

Blackburn Muslim Association Constitution

1. NAME

The name of the Association is Blackburn Muslim Association hereafter referred to as "BMA".

2. AIMS and OBJECTIVES

BMA shall be a non-political body whose aim will be to provide the means for the co-operation of all organisations, communities, institutions and projects within Blackburn and Darwen who agree to our core aims.

BMA will also provide a forum for the expression of the collective opinion of its representatives on all matters related to educational, cultural, social, economic, religious, health and all other relevant aspects, which may affect their interest.

BMA will familiarise the government, the local authorities, and other statutory and voluntary bodies with the needs of the community in the educational, cultural, social economic religious and health dimensions.

BMA will secure an effective representation of the community in all the aforementioned bodies and have full consultation with them via their representatives on all issues concerning or affecting BMA and its members.

BMA will provide full support and comprehensive advice in developing and advancing education and other activities be they religious, socio-economic, recreational, cultural, or health, which may best help to meet the needs of the community that are more disadvantaged, especially the elderly, disabled, young people and women.

3. MEMBERSHIP

Membership to BMA shall be open to any person, organisation, community group or institution based in Blackburn and Darwen.

Application for the membership to BMA shall be directed to the Secretary and shall be put by the Secretary before the Executive Committee. The Executive Committee shall consider the application and accept or refuse such application at its own discretion. The Executive Committee shall in all cases accept the application unless the Executive Committee has very good reason for the refusal of such application.

A register shall be kept of the names and addresses of all the members of BMA.

Members of BMA shall abide by the rules and regulations of the association for so long

as they continue to remain members of the BMA.

A member of BMA will cease to remain a member when and if the person, organisation, community group or institution, by virtue of which membership had been granted, is dissolved or for any reason ceases to exist. Any member organisation wishing to terminate its membership with BMA must apply to BMA in writing.

BMA will have power to censure a member or a representative/s of a member in the following circumstances:

Upon their involvement in any act which brings or is likely to bring BMA into disrepute or results into matters that are detrimental to the interests of the Muslim Community in general.

Upon conduct of a representative of a member deemed to be harmful to the membership of BMA in general.

4. POWERS

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

Power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.

Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

Power subject to any consents required by law to sell, lease or dispose of all or any part of the property of BMA;

Power subject to any consents required by law to borrow money and to charge all or any part of the property of BMA with repayment of the money borrowed;

Power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of staff;

Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar purpose and to exchange information and advice to them;

Power to appoint and constitute or support such advisory committees as the Executive Committee may think fit;

Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects:

Power to do all such other lawful things as are necessary for the achievement of the objects.

5. EXECUTIVE COMMITTEE

The BMA Executive Committee shall be composed of the following elected members:-

Chairman
Vice Chairman
Secretary
Treasurer

The Executive Committee shall manage the affairs of BMA and shall implement decisions of the meeting of BMA.

The election of the Executive Committee shall take place every year at the Annual General Meeting and following the dissolution of the existing Executive Committee.

The Chairman shall preside over all meetings of BMA and discharge such duties as are expected from a Chairman.

In the absence of the Chairman, the Vice Chairman will act in the capacity of a Chairman.

The Secretary, with the help of the Assistant Secretary shall be responsible for the day to day running of BMA and shall maintain continuity in the business of BMA. In the absence of the Secretary, the Assistant Secretary will act as the Secretary.

The Treasurer will be in charge of the finances and for the keeping of the accounts of BMA and will discharge duties as laid down by the Executive Committee from time to time.

The Public Relation Officer in consultation with the Chair shall be responsible for maintaining communications with the media. All information passing from BMA to the media must be channeled through the office of the Public Relation Officer and the Chairman.

The Executive Committee shall have power to set up as many advisory and other sub-committees as it deems necessary and to assign such sub-committees such duties as may be required. The Executive Committee will appoint as many members as necessary in the formation of such members as necessary, having knowledge, skill or experience to set up

advisory and other committees as it deems necessary and to assign to such committees such duties as may be necessary with no maximum or minimum limit for appointments.

6. MEETINGS.

In addition to the Annual General meeting, BMA shall meet at least three (3) times a year and more if the Executive Committee shall so require.

The Annual General Meeting of BMA shall be held in the month of April in each year or as soon as practicable thereafter at such time and such place as the Executive Committee may determine.

The Secretary shall give at least twenty one (21) days notice in writing to all the members, of the day, time and place of the Annual General Meeting. Voting at the Annual General Meeting shall be by secret ballot. No member shall be eligible to be elected in his absence unless he has given in writing to the Secretary before the AGM of his acceptance to be elected.

Extra ordinary general meeting shall be convened by the Executive Committee as follows: -

- Upon the receipt of a requisition signed by not fewer than two (2) members of the Executive Committee calling for such a meeting to be convened.

- Upon the receipt of a written petition signed by at least 55% of the total membership at the time for such a meeting to be convened. Provided that in case of the meetings to be called the Secretary shall be given at least 14 days notice to arrange for the meeting.

Executive committee meeting shall be convened at such times and such places as the Chairman and the Secretary or the Executive Committee should deem necessary.

Members meeting together shall be mindful of their conduct and in their deliberations exercise proper respect to the authority of the Chairman and to each other and agree to decide matters in mutual consultation. Decisions should be by Consensus or if contentious, the matter will be put to vote and unless otherwise stated in the constitution the Chairman's decision will be final. In the event of a tie, the Chairman shall have the casting vote.

Nominations for election to the Executive Committee can be made by members of BMA in writing and wherever possible handed to the secretary of the Executive Committee at least 7 days before the Annual General Meeting (AGM). The election shall be supervised by the election commissioner who shall be appointed by the Executive Committee prior to the AGM.

7. ACCOUNTS

The Treasurer of BMA shall be responsible for the keeping of the proper accounts of all income and expenditure and assets and liabilities of BMA.

The Treasurer shall pay all the sums collected by or on behalf of BMA into such bank account or accounts as the Executive Committee may from time to time determine. Cheques shall be signed by the Chairman. The maximum that can be drawn on a single cheque, without reference to the Executive, shall not exceed £500.00

8. ALTERATION TO THE CONSTITUTION

Subject to the following provision of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of resolution, setting out the terms of the alteration proposed.

Any amendment proposed by any member shall be delivered in writing to the secretary 7 days prior to the AGM.

Amending/deleting resolutions shall be proposed and seconded by members of BMA.

9. DISSOLUTION

If the Executive Committee decides that it is necessary or advisable to dissolve BMA it shall call a meeting of all members of BMA, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given.

If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have powers to realise any assets held by or on behalf of BMA.

Any assets remaining after the satisfaction of any proper debts and liabilities; shall be given or transferred to such other similar institution or institutions having objects similar to the objects of BMA.

This constitution was adopted as the constitution of the **Blackburn Muslim Association** at a meeting of BMA duly convened on Sunday the 5th March 2006.

Chairman.....
Vice Chairman.....
Secretary.....
Treasurer.....