

In the name of Allah, Most Gracious, Most Merciful



LEEDS GRAND  
MOSQUE

**THE CONSTITUTION**

**2016**

## **INTRODUCTION**

Leeds Grand Mosque (LGM) was founded in 1994 as a place for providing worshipping, educational, and social services to all the Muslim community located in Leeds city and other nearby areas.

The building (including the land) of the LGM is registered as a property owned by the Islamic Foundation, Markfield, Leicestershire, LE67 9SY.

Starting from 06/2015, the Islamic Foundation (the owner) authorized the management of the mosque and associated properties to the Muslim Association of Brittan Charitable Trust (MAB Charitable Trust) through a ten year leasing contract.

## **SECTION 1**

Glossary:

**The mosque:** Leeds Grand Mosque (LGM)

**Trustees:** The Trustees of the Muslim Association of Britain Charitable Trust (MAB CT)

**Chairman:** The chairman of LGM

**The Committee:** The committee selected by the Chairman to manage the mosque

**Imam:** the Imam of LGM

## **SECTION 2**

*Article (2.1)*

### **The objectives of the mosque**

The aims of the mosque is to serve the Muslims in Leeds and other nearby areas, and it strives to provide the Muslim community with space for worshipping, Islamic education and social needs which help them to maintain and preserve their Muslim identity and to make them active participants in the society.

## **SECTION 3**

*Article (3.1)*

### **Responsibilities of the Trustees**

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

1. Overseeing the Mosque vision, and mission which is to be consistent with the overall purpose of the mosque.
2. Devising an overall strategy for the mosque, which to fulfil its vision and mission.
3. approving the Mosque annual budget
4. Ensuring the compliance of all Mosque activities with the laws and legislations of the United Kingdom.
5. Support the Mosque financially, if possible, to ensure its capacity to fulfil all financial commitments.
6. Appoint the Chairman and to intervene to resolve any conflict that may evolve within the Mosque management system.

## **SECTION 4**

### *Article (4.1)*

#### **The Chairman**

It is the responsibility of the Trustees to appoint the Chairman of the Mosque, who is held accountable for the management of the Mosque. The appointed Chairman can be hired on a full/part time, or act as a volunteering individual. The responsibilities of the Chairman include:

1. To chair the committee's meetings.
2. Representing the Mosque to different bodies and institutes.
3. He/she is directly responsible for the Mosque employees.
4. Produces required reports to the Trustees
5. Is one of the signatories on the cheques and authorise payments according to the committee decisions and regulated by the financial contracts

## **SECTION 5**

### *Article (5.1)*

#### **The Committee**

The committee will be selected by applications that are made for the positions and a minimum quorum select individuals on their merits, the quorum will include the chairman and (2 other committee members or 2 other members of the mosque congregation chosen by the chairman in the case of a new committee being formed). The committee should include six to ten representatives for the sub-committees including:

1. Maintenance
2. Cultural
3. Youth
4. Sisters and Training
5. Social
6. Community Engagement
7. New Muslim support

More sub-committees can be created according to any future needs.

### *Article (5.2)*

The period of any committee member is three (3) years, with the possibility to renew for a further three (3) years.

#### *Article (5.3)*

##### Conditions of Membership to the Committee

- Committee members are individuals who live and have been living or working in Leeds and surrounding suburbs for a minimum period of 2 years.
- Committee members have been cleared of any penalties or misconduct placed upon them for the past 3 years.
- Have no pending criminal records or are on any offenders register subject to DBS checking
- Committee members must not be appointed whose public political or ideological views could be seen as divisive, or could bring the name of Leeds Grand Mosque into disrepute.

#### *Article (5.4)*

##### **Dissolution of Membership**

Any committee member whose behaviour is deemed to be damaging the image or reputation of Leeds Grand Mosque can be removed by a majority vote by the other members of the committee.

The committee will have the right to appeal to the Board of Trustees

#### *Article (5.5)*

##### **The members meetings**

The Committee members will meet a minimum of once every month.

The Chairman or two committee members can request a meeting providing that invitations and the agenda are both emailed to the members one week in advance.

##### **Decision making**

Decisions are made based on majority voting and in the situation of a tie, the chairman's vote will be the decider.

#### *Article (5.6)*

##### **Loss of membership in the Committee and the recruitment for roles**

A membership withdrawal may occur as a result of the following:

1. Death.
2. The end of the committee's period.
3. Resignation.
4. Leaving West Yorkshire for a period longer than six months.
5. The absence from three consecutive meetings – whether with excuse or not – or the absence from six meeting – whether with excuse or not.

*Article (5.7)*

Positions in the committee will be filled via the same procedure, selected by the Chairman.

## **SECTION 6**

*Article (6.1)*

### **The office manager**

The chairman can recruit an office manager on either part/full-time basis, who has the following responsibilities:

1. Informs the members (committee) and schedules meetings with the consultation of the chairman, and that invitation is to be received 2 weeks before the meetings.
2. To produce the minutes of the meetings and to email copies to all members of the committee within 3 weeks of the initial meeting. All minutes of the meeting should be archived systematically.
3. To keep safe all the mosque files and correspondence.
4. To send correspondence to other institution according to the decision of the committee.
5. Any other activities as directed by the Chairman.
6. Answering inquiries and providing information verbally and in writing.
7. Operating office equipment and managing office space.
8. Website management: update website as needed.
9. Partaking in event organisation.
10. Screening phone calls, inquiries and requests, and handling them as appropriate
11. Meeting and greeting visitors at all levels of seniority.
12. Corresponding on behalf of the chairman.
13. Producing documents, briefing papers, reports and presentations.

