SAMPLE Constitution of an Islamic Society

(Within a professional organisation or company)

"O mankind! We created you from a single (pair) of a male and a female, and made you into nations and tribes, that ye may know each other (not that ye may despise (each other). Verily the most honoured of you in the sight of Allah is (he who is) the most righteous of you. And Allah has full knowledge and is well acquainted (with all things).” (Quran 49:13)
In the name of God the Merciful the Compassionate

Introduction

(The Company) Islamic Society is a society established to promote righteousness, the worship of God and to actively represent the interest of Muslims working for (The Company) in order to achieve a better working environment for all. The society aims to help and support the creation and sustenance of a professional environment, where Muslims play an active part. This constitution aims to achieving that by:

• Supporting an environment that encourages diversity, respecting the views of all
• Provide Muslims in (The Company) facilities to practice their religion in a manner balanced to the professional
• environment and hence to recognise workplace as an essential element of their daily life
• Strengthen the Society’s ability to take collective action in organising member and community events
• Provide positive information to requests from prospective Muslim recruits.
• Connect Muslims working on various global sites together in order to share and evaluate Muslims contribution to the group.
We, the members of (THE COMPANY) Islamic Society, adopt the present written constitution as a means of delivering our aims in accordance to the teachings of Islam.

ARTICLE 1: Name and Aims

1.1 Name
The name of the society shall be (THE COMPANY) Islamic Society, which in short is known as (THE COMPANY)IS (hereafter referred to in the Constitution as the Society)

1.2 Aims
a. Raise the awareness and improve understanding of Islam amongst all
b. Support Muslims in (THE COMPANY) to practice Islam in harmony with their surroundings
c. Provide facilities for Ablution
d. Organise daily prayers in congregation
e. Organise the Friday Sermon
f. Register and maintain the list of members of Muslims in (THE COMPANY) from all parts of the Group
g. Arrange for social events to allow members to network in an Islamic atmosphere
h. Promote the Islamic values of equality and diversity.
i. Encourage member participation in local community projects

ARTICLE 2: Affiliation
2.1. The Society is an independent organisation that adopts the majority mainstream interpretation of Islam in its actions.
2.2. The Society shall not affiliate with any external organisation.

ARTICLE 3: Membership
3.1. A member shall be any employee of (THE COMPANY) who has positively requested to be a member of the Society and agrees to abide by this constitution.
3.2. All new members to receive a copy of the constitution
3.3. A member is free to withdraw his/her membership at any time from the Society by sending an e-mail to the Society’s e-mail address.

ARTICLE 4: The Executive Committee
4.1. The total number of the Executive Officers shall be seven and shall consist of the following:
   • The Chair
   • The Vice Chair
   • The General Secretary
   • The Facilities Manager
   • The Social Networking co-ordinator
   • The Women Affairs co-ordinator (this post can only be occupied by sisters)
   • The Courses and Education Co-ordinator

4.2. The Chair shall be responsible for:
a. Establishing an efficient link between the Society and (THE COMPANY) Diversity
b. The general management of all the activities of the Society.
c. Presiding over meetings of the Executive Committee and the General Body
d. Liaise with other (THE COMPANY) sub-societies to form a global (THE COMPANY) Islamic Society
e. Maintaining a close link with the other 'Muslim networks'
f. Presenting written reports on the state of the Society to the annual meeting.
g. Being the spokesman, representative and correspondent for the Society in external activities.

4.3. The Vice chair shall be responsible for:

a. Supporting the Chair in the general management of all the activities of the Society
b. Calling and presiding over meetings of the Executive Committee and the General Body in the absence of the Chair
c. Liaising with internal departments to advertise the Society’s events and activities.
d. Maintaining all the Society’s finances and fund-raising initiatives
e. Editing and publishing literature on behalf of the Society.

4.4. The General Secretary shall be responsible for:

a. Informing Society members, about the time, place and details of meetings and events.
b. Presenting web site content changes, notices, articles, mass mailing messages – any publications - before the Chair for his approval
c. Managing the Society’s e-mail account
a. Preparing and circulating the minutes of Executive and General Body meetings.
b. Preparing and circulating the agenda for Executive, General Body meetings.
c. Maintaining the list of members of the Society.
d. Presenting at the beginning of every meeting the minutes of the previous meeting for approval.

4.5. The Facilities Manager shall be responsible for:

a. Maintaining relationships with (THE COMPANY) facilities management
b. Organising the cleaning of prayer space and mats including Fridays prayers
c. Ensuring the cleanliness of ablution facilities.
d. Reporting any issues of prayer space or ablution facilities to (THE COMPANY) facilities management
e. Meeting with (THE COMPANY) Catering team to organise Halaal food and liaising with regional sites to ensure Halaal food is also available at other sites
f. Keeping records of Society library books and any other assets.
g. Issuing monthly prayer time table for the Society based on regional locations.

