director under applicable law.
- 8.11.3** The individual has the legal capacity to make decisions and enter into binding obligations.
- 8.11.4** The individual is willing and able to discharge the duties of a Trustee, including reasonable attendance at meetings and participation in governance activities.
- 8.11.5** The individual has relevant voluntary or community service experience, as set out in By-law 6.2, or demonstrates equivalent suitability for governance responsibilities.
- 8.11.6** The individual has no unspent convictions for fraud, dishonesty, or offences that would reasonably call into question their suitability to act as a Trustee.
- 8.11.7** The individual confirms they are able to meet the expected time commitment of the role.
- 8.11.8** All Trustee positions are open to eligible male and female applicants equally.
- 8.11.9** The individual has demonstrated engagement with the Charity through participation in its activities, events, or voluntary service, or otherwise shows a clear commitment to its objectives.
- 8.11.10** The individual is of good character and has not engaged in conduct which would reasonably call into question their suitability to act as a Trustee or which may bring the Charity into disrepute.

Vacancies and Absences

- 8.12** The Trustees shall have the power to appoint an unelected member to fill any vacancy in the Trustees (by co-opting) until the next term of trustees.
- 8.13** A Trustee who fails to attend three consecutive regular Trustee meetings, unless the Trustees have accepted the reason for 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.
- 8.14** Minutes of past Trustee meetings shall be available to all Trustees.

Member Feedback

- 8.15** The Society shall maintain a designated email address for member feedback. Members may submit feedback, suggestions, or concerns to this address at any time.

Feedback received shall be reported, where appropriate, to the Trustees at each regular Trustee meeting and responses communicated to the member within a reasonable time.

By-law 9: STANDING ORDERS FOR TRUSTEE MEETINGS

- 9.1** The Trustees shall hold at least one meeting per month at a time and day agreed by the Trustees.
- 9.2** The quorum for a Trustee meeting shall be two-thirds of Trustees in office, rounded up (and not fewer than three).
- 9.3** There shall be a written agenda for each Trustee meeting, prepared by the Secretary and circulated in advance.
- 9.4** All Trustees may place an item on the agenda by contacting the Secretary before the meeting.
- 9.5** Each topic shall be given sufficient time for discussion, except that the Trustees may agree by vote to limit the time.
- 9.6** Any decision required shall be decided by a simple majority vote unless otherwise stated in the By-laws.
- 9.7** Only Trustees may vote at Trustee meetings. The Imam and other employees may attend Trustee meetings as observers and advisers, may participate in discussions when invited by the Trustees, and shall have no voting rights; however, the Trustees may determine that any item requires Trustee-only deliberation, in which case the Imam and employees shall withdraw for that item.
- 9.8** Decision making of magnitude when required outside of a Trustee meeting shall be allowed by contacting all Trustees by any means, allowing not less than 24 hours for a reply. Such a decision requires the agreement of a majority of all Trustees. Details shall be recorded in the minutes of the following Trustee meeting.
- 9.9** Trustee meetings must not be held at a member's private or business premises.
- 9.10** A Trustee who has a conflict of interest in relation to any matter before the Board shall declare that interest at the earliest opportunity. A Trustee with a conflict of interest shall not vote on that matter. They may participate in discussion unless the remaining Trustees determine otherwise. The declaration and outcome shall be recorded in the minutes.

By-law 10: DUTIES OF THE OFFICERS OF THE SOCIETY

- 10.1** The detailed duties and responsibilities of each Trustee role are set out in Appendix A to these By-laws. Appendix A does not form part of the By-laws and may be amended by the Trustees without a special resolution, in accordance with By-law 5.5.
- 10.2** Trustees may undertake dual roles where the Board agrees this is appropriate and this does not create an undue concentration of authority.

- 10.3** Duties of the Trustees may not be delegated to the Imam or any other person except as provided for in these By-laws.

By-law 11: SUB-COMMITTEES

- 11.1** With the agreement of the Trustees, and with the decision recorded in Trustee meeting minutes, 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.
- 11.2** 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 and at least one Trustee.

