



# Havering Islamic Cultural Centre Constitution

2018

## Introduction:

Havering Islamic Cultural Centre is a non-denominational mosque founded in 1982 to serve the London Borough of Havering, catering for the social and cultural needs of Havering residents and the religious obligations of local Muslims.

The Centre is a charitable organisation open to all Muslims irrespective of denomination and is registered with the Charity Commission with the purpose of ensuring the appropriate transparency is present in operations.

## Glossary

**The Centre:** Havering Islamic Cultural Centre (HICC)

**Trustees:** Trustees of the Charity “Havering Islamic Cultural Centre” (Charity Commission number (1041436))

**Chairman:** the Chairman of HICC

**Imam:** the Imam of HICC

**Committee:** The Executive Committee, made up of Trustees and elected Committee members, responsible for the decision-making of the Centre

## Mission

Our mission is to serve the residents of the London Borough of Havering as a full-service, non-denominational Mosque and community space which educates and charitably supports our local community. We will strive to serve both Muslims and non-Muslims in Havering with all aspects of life for the benefit of the wider community.

This will specifically include:

- The advancement of religion according to the tenets and teachings of Islam
- The advancement of the education of the public by providing classes and sermons on Islam in English
- Supporting charitable causes with the goal of relieving poverty, sickness and distress of local people, particularly residents of the London Borough of Havering.
- Donating funds to selected charities internationally or to any charitable appeal approved by the Committee following natural disasters anywhere in the world.

## Fundamental Approach

Our unwavering beliefs as a Centre must include the following:

- The local community, both Muslim and non-Muslim, will be the key focus of our Centre’s efforts and resources
- Remaining non-denominational and promoting religious freedom
- No affiliations will be held – or views expressed – which may be seen as divisive to, or judgemental of, any community. Open discourse without judgement will be the approach taken by all who represent the Centre.

Contravention of these rules will be grounds for immediate termination from the Board of Trustees, Executive Committee or Sub-Committees.

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## Board of Trustees

### Appointment of Trustees:

A new trustee must be appointed by unanimous decision from the Board of Trustees and the Chairman of the Centre.

A unanimous decision is required for the appointment of a trustee.

The Centre will not appoint more than a maximum of 7 trustees.

### Responsibilities of the trustees

The Trustees, in collaboration with the Chairman and Management Committee, are responsible for:

1. Oversight of the Centre's vision and mission
2. Devising an overall strategy for the Centre to fulfil the vision and mission
3. Approval of annual budgets
4. Ensuring compliance of all activities with the laws and regulations of the United Kingdom
5. Financial support for the Centre to ensure it is able to meet its financial commitments
6. Appoint the Chairman
7. Intervene in conflict which may evolve within the management structure and guide conflict resolution within Committees
8. Holding properties and assets of the Centre, including freehold or leasehold land or property acquired by purchase, exchange, gift or otherwise

The Trustees have supreme policy-making and ruling powers of all HICC matters.

The Trustees may adopt resolutions, amend the Constitution and, in general, exercise all powers necessary to promote the aims and purposes of HICC.

### Tenure:

Fixed terms?/re-election?

### Loss of trusteeship:

- Death
- Resignation
- Disqualification: any Committee member whose behaviour is deemed to be damaging to the image or reputation of the Havering Islamic Cultural Centre will have their trusteeship reviewed by the Chairman and the Board of Trustees
- Leaving the UK permanently
- Failure to attend 3 consecutive monthly meetings or failure to attend 6 monthly meetings in a calendar year will lead to a review of trusteeship by the Board of Trustees. Exceptions are made for illness and disability.
- Consistent disruption of the board and its activities.

### Conditions of Trusteeship:

- Members have been cleared of any penalties and misconduct placed upon them for the past 3 years.
- No pending criminal records
- Not on any offenders register (subject to DBS checks) Members must not be appointed who hold public ideological or political views or any affiliations which would be seen as divisive to

any community or could bring the Centre's name into disrepute. UK Nationality or ILR (Indefinite Leave to Remain)

Any instance contravening the above conditions is grounds for immediate removal from Board.

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## Chairman

**Appointment:** The Trustees are responsible for the appointment of the Chairman of the Centre

### **Responsibilities of the Chairman:**

The Chairman is held accountable for management of the Centre and can be hired as a volunteer or on a full or part time basis.

1. Chair Committee meetings
2. Management and oversight of the Centre's employees
3. Representing the Centre to external bodies
4. Reports to trustees
5. Is a signatory on cheques and authorises payments according to committee decisions

The Chairman's role will be reviewed annually by the Board of Trustees.

