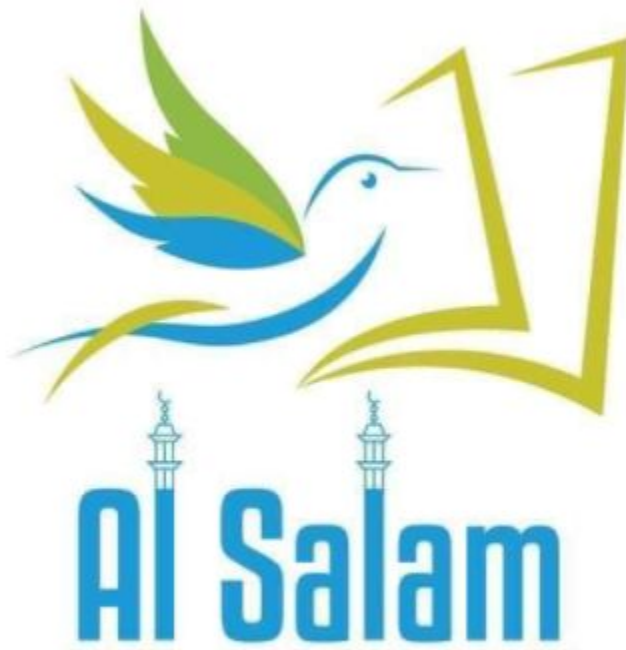


بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

(In the name of ALLAH the Beneficent and most Merciful)

Al Salam Community Centre By - Laws



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(RELIGIOUS OFFICER)**

Bylaws relating to the General Conduct of the Affairs of

Al Salam Community Centre,

(Henceforth the "ASCC" or the ASCC interchangeably)

BE IT ENACTED as a by-law of the ASCC as follows:

ARTICLE 1 – GENERAL

1.1 Definitions

In this by-law and all other by-laws of the ASCC, unless the context otherwise requires:

"Articles" means the original or restated articles of ASCC or articles of amendment, continuance, reorganization, arrangement or revival of the ASCC;

"EC" means the Executive Council of the ASCC and "executives" means a member of the EC;

"By-law" means this by-law and any other by-law of the ASCC as amended and which is, from time to time, in force and effect;

"Meeting of members" includes an annual meeting of members or a special meeting of members; "special meeting of members" includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members;

"Ordinary resolution" means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;

"Proposal" means a proposal submitted by a member of the ASCC

"Regulations" means the regulations made, amended, restated, or in effect from time to time; and

"Special resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

1.2 Interpretation

In the interpretation of this by-law, words in the singular include the plural and vice-versa; words in one gender include all genders, and "person" includes an individual, corporate, partnership, trust and unincorporated organization.

Other than what is specified above, words and expressions used in this document are taken to have the most common meaning attributed to them.

ARTICLE 2 – NAME, LOCATION & SEAL

2.1 Name

The name of this organization **AL Salam Community Centre**, herein referred to as ASCC.

2.2 Location of Corporate Headquarters

The head office of the ASCC shall be in the City of Moncton, in the Province of New Brunswick (Canada). Unless otherwise decided by the Shura Members, the current address of the ASCC shall be **331 Elmwood Drive, Suite 4, Moncton NB, E1A 7Y1. The ASCC is a non-profit organization.**

2.3 Seal

The ASCC may have a corporate seal in the form approved from time to time by the EC. If a corporate seal is approved by the EC, the secretary of the ASCC shall be the custodian of the corporate seal.

ARTICLE 3 – VISION, MISSION, OBJECTIVES & ACTIVITIES

3.1 Vision

To lead the Greater Moncton Muslim community to integrate, prosper and to safeguard its cultural identity in order to achieve a positive contribution to the general Canadian society.

3.2 Mission

To create and provide a favorable atmosphere and suitable platform for Canadian Muslims to positively practice their religious, intellectual, and social values and integrate them within the diverse cultural components of the Canadian society.