By-law 12: MOSQUE SCHOOL

- 12.1** The Society shall operate a mosque school, which shall normally be held on Sundays or on such other days as the Imam and Trustees may from time to time determine.

12.2 Curriculum

- 12.2** The Imam shall develop and oversee the curriculum of the mosque school. The curriculum shall focus on Arabic language, Islamic education, and Islamic ethics, and shall be delivered in a manner consistent with the aims and values of the Society.

12.3 Governance and Management

- 12.3** Administrative management of the school shall remain with the Trustees and the Imam. Teachers are responsible for educational delivery only and are not governance decision-makers. The School Manager/Secretary (as set out in Appendix A) shall oversee day-to-day school operations in coordination with the Imam.

12.4 Financial Operation

- 12.4** The mosque school shall be operated on a not-for-profit basis. Any financial surplus generated by the school shall be reinvested into the school's operations and development. The school shall not distribute profits to individuals. Parents or caregivers may be required to pay fees or contributions to cover reasonable operating costs, including materials, facilities, and staffing. The relationship between school finances and mosque finances shall be clearly recorded by the Treasurer.

12.5 Remuneration of Teachers

- 12.5** Teachers and staff of the mosque school shall be remunerated fairly according to the hours they work. Payment shall be made by the Treasurer upon receipt of an invoice submitted by the relevant teacher or member of staff.

12.6 Reimbursement of Expenses

- 12.6** The Imam, teachers, and any Trustee with responsibilities relating to the mosque school shall be entitled to be reimbursed for reasonable expenses properly incurred in the course of their duties. Such expenses shall be claimed in accordance with the Society's expenses policy and shall be authorised by the Treasurer or another Trustee designated by the Board.

12.7 Educational Visits

- 12.7** The Mosque and its facilities may, with the approval of the Imam, be made available to host educational visits from external schools, where such use is consistent with the charitable purposes and safeguarding policies of the Society.

By-law 13: EMPLOYEES

- 13.1** Hiring, determining the contractual obligations, terms of employment, duties, work schedule, and termination of employment is the responsibility of the Trustees. It shall be the job of the Trustees to oversee the work of employees.
- 13.2** All decisions whether by the Trustees or the members in Extraordinary General Meeting shall be carried out in compliance with UK employment law.
- 13.3** If a Trustee works for, or is being compensated for their services at, the mosque, they shall not be allowed to vote on any matters that relate to that area of work. The conflict of interest procedure in By-law 9.10 shall apply.

By-law 14: IMAM

- 14.1** The Imam shall be the spokesperson for the Society on religious issues.
- 14.2** The Imam is to lead the Muslim community in all its Islamic affairs, leading the Muslims of Bath towards being a model community in their worship of Allah.
- 14.3** The Imam's duties may include:
- 14.3.1** Leading the five daily prayers.
 - 14.3.2** Giving the Jummah khutba (in English with Arabic quotations).
 - 14.3.3** Teaching Qur'an and Islamic studies at the mosque and associated study circles.
 - 14.3.4** Supervising the prayer timetable.
 - 14.3.5** Performing marriages, funeral prayers, and Eid prayers.
 - 14.3.6** Visiting other organisations to represent the Society.
 - 14.3.7** Facilitating school and university visits to the mosque.
 - 14.3.8** Organizing and participating in interfaith events.

By-law 15: FINANCE

- 15.1** The financial year of the Society shall end on 30 April of each year, to which the accounts of the Society shall be prepared and balanced.

- 15.2** All funds for the Society shall be paid into the Society's bank account(s).
- 15.3** 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.
- 15.4** The Trustees shall develop, maintain, and regularly review a reserves policy to ensure that cash reserves are held only to the extent necessary for the sustainability of the Society.
- 15.5** All payments must be authorised by two Trustee signatories. Only Trustees may be authorised signatories to the Society's bank account(s).
- 15.6** Donations subject to conditions may only be accepted if those conditions have been reviewed and approved by the Trustees.
- 15.7** Neither Trustees nor employees may accept donations into their personal bank accounts. Donations must be made directly into the Society's account(s).
- 15.8** 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.
- 15.9** The accounts of the Society shall be independently scrutinised on an annual basis as required by the Charities Acts and applicable charity law.
- 15.10** The books of accounts shall be made available to all Trustees at any reasonable time during normal office hours.

