

BYLAWS OF THE ISLAMIC SOCIETY OF KINGSTON

Bylaw 1: Bylaw to define the membership dues of the Society

1. The membership year of the Society shall be the same as the fiscal year (as defined in item 4 of Article IX).
2. The membership dues may be paid as single or as family.
3. The Society may charge a reduced fee for people who may be in financial difficulty.
4. Dependent children and live-in parents shall be considered members if family membership dues are paid.
5. If a general meeting is held within 60 days of the beginning of a membership year, paid members and those who paid dues during the previous year shall be considered members for the purpose of that meeting.

Bylaw 2: Bylaw to define the membership and function of the Groups and Committees Forum

1. The following shall be members of the Groups and Committees Forum:
 - (i) the members of the Executive Committee,
 - (ii) a representative of the Queen's University Students' Association (QUMSA),
 - (iii) a representative of the Youth Group,
 - (iv) Coordinator of the Prison Visiting Committee,
 - (v) Advisor to the Youth Group,
 - (vi) Organizer of the Muslim Kids' Club, and
 - (vii) Chairs/Representatives of other committees and groups constituted by the Executive Committee.
2. The President of the Society shall chair the meetings of the Groups and Committees Forum.
3. The Groups and Committees Forum shall meet to
 - (i) plan and coordinate activities of the Society, and
 - (ii) provide feedback to the Executive Committee about issues and concerns of the community.
4. The Groups and Committees Forum shall normally meet at the request of the Executive Committee. However, any five members of the Committee may request a meeting by presenting a written request to the Secretary of the Society. Such a meeting shall be called within three (3) weeks of receiving the request.
5. Members of the Groups and Committees Forum shall receive notice of meetings of the Executive Committee and may attend these meetings at their discretion. Only members of the Executive Committee are entitled to vote at these meetings.

Bylaw 3: Bylaw to define the composition and responsibility of the Social Activities Committee

1. The Executive Committee shall establish a Social Activities Committee. The Committee shall have two sub-committees:
 - a. A General Activities sub-committee consisting of six (6) members plus the Chair.
 - b. An Extraordinary Activities Sub-committee consisting of four (4) members plus the Chair.
2. The Social Activities Coordinator shall be the Chair of both sub-committees.
3. The General Activities sub-committee is responsible for carrying out the functions, social events and activities including the following:
 - a. Organize, prepare and coordinate community social events, such as both Eid celebrations, and pot luck dinners.
 - b. Organize the social activities (such as the provision of food and supplies) associated with the Education Committee functions, such as public lectures, community lectures, workshops and conferences, and special group studies.
 - c. Organize the social activities (such as the provision of food and supplies) associated with the various functions.
4. The Extraordinary Activities sub-committee is responsible for responding to emergencies (accidents, death, etc...), visiting the sick, establishing rapid communications and disseminating information, and welcoming new members to the community.
5. The Committee shall present to the Executive Committee an estimate of expenses for the following year.

Bylaw 4: Bylaw to define the composition and responsibility of the Education Committee

1. The Executive Committee shall establish an Education Committee, consisting of five (5) members, which shall coordinate activities designed to carry out the Society's educational aims and objectives.
2. The Education Coordinator shall be the Chair of the Education Committee.
3. The duties of the Education Committee shall include:
 - a. Overseeing the weekend Islamic School;
 - b. Appointing the principal and teachers of the weekend Islamic School;
 - c. Ensuring that the school follows a set curriculum;
 - d. Making every effort to encourage and facilitate the formation of Islamic study circles and facilitate their functioning;

- e. Facilitating the functioning of the Society's library.
- f. Making every effort to arrange public lectures and other forums to promote a better understanding of Islam among Muslims and non-Muslims; and
- g. Establish liaison with School Boards and other educational institutions.
- h. The Committee shall present to the Executive Committee an estimate of expenses for the following year.

Bylaw 5: Bylaw to define the composition and responsibility of the Centre Management Committee

1. The Executive Committee shall establish a Centre Management Committee, consisting of five (5) members.
2. The Centre Management Coordinator shall be the Chair of the Centre Management Committee.
3. The Committee is responsible for the operation and maintenance of the Islamic Centre including:
 - a. Ensure that the Centre is open for the five daily prayers and other activities. The Committee may assign persons in charge of opening the Centre.
 - b. Ensure that the Centre is clean.
 - c. Ensure that all supplies related to the operation and maintenance of the Centre are adequate and available.
 - d. Ensure that persons who have access to the Centre are trained in the operation of the facilities including heat, water and security system, and report to assigned persons in case of an emergency.
 - e. Assign persons to take care of grounds and removal of snow, and recommend to the Executive Committee purchase of equipment and materials needed for these activities.
 - f. Ensure that the Society, as pertains to the Islamic Centre, abides by any applicable health and safety requirements.
 - g. Prepare maintenance schedules for equipment, the building and grounds, and recommend necessary actions. This should be presented to the Executive Committee for approval and financing.
 - h. To open, supervise, close and secure the Centre when it is used by any group.
4. The Committee shall present to the Executive Committee an estimate of expenses for the following year.

