

Article 1: General Provisions

1. The organization shall be called “**Mosquée Darus Salam**” hereafter referred to as “Mosque”.

Article 2: Aims and Objectives

The aims and objectives of the Mosque shall be:

1. To help Muslims carry out Islamic activities in the pursuance of Islam as a complete way of life.
2. To provide a convenient facility for Islamic prayers to the Muslim community in the areas surrounding Kirkland, Beaconsfield, and Pierrefonds, (western suburbs of Montreal).
3. To establish and maintain an educational institution wherein teaching and learning activities take place on a regular basis
4. To morally and financially assist the poor and needy, particularly among those unable to help themselves as a result of illness, handicap, unemployment, natural disaster, etc.
5. To visit the sick people in the community
6. To facilitate the integration of new Muslims and newly arrived immigrants into the community
7. To enjoin youth towards good behaviour, charitable acts, self-improvement, and positive contribution to society
8. To publish Islamic information in effort to promote unity and peace and to teach about Islam
9. To carry out all of the above activities without purpose of gain for any or specific members, administrators or trustee members

Article 3: Membership

3.1 Membership Categories

Three categories of members of the Mosque are defined:

1. Any Muslim who participates in the regular activities of the Mosque (prayers, classes, meetings, visiting-the-needy, etc) shall be automatically considered a member.
2. Any Muslim who regularly contributes funds to the Mosque for donation or charity in an amount not less than \$200.00 in a calendar year shall be automatically considered a member.
3. Any Muslim who does not participate in the regular activities of the Mosque due to illness or another valid reason, but resides near the Mosque and keeps regular contact with members from category 1 or 2 shall be automatically considered a member.

These clauses are intended to promote the spirit of inclusion of any person with similar aims and objectives.

3.2 Terms of Membership

No application for membership is made and no membership dues are obligatory. Any person with similar aims and objectives, and who consents to being a member, becomes a member of the Mosque by participating in Mosque activities, without publicly declaring any membership intention.

3.3 Termination of Membership

The Trustee reserves the right to terminate or suspend membership of any person who prevents Mosque members from fulfilling the objectives as laid down in Article 2.

Article 4: Organization Structure

The mosque shall have the following bodies:

1. General Body
2. Administrators
3. Trustee
4. Clergyman / Teacher (known in Arabic as **Imam**)

Of these officers, only the **Imam** may receive remuneration for performing his functions. This is due to the extensive educational and time requirements involved with the office. The Trustee and Administrators shall serve without remuneration, as volunteers.

4.1 General Body

All members of the Mosque shall constitute the General Body.

4.2 Administrators

Active members of the Mosque, participating in congregational prayers at least four times per week, may become the Mosque administrators, (or **Shura**). These members may make day-to-day decisions in the absence of the Trustee. Examples of these day-to-day decisions include:

- a) prayer timing
- b) visitation to the homes of community members for encouragement and reminder
- c) any other community matter which does not involve disbursement of funds
- d) nomination of Imam and forward its recommendation to the Trustee
- e) establishment of other social, religious or educational activities

4.3 Trustee

The following Trustee shall direct the affairs of the Mosque:

- a) President (known in Arabic as the **Ameer**)
- b) Secretary/Vice President (known in Arabic as the **Kaatib**)
- c) Treasurer (known in Arabic as the **Khazin**)

The responsibilities of the Trustee are detailed in the following sections.

4.4 Duties, Functions and Responsibilities of the Ameer

1. The Ameer shall direct the overall management of the Mosque.
2. The Ameer shall coordinate all of the regular activities of the Mosque
3. The Ameer shall oversee the functions of other administrators, to assure concordance with legal, ethical, moral and Islamic standards.
4. The Ameer shall arrange for the replacement of administration officers when necessary, according to the nomination procedures of Article 5.
5. The Ameer shall arrange for special Islamic activities at the request of members, such as Ramadan arrangements, etc.
6. The Ameer shall assist the Secretary in discharging office duties, such as correspondence and document preparation.
7. The Ameer shall approve all financial burdens undertaken by the Mosque, after consultation with the Treasurer, administrators and members.