3.3 Objectives

The objectives of the ASCC are:

1. To operate a Community Centre with additional facilities in the Greater Moncton Area in order to fulfill the religious, educational, social, cultural and community needs of the growing Muslim population in the city.
2. To make use of the community's spiritual, intellectual, cultural, and creative potential to contribute positively to the civilizational development of society at large.
3. To build, develop and empower thought and action among leaders, intellectuals and youth of the Muslim community and the Canadian society in general.
4. To create a general atmosphere and platform for dialogue and cultural communication among the various components of Canadian society.
5. To engage and encourage youth in making a positive contribution to the society, and to excel in their academic and creative endeavours.
6. To initiate, engage and support humanitarian, charitable relief efforts within the community and across Canada.

7. A family-friendly facility where people young and old, men, women and children are treated with respect and equality.
8. A peaceful sanctuary where people can come to worship and gather in tranquility.
9. An egalitarian place where attitudes of racism and sexism are NOT tolerated whatsoever. Discussions expressing ideas or attitudes that support racism, misogyny, terrorism, extremism or any form of hate speech either oral, written or in multimedia format will not be allowed in this center. Politically charged events and discussions are not permitted on premises owned or operated by ASCC.
10. A community-oriented place that brings together a group of worshippers who will be gracious and helpful neighbours to the surrounding local community and support an atmosphere of peace, tolerance and cross-community sharing.
11. A place that provides a venue for faith communities of all kinds to interact in a peaceful and harmonious atmosphere.
12. An informative place where access to other community services can be acquired
13. A green space where environmentalism is promoted and practiced.
14. A charitable place where humanitarian and charitable causes are supported.
15. An inclusive place that enables the management body to reflect the community's diversity in gender, culture, age, socio-economic and educational backgrounds.

3.4 Activities

The activities of the ASCC are provided below.

1. Religious

The ASCC will provide religious practices and education to the diverse Muslim community and respond to their needs in day-to-day spiritual endeavors, within the teachings of the Holy Quran and the tradition (Sunnah) of Prophet Mohammad (peace and blessings be upon Him).

2. Educational

The ASCC will aim to establish weekend, full time, and or part-time academic and other programs to advance education for existing residents, children and newcomers.

3. Social

The ASCC will strive to help improve the social aspects in the life of the Muslim community. The programs and services include, but are not limited to:

- a. Social community gatherings
- b. Muslim matrimonial services
- c. Muslim funeral services
- d. Family and youth counseling and guidance
- e. Youth positive development programs (spiritual, social, leadership, academic)
- f. Building relationships with government and non-government organizations with common objectives
- g. The ASCC will strive to maintain a food bank for those in need
- h. Organize and raise necessities needed to help support low income families and to donate food to local food banks

4. Cultural & Intellectual

The ASCC will provide an intellectual and cultural platform for the community's human potential in order to discover, exploit, and encourage the community's talented and gifted members.

5. Philanthropy & Charity

The ASCC will support humanitarian and charitable actions and relief efforts of Canadian organizations serving communities to strengthen their resilience to hardship and calamities and will provide vital aid when needed.

ARTICLE 4 - ORGANIZATIONAL STRUCTURE

Until the first Annual General Meeting (AGM) is called by the founders to form all organizational bodies, the founders will serve as the Voting Members, Executive Council, and Shura Council. After the first AGM, the founders will become members of

the Shura Council. They will have authorities to appoint committees or teams as they see fit in the interim phase.

The ASCC will be comprised of four bodies:

4.0 Founders

The founding members are those that incorporated the legal establishing documents of ASCC. Their responsibilities are, but are not limited to: negotiations with governmental bodies, financial operations, building and purchasing decisions, appointment of interim committees, and preparation of ASCC's official documents and applications.

4.1 General body (GB) – Membership

The GB is comprised of two types of community members:

4.1.1 General Member (GM) is a community member who has interest in the activities and the programs of the ASCC who resides in the greater Moncton area.

4.1.2 Voting Member (VM) is a community member residing in the Moncton Area who has interest in the activities and programs of the ASCC and pays the annual membership dues set by the Executive Council (EC). A VM should regularly volunteer in the activities of the ASCC to be eligible for an office on the EC.

4.2 Executive Council (EC)

The EC consists of eligible members appointed by the SC. The EC is responsible for day-to-day operations of the ASCC.

