



MOSQUES AND IMAMS NATIONAL ADVISORY BOARD

Constitution

Last amendments - April 2010



CONSTITUTION

In the name of Allah the most merciful and the most beneficent

PREAMBLE:

That as independent voluntary organisations working for the pleasure of Allah and for the betterment of Muslims in the United Kingdom we:

*The Al-Khoei Foundation
The British Muslim Forum
The Muslim Association of Britain and
The Muslim Council of Britain*

have joined together to work for the delivery of the aims and objectives set out hereinafter and have founded the Mosques and Imams National Advisory Board (The MINAB).

ARTICLE 1 INTENT

As founding members of the MINAB we recommend adoption of this Constitution and we pledge to abide by its provisions intending the MINAB to be:

1. An independent body
2. Non sectarian in its outlook
3. Representing the diversity of Islam with no role in matters of theology.
4. Broad based with an accountable system of representation

ARTICLE 2 AIMS & OBJECTIVES

MINAB is an advisory body, which will facilitate good practice in the governance of Mosques and improvement in the performance of Imams. Its advisory function will be discharged through provision of guidance. Its facilitatory function will be discharged through consensus on Standards and Good Practice.

OBJECTIVES

1. Assist in building capacity of Mosques to function as Community Hubs.
2. Assist Mosques in matters of governance.
3. Advise on improved access and involvement of women and youth to Mosques.
4. Spread best practice through the development of standards
5. Encourage mosques to become centres of community cohesion, citizenship and dialogue.
6. Co-operate and engage with other regulatory and non-regulatory bodies in the UK to enable MINAB to achieve its aims and objectives.



ARTICLE 3 MEMBERSHIP

1. A Mosque or Islamic Centre which functions as a place of worship for persons who believe in no God but Allah and Muhammad (PBUH) as His last Prophet and to whom the Qur'an the true Word of Allah was revealed, is eligible for membership of the MINAB provided it is located in the United Kingdom and it subscribes to the Aims & Objectives and adheres to the provisions set out in the Constitution, or
2. An institution or establishment which is engaged or involved in the training - vocational or academic - of persons aspiring to become Imam or Islamic Teacher shall also be eligible for membership of the MINAB provided it is located in the United Kingdom and it subscribes to the Aims & Objectives and adheres to the principles set out in the Constitution, and
3. Pays such fees as are set by the Office Bearers.

ARTICLE 4 STRUCTURE

The structure of the MINAB shall comprise of:

1. The General Council
2. The Executive Board
3. The Office Bearers as Trustees of the Charity

ARTICLE 5 THE GENERAL COUNCIL – MEMBERSHIP

1. The General Council shall consist of delegates from all members and also those appointed by the Executive Board to reflect a balance of schools of thought in Islam, and a balance of gender and ethnicity.
2. Each member in the category of a mosque or Islamic Centre, which provides basic services, shall appoint one delegate to the General Council. A Mosque or Islamic Centre in this category shall be such as is defined in the Standing Orders made in pursuance of Article 9.
3. Each member in the category of mosque or Islamic Centre with extended services shall appoint two delegates to the General Council. Mosque or Islamic Centre with extended services shall be such as is defined in the Standing Orders made in pursuance of Article 9.
4. Each institution or establishment admitted as member shall appoint one delegate to the General Council.
5. The Executive Board may, appoint by nomination, no more than five delegates to the General Council. The delegates so appointed may not be from amongst the membership of the MINAB.



ARTICLE 6 THE GENERAL COUNCIL – DUTIES

1. The General Council shall meet at least once every fifteen calendar months.
2. It shall promote the aims and objectives of the MINAB.
3. It shall elect members of the Executive Board
4. It shall receive and approve the annual report and audited statement of accounts from the Office Bearers.

ARTICLE 7 THE GENERAL COUNCIL – MEETINGS

1. A person appointed by the Executive Board except the first, which shall be chaired, by a person appointed by the Steering Group shall chair all meetings of the General Council.
2. The Chair of a meeting of the General Council shall have no executive function.
3. All delegates to the General Council meetings shall conduct themselves in Islamic manner and shall in their actions be solely motivated to serve the Muslim community in the United Kingdom in matters within the domain of the MINAB.
4. The quorum for General Council meetings shall be one-third of the membership.

ARTICLE 8 THE EXECUTIVE BOARD – MEMBERSHIP

1. The Executive Board shall consist of no more than 58 members of whom 34, until the AGM in 2017 shall be appointed by election by the General Council at its duly convened meeting for the purpose
2. The term of Executive Board shall be two years and it shall meet at least once every quarter.
3. The quorum for meetings of the Executive Board shall be one-third of its membership, provided that to the end of 2017, 10 of those present are elected members.
4. Decisions made at meetings of the Executive Board shall be reached by consensus but where necessary, unless an issue is ruled to be of special significance by the Chair, binding decision will require the positive approval of the majority of those in attendance. An issue ruled to be of "special significance" shall require positive approval of two thirds of members present.
5. Every member on the Executive Board shall retire at the end of the two-year term but may seek re-appointment.
6. No person shall be eligible for election to the Executive Board unless he/she is a duly appointed delegate of a member of the MINAB.
7. Each founding member may to the end of 2017 appoint by nomination no more than four persons to serve as members of the Executive Board and thereafter the Executive Board shall comprise of 50 elected and up to 8 co-opted members.
8. In making appointments by nominations, the founding organisations shall be bound to reflect diversity and also appoint at least one woman from amongst its nominees.