4.5 Duties, Functions and Responsibilities of the Secretary

1. The Secretary shall carry on correspondence for and on behalf of the Mosque
2. The Secretary shall file and maintain all letters, books, reports, certificates and other documents pertaining to the administrative affairs of the Mosque. This includes documents prepared by Mosque officers (such as these by-laws) or received by the Mosque (such as government documents), but excludes financial receipts, which are maintained by the Treasurer.
3. The Secretary shall keep minutes of any Trustee meetings for which minutes are deemed necessary. The Secretary may delegate the note-taking responsibility to another member.
4. The Secretary shall be responsible for any publishing activities undertaken by the Mosque, (i.e., newsletters, brochures, and public relations material).
5. The Secretary shall assist the Ameer in discharging office duties and shall be responsible to oversee the activities assigned to various committees.

4.6 Duties, Functions and Responsibilities of the Treasurer

1. The Treasurer shall administer the finances of the Mosque.
2. The Treasurer shall maintain books and records for all financial transactions of the Mosque, including receipts, bank statements, expenditures, assets and liabilities. These records shall be available for verification at any time.
3. The Treasurer shall prepare annual report of the financial situation of the Mosque.
4. The Treasurer shall have the power to receive and make payments and issue receipts in the name of the Mosque.

4.7 Duties, Functions and Responsibilities of the Imam

1. The Imam shall lead prayers and deliver Friday Sermons (khutba) on a regular basis.
2. The Imam shall teach the Holy Qu'ran and provide Islamic knowledge to members.
3. The Imam shall advise members and administrators in matters pertaining to Islamic practices.
4. The Imam shall be available to members for consultation on personal matters involving Islamic jurisprudence.

Article 5: Nomination Procedures

1. A person vacates his position in the Trustee in the following instances:
 - a) voluntary resignation of the Trustee member
 - b) death of the Trustee member
 - c) illness resulting in inability to perform his functions
 - d) Trustee member moves out of the Province of Quebec permanently
 - e) dismissal from the position, as a result of a majority vote of the administrators indicating that the Trustee member is not performing his duties satisfactorily.
2. Should a vacancy arise in the Trustee of the Mosque, the administrators shall announce this fact to the members, and encourage them to suggest a replacement.
3. From membership suggestions, the administrators shall compile a List of Nominees.
4. A candidate from the List of Nominees shall be appointed to a position on the Trustee by unanimous approval of the other officers of the Trustee and the Administrators, including, when possible, the outgoing officer for the vacant position.

Article 6: Finance

1. The fiscal year of the Mosque shall be the calendar year, i.e. January 1st to December 31st.
2. There shall be at least one bank account with chequing privileges for the Mosque.
3. Donations and contributions are the primary source of Mosque funds.
4. All Mosque-related transactions (income and expenditures) shall be recorded by the Treasurer
5. The Mosque funds shall be recorded by the Treasurer into at least two groups:
 - a) Charity fund (Sadqa): This fund shall be used exclusively for distribution of charity to those eligible to receive charity according to Islamic Law, namely the poor and needy, in order to fulfill Objective 2.4.
 - b) General expense fund: This fund may be used for all normal operating expenses of the Mosque, such as rent, telephone bill, etc.
Note that separate bank accounts are not necessary as long as the record keeping clearly indicates the separate activities.
6. The Treasurer may further divide the funds into more groups, as requested by members and/or administration. Examples for these are:
 - c) Building fund: Used for the purchase of real estate for prayer or school purposes.
 - d) Classes fund: Used to collect student fees for formal lessons, and pay for school expenses such as books.
7. Disbursements greater than \$100 shall be paid by cheque
8. The up-to-date transaction record shall be available to members and external auditors upon request if applicable.
9. All Mosque funds shall be used solely to promote the objectives in Article 2.

Article 7: Amendments to the By-Laws

1. Any proposed amendments to the by-laws must be submitted in writing to any member of the Trustee.
2. All officers of the Trustee (President, Secretary, and Treasurer) review the proposed amendments.
3. If the proposed amendments are deemed acceptable and consistent with the objectives of the Mosque, the amendments shall be adopted, and the Secretary shall update the by-laws accordingly. Otherwise, the officers shall discuss the issue with the proposal's originator until a consensus is reached.
4. If the by-laws are updated, a new copy is made available for interested members.