4.3 Shura Council (SC)

The SC is composed of founding members and respected elected members of the community with the ultimate responsibility of safeguarding the assets of the ASCC and the continuity of the mission of the ASCC. The SC is responsible for overall policy and direction of the ASCC.

4.4 Overarching principle for members (SC, EC, AND VM)

a. Their belief should be based on Quran and Sunnah according to the methodology and practice common to the Sunni peoples and other Muslims who base their understanding exclusively on the Quran and Sunnah of the prophet Muhammad (SAW)

and the Sunnah of the four rightly guided Caliphs : Abu-Bakr, Omar, Othman and Ali (May Allah (SWT) be pleased with all of them).

b. They should be of good Islamic conduct.

c. The membership shall be immediately revoked if a member does not comply with the criteria mentioned in 1.a and 1.b.

d. **Section 4.4 is considered to be an unamendable section of the Bylaws**

ARTICLE 5 – GENERAL – MEMBERSHIP

5.1 Membership and Matters Requiring Special Resolution

1. Membership Conditions

Subject to the articles, there shall be two classes of members in the ASCC. Membership in the ASCC shall be available only to individuals interested in furthering the ASCC's purposes and who have applied for and been accepted into membership in the ASCC by a resolution of the EC or in such other manner as may be determined by the EC with respect to section 4.4. Each member shall be entitled to receive notice of, and attend, meetings as well as vote at all meetings of the members of the ASCC.

2. Notice of Members' Meeting

Notice of the time and place of a meeting of members shall be given by the following means to each member entitled to vote at the meeting:

a. by mail, courier, or personal delivery to each member entitled to vote at the meeting, within a period of 21 to 60 days before the day on which the meeting is to be held; or

b. by telephonic, electronic, or other communication facility to each member entitled to vote at the meeting, within a period of 21 to 60 days before the day on which the meeting is to be held.

3. Members Calling a Members' Meeting

The EC shall call a special meeting of members, on a written requisition of members carrying not less than 10% of the voting rights. If the EC does not call a meeting within

twenty-one (21) days of receiving the requisition, members have the right to escalate the matter to the SC.

5.2 Membership Dues, Termination, and Discipline

1. Membership Dues

There shall be dues payable annually by voting members for membership in the ASCC.

2. Termination of Membership

A membership in the ASCC is terminated when:

- a. The member is deceased or resigns;
- b. The member is expelled or their membership is otherwise terminated in accordance with the articles or by-laws;
- c. The member's term of membership expires; or
- d. The ASCC is liquidated and dissolved.

3. Effect of Termination of Membership

Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of the ASCC, automatically cease to exist.

4. Discipline of Members

The EC shall have authority to conditionally suspend or expel any member from the ASCC for any one or more of the following grounds:

- a. Violating any provision of the articles, by-laws, or written policies of the ASCC;
- b. Adopting any conduct which may be detrimental to the ASCC as determined by the EC in its sole discretion;
- c. For any other reason that the EC in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the ASCC.
- d. The EC should report any disciplinary action or terminated members to the SC for confirmation prior to discipline being enacted. The acceptance or rejection of the SC is considered to be the final decision on the matter.

In the event that the EC determines that a member should be expelled or suspended from membership in the ASCC, the president, or such other officer as may be designated by the EC, shall provide twenty (20) days' notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion in written form. The member may make written submissions to the SC, or such other officer as may be designated by the SC, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by SC, the EC may proceed to notify the member that the latter is suspended or expelled from membership in the ASCC. If written submissions are received in accordance with this section, the SC will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The SC's decision shall be final and binding on the member, without any further right of appeal.

ARTICLE 6 – GENERAL ASSEMBLY OF MEMBERS

1. Cost of Publishing Proposals for Annual Members' Meetings

The member who submitted the proposal shall pay the cost of including the proposal and any statement in the notice of meeting at which the proposal is to be presented unless otherwise provided by an ordinary resolution of the members present at the meeting.

2. Place of Members' Meeting

Meetings of the members may be held at any place within the Greater Moncton Area as determined by the SC.