4.6. The Social Networking Co-ordinator shall be responsible for:

a. Propose social networking venue and dates
b. Manage social networking logistic

4.7. The Women’s Affairs Co-ordinator shall be responsible for:

a. Provide access to Muslim women of The Society to raise queries and suggestions
b. To promote and co-ordinate activities for women
4.8. The Courses and Education Co-ordinator shall be responsible for:
  a. Submit to the executive committee candidates to perform the Friday Sermon
  b. Manage Friday Sermon Rota
  c. Support Conveyors of Friday Sermon in the selection of titles
  d. Send out Friday Sermon to Friday Sermon mailing list
  e. Co-ordinate with the General members regarding internal courses and education matters

4.9. The Executive Committee is collectively responsible:
  a. Agree committee vision and direction
  b. Approve new Conveyor of Friday Sermon.
  c. Approve monthly newsletter.
  d. Approve social events venue and time
  e. Approve web site contents and design
  f. Approve dispensation of charitable donations

4.10. No communication can be issued by the committee unless the Chair had the opportunity to read and
  approve the content

4.11. The term of the Executive Committee shall be one year.

ARTICLE 5: Regional Society Representation

5.1. The Executive Committee shall appoint Local Islamic Society Representatives at sites other than
  (THE COMPANY) Head Quarter (8 Canada Square). They are responsible for:
  a. Liaising between the Executive Committee and members of the Society at their site.
  b. Leading their local (THE COMPANY) Islamic Society team
  c. Ensure that all local activities are in accordance to this constitution
  d. Increase and report the membership of the Global (THE COMPANY) Islamic Society to the General
     Secretary
  e. Report activities and initiatives to the (THE COMPANY) Islamic Society Executive Committee

ARTICLE 6: Projects

6.1. The Executive Committee may appoint a Project Manager in order to carry out an assignment. The
  terms of reference for a Project shall be defined in a project charter from the Executive Committee.

6.2. A Project Manager must act only within his delegated authority.

ARTICLE 7: Sub-Committees

7.1. The Executive Committee may appoint a Sub-Committee in order to carry out an ongoing function.

7.2. The terms of reference for a Sub-Committee shall be defined in a memorandum from the Executive
     Committee.
ARTICLE 8: Meetings

8.1. The decision on every matter in an Executive Committee meeting is valid only if reached in a parliamentary way, with each member of the Executive Committee enjoying an equal vote and quorum of five members has been reached.

8.2. If the meeting is not quorate and a decision is required, members who are not present may vote by proxy. The proxy will be a nominated member of the executive committee, acting on behalf of the absent committee member. The absent member will have to inform the General Secretary by e-mail prior to the meeting.

8.3. All meetings held by the Executive Committee will be communicated to the general members and any member of the Society can attend Executive meetings provided they respond to the communication and confirm their attendance in advance.

8.4. Any general member attending can voice an opinion but may not be eligible to vote on decisions.

8.5. The Society shall have at least one General Body meeting every year. This may follow a regular Society social gathering event.

8.6. An emergency meeting of the General Body may be called by a petition signed by 12 members. Such a meeting shall be held within three weeks after the written petition is presented to the Chair.

8.7. The Executive committee should notify all members of a General Body meeting at least 5 days before the date of the meeting.

8.8. The Executive Committee shall meet regularly at such a time and place as is most convenient to most of the Committee members.

8.9. The Chair may call Executive Committee meetings in addition to any the regular meeting whenever he/she considers it necessary or any other member in the EC.

8.10. The presence of at least five of the members of the Executive Committee shall constitute a quorum for an Executive Committee decision.

ARTICLE 9: Amendments

9.1. A proposal for a constitutional amendment(s) can be submitted by any member.

9.2. The proposed change will be discussed and voted for by the Executive committee in the normal way; the change will then be introduced to the constitution.

ARTICLE 10: Elections

10.1 Annual elections shall be held in March, in order to elect the Executive Committee for the following year.

10.2. The elections shall be conducted electronically.

10.3. The nominees for committee posts will be members of the Society.

10.4. The nomination will only be accepted from members who positively contribute to the Society’s activities on regular basis.

10.5. All members shall have the right to vote in an election.

10.6. Committee members can only serve three consecutive terms. Upon the completion of the third term, they must wait a year before being allowed to stand again.
ARTICLE 11: Miscellaneous

11.1. The quorum requirement for a General Body meeting and its deliberations shall be thirty members of the Society. If a quorum is not met, then the attending members will vote to continue or discontinue the meeting.

11.2. An Executive Committee member who fails to attend three consecutive Executive Committee meetings or is negligent in some other way of his/her duty shall give the Executive Committee explanation. If the Committee does not find the explanation satisfactory, it may dismiss the person from the committee.

11.3. The Society may not undertake any activity that violates the Islamic standards of this constitution. In the case of any such violation, reported by 10 or more members, and a solution is not reached, the Executive Committee may be dissolved and a new election is held.

11.4. Anyone who desires to talk to the congregation after prayer shall seek the consent of the Society, to determine how best to word or communicate the message. If the message is not in accordance to Islam, the message may not be communicated.

11.5. The society members shall not distribute or display literature in the prayer room without the consent of the society’s Executive Committee.

ARTICLE 12: Finances

12.1. The society will seek to fund all its events and projects from internal sources only.

12.2. All costs incurred in Social networking will be shared equally between the attendees of the event.

12.3. The Society shall open its own account to raise funds for its own activities and any activity that the EC may deem worthy of support. The maintenance of the account will be as above.

IFIS Note: This is provided on a best efforts basis and is intended to provide an example idea of an Islamic society constitution. If you feel there is factually incorrect content, or possible amendments to this, please let us know: info@ifis-uk.org