Bylaw 6: Bylaw to define the membership and functions of the Prison Visiting Committee

1. The Executive Committee shall establish a Prison Visiting Committee and appoint a coordinator
2. The collective responsibility of this committee is to
 - a. support all Muslim inmates in local institutions;
 - b. assist inmates and their families to cope with incarceration; and
 - c. educate prison staff on the special needs of Muslim inmates.
3. The Committee shall ensure that all institutions within the area served by the Islamic Society are visited regularly and that all Muslims are aided in the exercise of Islam to the fullest extent possible, recognizing that this may go a long way towards their rehabilitation.
4. The coordinator shall have the following responsibilities:
 - a. The Coordinator shall be responsible for the administration of the contract between the Government of Canada and the Islamic Society.
 - b. The Coordinator shall prepare a monthly statement of accounts showing the claims and travel expenses of each visitor. The monthly statement shall be sent to the regional office of Corrections Canada for payment by the Government of Canada. A copy of the statement shall be given to the Treasurer of the Society.
 - c. The Coordinator, or a delegate, shall represent the Islamic Society in retreats, conventions and similar gatherings of Correctional Chaplains of other faith groups.
5. Confidentiality of correspondence that includes inmate names and locations shall be the responsibility of the Coordinator and each prison visitor.

Bylaw 7: Bylaw to establish the procedure for running the election

1. The Election Committee shall meet at least once before the election date in order to prepare for the election, design the ballots, prepare the ballot box, and fine-tune the details of the election process.
2. A list of the regular members (those eligible to vote) shall be prepared at least three weeks prior to the date of the Annual General Meeting. This list shall be posted on the bulletin board in the Islamic Centre.
3. All regular members of the Society are invited to check for the accuracy of the list and report to the Secretary any perceived discrepancy. Names may be added to the list until the commencement of the election with proper proof of regular membership.
4. In addition to the nominations received prior to the Annual General Meeting, nominations shall be requested from the floor before nominations are closed.
5. The following procedure shall be followed during the election.
 - a. The election shall be carried out by secret ballot.
 - b. The Chair shall ensure that ballots are handed to eligible members only.
 - c. A voter's name shall be crossed from the list of voters to ensure that every voter casts only one vote per position.
 - d. Each voter shall place the ballot in the ballot box
 - e. Ballots shall be counted immediately and the results shall be announced before the meeting is adjourned. The ballots will then be sealed and kept in a safe place.
6. Sealed ballots shall only be opened in the presence of the whole Election Committee and only in case of a dispute regarding the election results.
7. The Election Committee shall be dissolved 90 days after the election. Ballots shall be destroyed before the Committee is dissolved.

Bylaw 8: Bylaw establishing rules for use of the Islamic Centre

1. The Islamic Centre is for the benefit of all Muslims. It is to be used for religious, educational and social activities. All activities in the Centre shall be conducted within the framework of Islamic principles.
2. No activity shall be held in the Centre that contradicts Islamic principles and violates the sanctity of the Centre.
3. The prayer area shall be used for prayer, and religious studies and discussions.
4. The prayer area shall not be used for sleeping except for observing "I'tikaf".
5. Activities in the community hall must not disturb the prayer or religious discussions held in the prayer room.
6. The entire building is designated a non-smoking area.
7. Booking of the community hall shall be coordinated through the Centre Management Committee.
8. The order of priority for use of the community hall shall be:
 - a. Functions organized for the Islamic Society,
 - b. Functions organized for an organized group (Women's Group, Youth Group, QUMSA, etc.) of the Society.
 - c. Muslim families and individuals; and
 - d. Others.
9. The Society shall establish a fee structure for the use of the community hall and the kitchen.
10. Groups using the community hall shall be responsible for, but not limited to, the following
 - a. arranging the room according to the needs of the function;
 - b. stacking furniture to appropriate places after use;
 - c. cleaning the facility after use;
 - d. removing all garbage after use; and
 - e. cleaning and storing of dishes, and cleaning the kitchen, if used.