4. Persons Entitled to be Present at Members' Meetings

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, SC & EC, and the public accountant of the ASCC. The articles or by-laws of the ASCC to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.

5. Chair of Members' Meetings

In the event that the President of the SC or any SC members are absent, the president (or his or her officers) of the EC will chair the meeting .

6. Quorum at Members' Meetings

A quorum at any meeting of the members shall be ten percent of voting members or at least 15 persons eligible to vote at the meeting (whichever is lesser). If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

7. Votes to Govern at Members' Meetings

At any meeting of members, every question shall be determined by a majority of the votes cast on the questions. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting, in addition to an original vote, shall have a second or casting vote.

8. Participation by Electronic Means at Members' Meetings

If the ASCC chooses to make available a telephonic, electronic, or other communication facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic, or other communication facility in the manner provided. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote by means of any telephonic, electronic, or other communication facility that the ASCC has made available for that purpose.

9. Members' Meeting Held Entirely by Electronic Means

In some cases and under special circumstances, meetings of members may be held entirely by telephonic, an electronic, or other communication facility.

ARTICLE 7 – EXECUTIVE COUNCIL

7.1 Executives

1. Number of Executives

The EC shall consist of the number of Executives specified in the articles. If the articles provide for a minimum and a maximum number of executives (**in this case a minimum is 5 and a maximum is 11**), the EC shall be composed of a number of executives. Their roles will be determined by SC. **No executives shall receive remuneration for being executives, however this may be altered as the community grows to allow for full time employment.**

2. Calling of Meetings of Executive Council

Meetings of the EC may be called by the President of the EC, the vice-President of the EC, or any two (2) executives at any time. Meetings must be conducted by EC on a monthly basis. If a special meeting is to take place, the former mentioned executives may call the meeting. Meetings, unless they are emergency in nature, should be called by giving 7 days notice.

3. Regular Meetings of the Executive Council

The EC may appoint a day or days in any month or months for regular meetings of the EC at a place and hour to be determined. A copy of any resolution of the EC fixing the place and time of such regular meetings of the EC shall be sent to each executive forthwith after being passed.

4. Votes to Govern at Meetings of the Executive Council

At all meetings of the EC, every question shall be decided by a majority of the votes cast on the question. The chairperson of the meeting will break any tie in voting.

5. Committees of the Executive Council

The EC may from time to time appoint any committee or other advisory body as it deems necessary or appropriate for such purposes with such powers as the EC shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the EC may from time to time make. Any committee member may be removed by resolution of the Executive Council.

7.2 Officers of EC

1. Description of Offices

Unless otherwise specified by the SC (which may modify, restrict, or supplement such duties and powers), the offices of the ASCC shall have the following duties and powers associated with their positions:

a. **President** – If appointed, the president shall be the chief executive officer of the ASCC and shall be responsible for implementing the strategic plans and policies of the ASCC. The president shall, subject to the authority of the EC, have general supervision of the day to day operations of the ASCC.

b. **Vice-President** of the EC – If the President of the EC is absent or is unable or refuses to act, the vice-President of the EC, if any, shall, when present, preside at all meetings of the Executive Council and of the members. The vice-chair shall have such other duties and powers as the EC may specify.

c. **Secretary** – If appointed, the secretary shall attend and be the secretary of all meetings of the EC and members' meetings. The secretary shall enter or cause to be entered in the ASCC's minute book minutes of all proceedings at such meetings; the secretary shall give, or cause to be given, as and when instructed, notices to members, executives, the public accountant and members of committees; the secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the ASCC.

d. **Treasurer** – If appointed, the treasurer shall attend the meeting of the EC and members' meetings. Among others, the treasurer shall oversee the financial issues of the ASCC and ensure that all accepted accounting practices and procedures are followed and adhered to.

e. **Shariah Officer or Imam** – If appointed, will be responsible for ensuring policies and procedures enacted are performed or made in such a way as to be compliant with shariah. This officer must have sufficient knowledge of the Quran and Sunnah.