## Executive Committee

### Appointment:

Applications will be made for new positions.

The Board of Trustees will determine, based on an individual's merits, their suitability to become Committee members by majority decision.

A maximum of one dissenting trustee is permissible for the appointment of a Committee member.

### Quorum for appointment:

A majority of Trustees are required to induct a new Committee member.

### Term:

There is a fixed term of 2 years on the Committee. Members can stand for re-election at the end of their term.

Individual roles within the Committee will be reviewed annually

### Constituents:

The Committee will be made up of:

- Board of Trustees
- Chairman
- Executive Committee

Heads of sub-committees will be requested to attend Executive Committee meetings in an advisory capacity where there is relevant business to discuss. This invitation may be delegated.

The Committee, across the Board of Trustees, Executive Committee and Sub-Committees should have a minimum of 20% female representation once all boards are formed

Efforts should be made to ensure at least one member of the Trustees or Executive Committee is an Islamic scholar.

There is no requirement for Committee members to be Muslim. The goals and motivations must align to those of the Centre, selection is not conditional on faith.

### Conditions of Committee Membership:

- Members have been cleared of any penalties and misconduct placed upon them for the past 3 years.
- No pending criminal records
- Not on any offenders register (subject to DBS checks)
- Members must not be appointed who hold public ideological or political views or any affiliations which would be seen as divisive to any community or could bring the Centre's name into disrepute.

Any instance contravening the above conditions is grounds for immediate removal from Committee.

A formal review shall take place at the next Board of Trustees meeting to summarise whether the Conditions of Committee Membership were correctly applied. Where the trustees rule in favour of the removed member, the position will be reinstated.

### Dissolution

Any Committee member whose behaviour is deemed to be damaging to the image or reputation of the Havering Islamic Cultural Centre can be removed by a majority vote of 75% by the Board of Trustees.

A Committee member may propose the removal of another Committee member. A written proposal must be seconded by another Committee member and be presented to a trustee for discussion at the next Board of Trustees meeting.

The Committee will have the right to appeal the decision to the Board of Trustees with a minimum of 2 Executive Committee members backing the motion.

### Meetings:

Executive Committee: The Executive Committee will meet a minimum of once every 2 months

The Chairman or 2 Committee members can request a meeting providing that invitations are sent 7 days in advance.

### Quorum:

A decision-making quorum consists of at least 4 committee members?

### Decision-Making:

Decisions are made based on majority voting among the Committee members in attendance.

In the event of a tie, the Chairman will cast the deciding vote.

### Emergency meetings:

An emergency meeting requiring attendance by all Committee members can be called at 24 hours notice in exceptional circumstances. No other business will be discussed at these meetings: a follow-up meeting will be requested with 7 days notice.

### Sub-Committee meetings:

Sub-Committees: Sub-Committees will meet a minimum of once every 2 months.

A designated individual will write minutes for the Sub-Committee meetings.

## Loss of Membership

Death

Resignation

Failure to attend 3 consecutive meetings (with excuse or not) or failure to attend 6 meetings in a calendar year would lead to a review of membership for the Committee to vote on. Exceptions will be made for illness and disability

## Sub-committees:

Sub-committees will be made up of 4-6 individuals responsible for managing their particular area of focus.

New members are approved by the head of the sub-committee and the Chairman.

The Executive Committee will review new appointments at the next meeting.

Sub-Committees:

1. Maintenance
2. Religious Matters
3. Welfare & Support
4. Outreach & Engagement
5. Development and Planning
6. Womens Committee
7. Youth

## Head of Sub-Committees:

Appointment:

The head of Sub-Committees will be selected by the HICC Committee.

Responsibilities:

1. Oversight and responsibility for all activities within the sub-committee
2. Selection and appointment of members
3. Oversight of sub-committee budget

## Maintenance/Compliance

Responsibilities:

Ensuring the building is appropriately maintained in the following ways:

- Cleanliness of the building & surrounding grounds
- Health & Safety requirements are met
- Facilities are maintained to a high standard (e.g. functional air conditioning and heating)
- The building maintenance schedule is followed and maintained
- Managing the maintenance procurement process
- Ensuring all employees and volunteers have completed DBS checks where appropriate



## Religious Matters

### Responsibilities:

- Reaching out across the Muslim network, nationally and internationally, to seek engagement from Muslim scholars to further the Centre's spiritual message
- Manage the "New Muslim" process, including arranging:
  - Educational and spiritual support prior to – and post – reversion
  - Imam to support the Shahadah and provide a sermon
  - Essentials pack for New Muslims