9. The Executive Board may appoint by co-option no more than eight persons to the Executive Board to reflect balance on schools of thought in Islam, gender and ethnicity.
10. Rules on election shall be drawn up in the Standing Orders and these shall endeavour to reflect the broad based and inclusive character of the MINAB.
11. A minimum of 20 percent of the total membership of the Executive Board shall be female.
12. The membership of the Executive Board shall have 20 percent of its total membership from the Shia Muslim communities.
13. In exercising its power to co-opt, the Executive Board shall, in the event of the representation of the Shia Muslim communities on the Executive Board falling below 20 percent of its total membership, co-opt two persons from the Shia Muslim communities and one of whom shall be a female.

ARTICLE 9 THE EXECUTIVE BOARD – DUTIES

1. Consider and recommend to the Trustees annual budgets;
2. Consider and recommend to the Trustees work plans;
3. Give guidance and provide support for the work of the MINAB;
4. Appoint office bearers and receive regular reports from them;
5. Recommend to the Trustees the appointment of an Adjudication Council for resolution of disputes/ issues relating to interpretation of constitution.
6. Recommend to the Trustees the appointment of Consultative Councils as and when required;
7. Seek, receive, consider and propose to the Trustees (and implement where appropriate) recommendations from the Consultative Councils on general or specific issues;
8. Appoint specialist committees to facilitate its work and in furtherance of the aims and objectives of the organisation.
9. Nominate persons for appointment to the General Council for purposes set out in Article 5(e);
10. Consider and recommend to the Trustees documents, which set out guidance on governance and/or syllabi.
11. Recommend to the Trustees Standing Orders, rules of procedure and good practice to assist in the smooth running of the MINAB;
12. Recommend to the Trustees recommendations to set and review membership fees of the MINAB as appropriate.
13. Appoint Chair/s for General Council meetings.

ARTICLE 10 THE OFFICE-BEARERS

1. The MINAB shall have the following office bearers:
 - a) Chair
 - b) Vice Chairs



- c) Treasurer
 - d) Secretary
2. The Executive Board shall make the appointment of Office Bearers.
 3. No office bearer may hold the same office for more than two consecutive terms.

ARTICLE 10A CHARITY TRUSTEES

1. The Office Bearers (as determined by Article 10) shall also be the charity trustees of the MINAB.
2. If a trustee is to be appointed to replace a trustee who is leaving office he or she may be appointed not more than three months before the other trustee leaving office but shall not take office until the other trustee has left office.
3. A trustee shall cease to hold office if he or she:
 - a) is disqualified from acting as a trustee by virtue of section 73 of the Charities Act 1993 (or any other statutory re-enactment or modification of that provision);
 - b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - c) notifies to the trustees a wish to resign (but only if at least three other trustees will remain in office when the notice of resignation is to take effect).”

ARTICLE 11 DUTIES OF THE OFFICE BEARERS:

CHAIR

1. The Chair shall speak on behalf of the organisation and the Trustees.
2. The Chair shall be responsible for convening meetings of the General Council and the Executive Board.
3. The Chair shall be one of the three authorised signatories for the accounts of the MINAB.
4. The Chair shall present his report to the Annual General Meeting of the General Council as required under Article 8.
5. The Chair shall, in consultation with other office bearers, draft such proposals as are appropriate from time to time in furtherance of the aims and objectives of the MINAB, for consideration and approval of the Office Bearers.

VICE CHAIRS

1. There shall be four Vice-Chairs – each founding member appointing one until 2017.
2. At least one of the four Vice Chairs shall be female.
3. The Vice Chairs shall carry out such functions as assigned by the Chair.



4. In the absence of the Chair, the Vice Chair nominated by the Chair shall act as the Chair and have full powers and responsibilities of the Chair.

TREASURER

1. The Treasurer shall have responsibility for finances of the MINAB.
2. The Treasurer shall draft and secure the approval of annual budget of the Office Bearers.
3. The Treasurer shall keep the Executive Board informed at all times of the financial position of the MINAB by presenting written financial reports at each meeting of the Executive Board.
4. The Treasurer shall devise and plan fund raising strategies and activities.

SECRETARY

1. The Secretary shall have responsibility for the day-to-day management of the administrative staff of the MINAB and its website.
2. The Secretary shall be responsible for all minutes and record keeping.

ARTICLE 12 LEGAL STATUS

1. The MINAB shall be a registered charity under the laws of England & Wales.
2. The MINAB may become an incorporated charitable company limited by guarantee or acquire such legal persona as serves its best interests.

ARTICLE 13 AMENDMENTS TO THE CONSTITUTION

1. The Constitution can be amended at a duly convened meeting of the General Council.
2. A proposal to amend the Constitution in respect of Articles 5, 8 and 10 shall be an issue of “special significance” and shall require positive approval of two thirds of members present.
3. A proposal to amend the Constitution in any other respect shall be in writing and shall require a proposer and a seconder before it can become part of the agenda of a meeting of the General Council.
4. A proposal to amend the Constitution shall not be considered unless notice of the same has been given to all the eligible members of the General Council at least twenty-one (21) days in advance of the meeting.
5. Subject to (b) a proposal to amend the Constitution shall require affirmative vote of no less than two third of members present and voting.



6. No amendment, which requires approval of the Charity Commission, or any other relevant authority shall come into effect unless such approval has been obtained.

ARTICLE 14 DISSOLUTION

1. The General Council may dissolve the MINAB if it passes a duly moved resolution to dissolve, written notice whereof has been given to all eligible members three weeks prior to the date of the meeting.
2. A resolution to dissolve shall require the support of two thirds of the members of the General Council including, until the end of 2017, the agreement of all the founding members.
3. If the resolution to dissolve is passed, the Office Bearers shall be responsible to realise all the assets, to discharge all the debts and donate, with the agreement of the four founding members, any surplus funds to a registered charity which has similar aims or to which the General Council directs.