Unless stated otherwise, these five or more officers will have the signing authorities within their budget on behalf of the ASCC for daily operation. The powers and duties of all other officers of the ASCC shall be such as the terms of their engagement call for or the SC, EC or President requires of them. The SC may from time to time, and subject, vary, add to or limit the powers and duties of any officer. Two members jointly will serve as signing authority, whereby both of their signatures will be required for expenditures. The selection of signees from the EC will be appointed as need be by SC.

2. Vacancy in Office

In the absence of a written agreement to the contrary, the EC may request the SC to approve removing, whether for known or unknown causes, any officer of the ASCC. Unless so removed, an officer shall hold office until the earlier of:

- a. the officer's successor being appointed,
- b. the officer's resignation,
- c. such officer ceasing to be a executives (if a necessary qualification of appointment) or
- d. such officer's death.

If the office of any officer of the ASCC shall be or become vacant, the SC may, by resolution, appoint a person to fill such vacancy.

ARTICLE 8 - SHURA COUNCIL (SC)

1. Number of Shura Members

The Shura Members Council consists of 7 Shura Members. 4 elected members and 3 founders who are unelected members. This number of members is unchanging, and cannot be amended by resolution. **No SC member shall receive remuneration for being a founder.**

2. Officers of the SC

The Offices of the SC consist of the **President, Secretary,** and at least five **Executives**

3. Eligibility Criteria for Shura Members

To be eligible to be a trustee in the ASCC, the following criteria must be met:

- a. Founding member of the ASCC
- b. Loyalty to the ASCC
- c. Expertise and leadership
- d. Commitment to the objectives and values of the ASCC
- e. History of good conduct

4. Terms and Renewal of Shura Members

The term of the Elected Shura Members who will form the majority of the SC is two years. If an elected member resigns or cannot fulfill his/her duties, the SC will appoint a new member. The new SC member must meet the eligibility criteria as described above. Founding members of the SC will serve until their resignation, termination or passing.

Founding members that resign, are terminated, or have passed away will be replaced by an appointee selected by the remaining founding members and will occupy the vacant seat until their resignation, termination or passing. This member's status will become analogous to that of a founder and will be an unelected position.

5. Responsibilities of the SC

The responsibilities of the SC are:

- a. Appointment of the Executive Council on a yearly basis. The SC will be responsible for the reappointment or replacement of EC members based on their performance in reference to set goals.
- b. Safeguard the assets of the organization
- c. Safeguard the continuity of the mission of the centre
- d. Make a final determination on the organization's strategic plan and its implementation
- e. Evaluate the organization's performance in accomplishing its mission on an annual basis
- f. Review, discuss, and approve the Executive Council's operational plan
- g. Review and approve the organization's annual budget and ensure proper financial practices are in place.
- h. Approve financial resource plans presented by the Executive Council
- i. Oversee the process of hiring the **Imam** (Religious Officer) and make the final decision on the appointment of the **Imam**.
- j. Determine performance standards and evaluate the performance of the Imam annually based on the approved Imam's job description (See Imam position criteria and description document in Appendix B)
- k. Set goals for the Executive Council annually

6. Calling of Meetings of the SC

Meetings of the SC may be called by the President of the SC or any three (3) Shura Members. The SC must have at least one meeting quarterly.

7. Notice of Meeting of the SC

Notice of the time and place for the holding of a meeting of the SC shall be sent to the Shura Members not less than 14 days before the time of the meeting.

8. Votes to Govern at Meetings of the SC

At all meetings of the SC, every question shall be decided by a 5/7 majority of votes cast on the question. All SC members should vote on given questions. In the interim

phase prior to the formation of the complete Shura Council at the first AGM, questions will be decided on simple majority by founders. Voting must not take place to change any unamendable item in the by-laws.

9. Background of Shura Council Members

In an effort to prevent misperceptions and to ensure that the diversity of the Shura Council is reflective of our Muslim community, no more than two elected members should share the same country of origin. When votes for prospective members are tallied, if the selection of the winning candidate would violate the balance of the council, the next candidate in terms of highest votes who's election would maintain the balance of the council will be selected.

10. Consultation

When the council is formed, it must evaluate its skillset. If they are deficient in expertise in an area, they may appoint a knowledgeable person to advise them in the decision making process.