Working with the imam to decide topics for sermons and approving Friday sermons

Provide community support where necessary to local organisations such as St Francis Hospice and Queens Hospital

## Welfare & Support

### Responsibilities:

- Managing the Centre's internal and external community support and welfare programmes
- Working alongside charities which specialise in supporting the needy
- Arranging and distributing goods and services to the needy and those in distress, such as food parcels, redirection to counsellors or using networks to assist with housing difficulties

## Outreach & Engagement

### Responsibilities:

- Managing the Centre's image to external parties
- Manage online content
- Arranging events, including:
  - Public outreach
  - Education and career support
  - Fundraising
- Inviting speakers to the Centre  
Political engagement with local and national politicians

## Development Committee

### Responsibilities:

- Overseeing expansion and enhancements to current facilities of HICC (supersedes Maintenance Committee for decisions relating to building repair and enhancement work)
- Overseeing all matters relating to the development of purpose built facilities for HICC, including appointing external advisers, consultants and architects

## Women

### Responsibilities:

- Ensuring the Centre's female membership has a voice in the management process
- Collating and understanding the concerns of the wider female membership
- Building a community among Sisters in the Centre through social events and educational activities

- Providing care, counselling and religious advice to women who prefer to speak to a sister and not the Imam

## Youth

### Responsibilities:

- Ensuring the Centre's youth (ages 12 – 18) has a voice in the Centre
- Building a community among the Centre's youth through social events and educational activities
- Providing care, counselling and religious advice to young people
- Advising on educational and career pathways through events and personal engagement

The head of the Youth Sub-Committee will be a qualified teacher or other professional with extensive experience of working with young people.

## Office Administrator

The Chairman can recruit an administrator for the Centre on a part or full-time basis.

This administrator will be responsible for:

- Answering inquiries from external stakeholders (responding to e-mails, letters or phone calls)
- Screening communications (phone calls, letters and e-mail) and handling them as appropriate
- Corresponding on behalf of the Chairman
- Managing office space
- Assisting in event organisation
- Informing management (Trustees, Committee) and schedules meetings with the consultation of the Chairman; invitations must be received 7 days prior to meeting
- Keeping all Centre files and correspondence safe
- Sending correspondence to other institutions according to management decisions
- Performing activities as directed by the Chairman
- Supporting the Treasurer by maintaining first-level bookkeeping and office accounts
- Working closely with the Imam and the Committee

## Imam of the Mosque

The Imam of the Mosque will be employed by the Committee

The Imam is responsible for:

- Leading daily congregational prayers
- Leading Friday prayers and giving a sermon (Khutbah)
- Advising the Centre's management on Islamic issues
- Providing Islamic advice and counselling for the Centre's congregation
- Leading funeral (Janazah) prayers in the mosque as needed.
- Provide Islamic teachings and educational support

Where leave has been granted, these duties will be discharged by a separate authorised individual.

## Treasurer

The Committee will recruit a treasurer for the Centre on a part or full-time basis.

The Treasurer is responsible for:

- To oversee the financial situation of the Centre
- Pay bills, tax and required instalments without referring back to the Committee
- Producing a quarterly financial report with a summary of income and expenditure
- Produce the annual report for submission to Companies House
- Produce, in collaboration with the Chairman, an estimated annual budget at the beginning of each year. This budget will be reported to the Centre's management for their endorsement
- Acting as a signatory on cheques in accordance with management decisions

## Finance

### Rules on Spending

Resources will be spent on:

- The cost of running the Centre, for instance: utility bills, wages and insurance.
- Maintenance of the Centre
- Improvement and development of the Centre
- Educational programs
- Supporting local Muslim organisations providing services to Muslim youth
- Charitable causes such as helping the needy or those in distress, nationally or internationally
- Low-risk investments to improve the long-term financial position of the Centre

The Chairman and the Treasurer may authorise cheques up to a value of £500 without referring back to the committee up to a maximum of £2,000 per month or £24,000 per year.

Any amount between £24,000 and £48,000 will require approval by the Committee.

Any amount greater than £48,000 will require approval by the Board of Trustees

The Office Administrator is authorised to spend up to £250 without referring back to the Chairman or Treasurer. This spending will be reviewed by the Treasurer monthly.

### Rules on Income

Sources of income and expenditure:

- Donations from stakeholders
- Profits from assets of Mosque
- Other investments

### Donations:

Conditional donations from special interests will be rejected in order to retain decision-making independence and to maintain a Centre in line with the vision and mission laid out.