APPENDIX A: ROLE DESCRIPTIONS

This Appendix sets out the detailed duties and responsibilities of each Trustee role. It does not form part of the By-laws.

A.1 The Secretary

- A.1.1** Chairs Trustee meetings.
- A.1.2** Prepares the agenda for each meeting and takes minutes, which shall be circulated electronically to all Trustees as soon as possible after the meeting.
- A.1.3** Maintains the mosque's virtual correspondence (email and WhatsApp community), ensuring responses to enquiries within 3 working days.
- A.1.4** Maintains, in consultation with the Trustees, official records and communications with Companies House and the Charity Commission.
- A.1.5** Ensures the By-laws and Articles are accessible, up to date, and understood by Trustees and members.
- A.1.6** Guides members in the correct legal processes relating to meetings and resolutions.
- A.1.7** Maintains the membership register and is responsible for sending election notifications, and membership notifications.
- A.1.8** Acts as the primary point of contact for grant-making bodies and sponsors, managing formal applications and donor relations.

A.2 The Treasurer

- A.2.1** Oversees the financial side of the Society including rents, donations, bills, and all accountancy.
- A.2.2** Maintains proper books of account.
- A.2.3** Makes payments in accordance with decisions of the Trustees.
- A.2.4** Has available at each regular Trustee meeting a statement of the balance of the Society's accounts and a monthly summary of income and expenditure.
- A.2.5** Prepares a report of the statements of accounts for submission before meetings.
- A.2.6** In collaboration with the Trustees, prepares and monitors the reserves policy.
- A.2.7** Has the financial running of the Society scrutinised by the appointed auditors or independent examiner.
- A.2.8** Manages employee contracts, including ensuring timely payment of salaries and any other agreed entitlements.
- A.2.9** Oversees the collection of payments from tenants, including rent and any other agreed charges.
- A.2.10** Leads fundraising strategy and donor management, overseeing the collection and reporting of all digital and physical donation campaigns.

A.3 The Property Manager

- A.3.1** Responsible for the day-to-day management of the Society's properties, including the mosque premises and any residential or commercial tenancies, and for overseeing building maintenance, repairs, and improvements as approved by the Trustees.

- A.3.2** Acts as the first point of contact for all tenants in relation to maintenance issues, property concerns, and general tenancy matters.
- A.3.3** Ensures, in coordination with the Trustees, that appropriate insurance is maintained and that the Society complies with all relevant property-related legal, regulatory, and health and safety requirements.
- A.3.4** Proactively identifies maintenance needs and potential risks relating to both the mosque and tenanted properties.
- A.3.5** Plans and oversees renovations or major capital projects, coordinating with contractors and ensuring projects remain within the budget set by the Trustees.

A.4 The Social Activities Manager

- A.4.1** Plans and delivers at least one social event per month (for example, community dinners, cultural nights, or sports events). Where this minimum is not met, the Social Activities Manager shall report the reason to fellow Trustees.
 - A.4.2** Organises two Eid celebrations in the Islamic calendar each year.
 - A.4.3** Actively engages with the community to identify needs, gather feedback, and receive proposals for new activities, presenting suitable proposals to the Trustees for consideration.
 - A.4.4** Coordinates the use of rooms and facilities for community activities, ensuring that use does not conflict with other approved activities or disrupt religious activities.
 - A.4.5** Coordinates volunteer recruitment for both social events and school-related activities.
- ### **A.6 The Technology Manager**
- A.6.1** Oversees the mosque's IT systems, website, and social media (including WhatsApp, Instagram, Facebook, and YouTube).
 - A.6.2** Manages recording, sound, and AV equipment for prayers, events, and educational programmes.
 - A.6.3** Ensures data protection compliance and technology security.
 - A.6.4** Supports digital fundraising by maintaining online donation platforms and creating promotional content for mosque campaigns.

— END OF BY-LAWS —