11. Termination

Shura Council members can be terminated from office by 5/7 vote of the remaining SC members at any of their meetings by a secret ballot, if charges of a direct violation of the by-laws or gross misuse or misappropriation of funds or obvious damage to the existence or interest of the ASCC by the actions of the individual council member are proven to be true to the satisfaction of the remaining council members.

Elected members failing to attend two consecutive duly convened meetings of the Shura Council, unless specifically allowed to do so by the President, will be given a warning of impending dismissal. Failure to attend the following meeting will be considered as a tendering of resignation by the member. Such a member would be eligible for reconsideration to be reappointed as a member of the SC should he or she apply to the SC for reinstatement.

ARTICLE 9 - IMAM (RELIGIOUS OFFICER)

The following is a description of the **Imam** (religious officer), his responsibilities and his dismissal (see Appendix B for more details):

1. The **Imam** (religious officer) shall be a Sunni Muslim, well versed in Islamic knowledge and in the Canadian culture.
2. The selection, approval, and removal of the **Imam** (religious officer) will be the responsibility of the SC in consultation with members of the EC and some respected community members.
3. An Imam committee of three members may be formed to closely deal with Imam's issues
4. The Imam (Religious officer) is a high-profile position in the sight of community members.
5. The hiring of the Imam (Religious officer) is based on qualification, experience, trust, and admiration of the community.
6. A healthy relationship between the Imam (Religious officer) and the governing bodies on one side, and between the Imam (Religious officer) and the community members on the other side will always be based on respect, trust, and mutual understanding.
7. A monthly report/evaluation by the Imam committee on the Imam's (Religious officer) performance and activities is always a good way to alleviate any misunderstanding, and to keep things satisfactory to both parties.
8. A good performance by the Imam (Religious officer) shall be recognized and encouraged.
9. The SC shall amicably and privately advise the Imam (Religious officer) when needed.
10. Criticisms should be honest and factual while avoiding any subjective or unsupportable conclusions.
11. It should be mentioned that if the Imam (Religious officer) is appointed to solemnize marriages under the marriage act, he can continue offering the marriage services after his resignation or replacement.
12. The duties, responsibilities and dismissal of the **Imam** (religious officer) shall be in accordance with the Bylaws (see Appendix A for further details).

ARTICLE 10 –FINANCES OF THE ASCC

1. Execution of Documents

Deeds, transfers, assignments, contracts, obligations and other (instruments in writing) requiring execution by the ASCC may be signed by two of designated SC members. The designees will be selected by a vote of 5/7 majority by members of the SC. In addition, the SC may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the ASCC to be a true copy thereof.

2. Financial Year

The financial year end of the ASCC shall be determined by the Executive Council. In accordance with the current practice, the financial year of the ASCC will **be January 1st to December 31st of every year henceforth.**

3. Banking Arrangements

The banking business of the ASCC shall be transacted at such bank, trust company or other firm or ASCC conducting a banking business in Canada or elsewhere as the SC may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the ASCC and/or other persons as the Executive Council may, from time to time, designate by resolution, direct or authorize. **No cheque or any other financial instrument of the ASCC should be issued without the signature of at least two duly authorized officers.**

4. Borrowing Powers

Due to unusual circumstances and unless otherwise jointly approved by the majority of the members and the SC, the ASCC is to operate within its means and is, thus, not expected to attain borrowing powers. Any borrowing must be done without interest.

5. Annual Financial Statements

Instead of sending copies of the annual financial statements, the ASCC may publish a notice to its members stating that the annual financial statements and documents are available at the registered office of the ASCC, and any member may, on request, obtain a copy free of charge at the registered office or by prepaid mail.

6. General Financial Guidelines

A. The membership dues for the ASCC shall be 10\$ and collected once for all SC, VM and EC members . All renewal dues are payable before the meeting of the General Assembly.

B. All funds of the ASCC shall be deposited immediately to the credit of ASCC in designated local bank(s).

C. Funds shall be expended for the purposes they were donated, collected, and/or appropriated within proper guidelines deemed by law relevant to non-profit organizations. Subsequent to gaining charitable status all expenditures must be made with respect to laws and guidelines governing charities.