14. Preparing and managing correspondence, reports and documents.
15. Maintaining office accounts and first-level book keeping in coordination with the treasurer
16. Working closely with the imam and mosque committee.
17. Deputising for the chairman; making decisions and delegating work to others in the chairman's absence.

*Article (6.2)*

**The Imam of the Mosque**

The Mosque committee is responsible for employing the Imam.

The Imam gives advice to the mosque committee on Islamic issues

The duties and responsibilities of the Imam:

1. Leads the five daily congregational prayers
2. Leads the Friday and prayer and gives a sermon (*khutbah*)
3. Provides Islamic advice and counselling for the mosque congregation
4. Leads the funeral (*janazah*) prayer in the mosque, as needed.
5. Provide Islamic teachings through lectures, courses, weekly circles to the mosque congregation.

**SECTION 7**

*Article (7.1)*

**The treasurer**

The committee need to recruit a treasurer on full / part-time basis, who has the following responsibilities:

1. To follow up and check the Mosque's expenditure and sources of income.
2. Produces the annual report, which to be sends it to the MAB Charitable Trust accountant for to be added to the charity's accounts.
3. Produces, in collaboration with the Chairman, an estimate of the annual budget at the beginning of every year to be indorsed by the committee members.

4. He will be one of the signatories on the cheques in accordance with committee decisions.
5. Any other activities as directed by the Chairman.

## **SECTION 8**

### *Article (8.1)*

1. None of the Mosque's money should be spent outside the agreed budget.
2. The Chairman and the treasurer have the authority to authorise cheques up to the value of £1,000 without referring back to the committee. This should not exceed £2,000 per month or £24,000 a year.
3. Any amount greater than this, up to £48,000; an approval should be made by the management committee.
4. Any amount greater than £48,000 will require the approval of the board of trustees.
5. The committee authorises the office manager to spend up to £500 from the petty cash without referring back to the chairman or treasurer.

## **SECTION 9**

### **General rules**

#### *Article (9.1)*

All committee members must strive to achieve the aims and objectives of the mosque in accordance to the law of the country.

#### *Article (9.2)*

The committee members should abide by the Byelaws, decisions have to be taken according to the Byelaws. All information has to be available to the members when discussing issues or matters relating to the Mosque.

#### *Article (9.3)*

The Byelaws is considered active from the date of its decision.

#### *Article (9.4)*

Amendment of the Byelaws can be made by the approval of the Trustees.

#### *Article (9.5)*

All committee members should abide by the policies of the charity



# Finance

## SECTION1

### *Article (1.1)*

1. None of the Mosque's money should be spent outside the agreed budget.
2. The Chairman and the treasurer have the authority to authorise cheques up to the value of £1,000 without referring back to the committee. This is not exceed a maximum of £2,000 per month or £24,000 a year.
3. Any amount greater than this, up to £48,000; an approval should be made by the management committee.
4. Any amount greater than £48,000 will require the approval of the board of trustees.
5. The committee authorises the office manager to spend up to £500 from the petty cash without referring back to the chairman or treasurer.

### *Article (1.2)*

#### **Sources of income and expenditure**

1. Donations from other sources
2. Profit from assets of the Mosque
3. Any other investments

### *Article (1.3)*

#### **The spending of the Mosque resources**

1. To cover the cost of running the Mosque such as electricity, gas, water, phone bills and in addition to wages and insurance
2. Maintenance cost
3. To support educational programs for the Muslim community
4. To support organisations (and schools) that provide services for the Muslim youth.
5. To support charity work and to help the needy
6. To improve and develop the Mosque
7. To invest in projects that have minimum risk involved

## **Section 2**

### *Article (2.1)*

#### **The Budget and the protocol for spending**

An estimated budget is produced and verified by the Chairman, committee, and the treasurer at the beginning of every year, it must take into account the aims and objectives of the Mosque.

### *Article (2.2)*

The treasurer's duty is to pay the bills, tax and required instalments without referring back to the committee.

### *Article (2.3)*

Payments of more than £1000 must be authorised by the chair of the committee or by an authorised committee member in addition to the treasurer's signature.

### *Article (2.4)*

The treasurer must produce a financial report on the income and expenses of the mosque once every three months.

### *Article (2.5)*

With exception to the expenditure mentioned in Article (1.2), all payments must be authorised by the Trustees and the committee and in particular the following spending:

- Investing the mosque's money.
- Development projects/tasks, (excluding maintenance).

## **(Section 3)**

### ***General Rulings:***

### *Article (3.1)*

All of the mosque resources such as the funds and capital should be registered in the name of MAB Charitable Trust. When buying, selling or investing it is a pre-condition for transactions to be valid is to have the signatures of the Board of Trustees on any contract relevant to the mentioned above.

### *Article (3.2)*

This finance byelaws is part and parcel of the main byelaws.

### *Article (3.3)*

All donations are subject to the charity's donations policy