

**THE BYE-LAWS of**

**KSI MUSLIM COMMUNITY of MILTON KEYNES**

**October 2003**

(Updated version 28 February 2016)

## Bye – Laws under clause T of the Constitution

### 1. Membership

- 1.1. Financial year of the Charity shall end on 31<sup>st</sup> December each year
- 1.2. Membership subscription shall become due on 1<sup>st</sup> January of each calendar year and shall be paid not later than 31<sup>st</sup> March of the same year
- 1.3. Membership subscription may be paid by Direct Debit instalments over the relevant year
- 1.4. Membership subscription for senior citizens and ladies may be at a reduced rate laid down from time to time by the members of the Charity
- 1.5. A newly admitted member shall pay the initial subscription calculated on the pro-rata basis
- 1.6. Failure to pay the due subscription by a member will result in loss of membership after 30<sup>th</sup> June of the relevant year. All outstanding subscriptions shall be paid before any reinstatement of membership
- 1.7. A member shall be eligible to be appointed as a member of the Executive Committee after 1 year of membership
- 1.8. A member may resign from the membership of the Charity at any time by giving notice in writing to the Executive Committee
- 1.9. Female members of the Charity shall maintain proper Islamic dress, including head-cover, during any mixed gatherings
- 1.10. Any member ceasing to be a Shia Ithna-asheri Muslim shall be disqualified from membership

### 2. Executive Committee

- 2.1. The President shall not be eligible for re-election for the third consecutive term but may be elected after a lapse of 1 term
- 2.2. Failure to appoint new members of the Executive Committee at the relevant meeting shall require the retiring members of the Executive Committee to continue in office for a further 3 months to enable a special general meeting to be called for that purpose. After the third consecutive failure to elect new members of the Executive Committee, the retiring members shall call Dissolution meeting under clause **V** of the constitution
- 2.3. If four members of the Executive Committee resign within 7 days of each other, the entire Executive Committee shall be considered to have been dissolved and the general meeting shall be called within 30 days of the last such resignation for the election of new Executive Committee

- 2.4. The Executive Committee shall fill any vacancy within the Executive Committee or sub-committee, except for the vacant post of the President, which shall require a re-election
- 2.5. The Executive Committee shall ensure that all relevant and pertinent reports related to the affairs of the community shall be posted to the members at least 7 days prior to the scheduled dates of the AGM
- 2.6. The Executive Committee can be elected by the General Body for a shorter term than two years

### **3. Receipts and Expenditure**

- 3.1. The Executive Committee may incur administrative expenses not exceeding £1,000 without prior approval of the members of Charity
- 3.2. The Executive Committee may expend a sum not exceeding £5,000 towards a single building project, related to the Charity, without prior approval of the members.
- 3.3. No member shall be allowed to lodge an appeal for donations without written consent from the Executive Committee

### **4. Procedures at General Meetings**

- 4.1. All meetings will commence with the recitation from the Holy Qur'an
- 4.2. Voting by proxy shall not be permitted at any meeting
- 4.3. A meeting beginning with a required quorum shall not be invalidated by any subsequent reduction in the number of members during the proceedings
- 4.4. If a required quorum is not formed within 30 minutes of the time of the scheduled commencement of a general meeting, the chairman shall adjourn the meeting to one hour thereafter, at which no quorum shall be required
- 4.5. Any member intending to move a motion at the general meeting must give at least 14 days notice in writing to the Executive Committee
- 4.6. Unless permitted by the chairman, no other business shall be transacted for which due notice has not been received
- 4.7. The general meeting shall not be deemed to be irregular by reason only of non-receipt of notice or agenda by a member
- 4.8. If a motion is not carried, a similar motion shall not be introduced until after the expiration of 6 months from the date last moved

### **5. Representation**

- 5.1. On all matters involving the Charity in its relation with other constituted bodies, where matters of major administrative, policy or constitutional issues at consultative level are scheduled to be discussed, the Executive Committee shall call a special general meeting

to discuss such matters for the purpose of formulating the Charity's position, which shall be binding on the delegates representing the Charity

- 5.2. The President and the Secretary shall represent the Charity in all legal matters and proceedings. The Executive Committee may seek expert advice on any matter related to marriages, divorce, death, maintenance, guardianship, legitimacy and inheritance

## **6. Alterations to the Constitution**

- 6.1. Any member wishing to propose an amendment to the Constitution shall give notice in writing to the Executive Committee, enclosing a copy of the amendment so proposed, at least 6 weeks before a general meeting
- 6.2. The Executive Committee shall circulate the proposed amendment, of which notice has been given, at least 3 weeks prior to calling of a meeting at which the amendment proposed is to be discussed
- 6.3. If a proposed amendment is defeated, a similar proposal shall not be introduced until after the expiration of 6 months from the date last proposed