D. Donations accepted for unspecified purposes shall be appropriated by the EC as they deem appropriate.

E. In the case of any unspecified donation in excess of five thousand dollars (\$5,000); the Shura Council shall be informed before the use of that donation.

F. Single expenditures by the EC in excess of one thousand dollars (\$1000) should be approved by the SC. This limit may be revised on an ongoing basis by the SC.

G. The ASCC shall maintain specified bank accounts in a local branch. Any new accounts need to be approved by the Shura Council and can be operated by the Executive Committee.

H. Annual financial statements must be audited by reputable external accounting firm

SECTION 11– NOTICES

1. Method of Giving Any Notice

Any notice (a term which includes any communication or document), other than a notice of a meeting of members or a meeting of the Executive Council, to be given (a term which includes sent, delivered or served) pursuant to the articles, the by-laws or

otherwise to a member, executives, officer or member of a committee of the EC or to the public accountant, shall be sufficiently given:

- a. if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the ASCC or in the case of notice to a executives to the latest address as shown in the last notice that was sent by the ASCC
- b. if mailed to such person at such person's recorded address by prepaid ordinary or air mail;
- c. if sent to such person by telephonic, electronic, or other communication facility at such person's recorded address for that purpose; or
- d. if provided in the form of an electronic document

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change or cause to be changed the recorded address of any member, executives, officer, public accountant or member of a committee of the EC in accordance with any information believed by the secretary to be reliable. The declaration by the secretary that a notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any executives or officer of the ASCC to any notice or other document to be given by the ASCC may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

2. Invalidity of any Provisions of this By-law

The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law. All attempts will be made to ensure the organization follows all relevant Canadian law.

3. Omissions and Errors

The accidental omission to give any notice to any member, executives, officer, member of a committee of the EC or public accountant, or the non-receipt of any notice by any such person where the ASCC has provided a notice in accordance with the by-laws or

any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice

SECTION 12 – DISPUTE RESOLUTION

1. Mediation and Arbitration

Disputes or controversies among members, executives, officers, committee members, or volunteers of the ASCC are as much as possible to be resolved through mediation and/or arbitration as provided in the section on **Dispute resolution mechanism** of this by-law.

2. Dispute Resolution Mechanism

a. In the event that a dispute or controversy among members, executives, officers, committee members or volunteers of the ASCC arising out of or related to the articles or by-laws, or out of any aspect of the operations of the ASCC, is not resolved in private meetings between the parties, then, without prejudice to or in any other way derogating from the rights of the members, executives, officers, committee members, employees or volunteers of the ASCC as set out in the articles and as an alternative to such person instituting a lawsuit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

b. The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator and the other party (or if applicable the EC of the ASCC) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.

c. The number of mediators may be reduced from three to one or two upon the agreement of the parties.

d. If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the ASCC is situated or as otherwise agreed

upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

e. All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

ARTICLE 13 – BY-LAWS AND EFFECTIVE DATE

Subject to the articles, the SC may, by resolution, make, amend or repeal any by-laws that regulate the activities or affairs of the ASCC. Any such by-law, amendment or repeal shall be effective from the date of the resolution of the SC.

CERTIFIED to be By-Law No. 1 of the ASCC, as approved by the SC of the ASCC by resolution on the 27th day of September, 2020 and to be confirmed by the members of the ASCC by a special resolution on the 27th day of Sept, 2020.

Dated as of the 27th day of September, 2020

(Names of the SC officers)

Dr. Victor Quartey

Also known as

Signature

Date

Sept 27th, 2020

Mansour Quartey

Mr. Ali Al Qadi

Signature

Date

Sept 27th, 2020

Mr. Khaled Helal

Signature

Date

Sept. 27th, 2020

APPENDIX A – POSITION, QUALIFICATIONS, RESPONSIBILITIES AND DISMISSAL OF THE IMAM (RELIGIOUS OFFICER)

A.1 Position Summary

The position of the Imam is to:

- Provide Islamic religious guidance, practices, and leadership to the Muslim community of the ASCC and Ottawa at large, in accordance with the teachings of the Holy Quran and the Sunnah of Prophet Mohammad (peace and blessings be upon him).
- Establish and promote educational and extracurricular programs for adults, youth, and children.
- Lead to the establishment of a unified Muslim community welcoming to all Muslims from different backgrounds and cultures.
- Engage with the larger Canadian community to promote friendship and understanding between Muslims and non-Muslims in the community.
- The Imam reports to the Trustee Council.

A.2 Required Qualifications

The Imam must have the following qualifications.

- A University degree and knowledge in Islamic Studies or equivalent experience.
- Memorization of the Quran.
- Fluency in English and Arabic (Spoken and written), French will be of benefit .
- Comprehensive knowledge of Islamic worship practices.
- Experience as an Imam.

- Experience and knowledge in matrimonial services
- Demonstrated experience in Islamic family and youth counseling
- Ability to interact with and relate to youth
- Ability to work with people of different cultures and backgrounds
- Ability to teach
- Demonstrated experience in conflict prevention and resolution
- Possession of a dynamic personality and motivational orations
- Experience in speaking with non-Muslims about Islam
- Possession of skills in community fundraisings

A.3 Essential Responsibilities

The Imam is expected to:

- Give the sermon and lead Friday and Eid prayers.
- Provide funeral services and guidance.
- Conduct matrimonial services.
- Offer Islamic family and youth counseling and guidance, as needed.
- Provide lessons and lectures in Islamic topics.
- Participate in the community activities that further good interfaith and public relations for Muslims and non-Muslims.
- Develop and implement educational and extracurricular programs for the youth.
- Work with the Trustee Council and the Executive Council on annual fundraising programs for the community, as needed.
- Plan the Imam's activities and provide them to the Trustee Council and Executive Council.

- Provide consultation to the Trustee Council and Executive Council on religious matters, community issues, as requested.

A.4 General Responsibilities

The Imam is expected to:

- Work approximately 40 hours per week.
- Maintain regular and convenient office hours at the ASCC for community members to seek religious counsel and guidance.
- Interact with all persons and organizations, Muslim and non-Muslim, in a manner that reflects positively on the ASCC.
- Continually strive and conduct oneself in ways that foster unity and a sense of inclusion among all community members and promote broad participation in Islamic and community activities.
- Lead by example to prevent discrimination on any basis including, but not limited to, school of thought, gender, race, nationality, ethnic origin, citizenship, political affiliation, or economic status.
- Conduct oneself in a manner that is respectful of the history and diversity of the Muslim community.

A.5 Dismissal of the Religious officer.

The Imam is subject of termination or dismissal when:

- He voluntarily resigns
- He is judged incapable to perform his duties
- He is subject to a major moral misconduct

Procedure for dismissal:

1. In case the Imam voluntary resigns

- Imam shall inform, in writing, the SC about his intention to resign 90 days prior his leaving date.
- The SC will call for a meeting within 15 days to discuss the Imam intention of resignation and its reasons.
- If the resignation is accepted, the Imam will be informed immediately in writing.
- Both parties shall maintain an amicable departure with admiration and respect.

2. In case the Imam is judged incapable to perform his duties

- If, for any reason, the Imam is incapable of performing his duties, the Imam committee will advise the SC in writing stating all facts and reasons.
- First, the SC will privately meet without the Imam to discuss all facts.
- Second, the SC will meet with the Imam.
- Third, the SC will meet again to make a decision.
- The decision must be unanimous among the SC members on this matter and based on good reasons.
- The Imam maybe given a chance to resign in lieu of being fired.
- The Imam will be given a 90-day notice.
- The Imam can appeal the decision within one month of the SC final decision.
- The SC will call upon the executive EC and other respected members in the community to review the issue, and a final decision will be taken.

3. In case the Imam is subject to a major moral misconduct

- An urgent SC meeting will be held.
- The SC meets with the Imam.

- If the Imam is a victim, the ASCC may use its resources to help defend him.
- If the Imam is guilty, he may be given a chance to resign in lieu of being fired.
- The Imam will be diligently fired.