

The Constitution of Lancaster University's Islamic Society

1. The Society

- a. The name Society shall be "the Islamic Society of Lancaster University", hereafter referred to as "the Islamic Society". The Islamic Society shall be located at the University of Lancaster.
- b. The Islamic Society shall be associated to Lancaster University Students' Union (LUSU) subject to conditions set out in Section 27 of the union Constitution. As such the Society agrees to abide by the Union Constitution, its Bye-laws, the LUSU Safety Framework and all other Union policies.
- c. The Islamic Society may affiliate to external bodies subject to the approval of the Union Council (see section 20 of the Union Constitution).
- d. The Islamic Society must be made of Muslim members as its majority.

2. Definitions

- a. Definition of the Islamic Society: The Islamic Society exists to uphold Islamic teachings in accordance with Al-Quran and Sunnah of the last and final Prophet, Muhammad (SAW).
- b. Definition of a Muslim:
 - A Muslim is a person who believes in the Oneness of Allah, the Prophethood of Muhammad (SAW) as the last of the prophets and that there can be no Messenger and / or 'Nabi' after him, the Day of Judgement and the teachings of the Quran and Sunnah.
 - Practising Islam as a way of life.

3. Aims

- a. The Islamic Society shall exist to:
 - Uphold Islamic teachings in accordance with Al-Quran and Sunnah of the last and final Prophet Muhammad (SAW).
 - Encourage and provide the right atmosphere and facilities for Muslims to worship (ibadah) and fulfil their obligations to Allah (SWT).
 - Support and protect the interests of Islam and Muslims.
 - Organise academic, social and sporting activities among members.

4. Membership

- a. Membership of the Society is open to all members of Lancaster University Students' Union, and falls into two categories, full and associate.
 - Full Members: Full membership is open to all Muslim students who agree to uphold the cause of the Islamic Society and to follow Islam as a way of life.
 - Associate Members: Associate membership is open to all non-Muslim. Associate membership is confirmed on application to and approval by the Executive Committee.
- b. Membership is provisional until the payment of the membership fee is made, as determined by the Executive Committee.
- c. All members may attend and speak at meetings (see section 9).
- d. The Executive Committee reserves the right to refuse or revoke membership of an individual for breaching this constitution, the Society's Safety Code Of Practise, the LUSU Safety Framework or bringing the Society into disrepute, subject to the complaints procedure set out in section 11 of this constitution.

5. Organisational Structure

- a. The Organisational Structure of the Islamic Society shall consist of:
 - The General Assembly
 - The Executive Committee
 - The Shura (Advisory Council)
 - The Sub-Committees
- b. The General Assembly
 - i. The supreme governing body of the Islamic Society shall be the General Assembly (GA) which has the final authority in all affairs.
 - ii. The General Assembly shall consist of all the Full Members of the Islamic Society.
 - iii. The General Assembly shall elect the Executive Committee and has the power to dismiss it on the advice of the Shura (Advisory Council).

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- c. The Executive Committee
 - i. The General Administrative body of the Islamic Society shall be the Executive Committee, hereafter referred to as the EXCO.
 - ii. The Islamic Society EXCO shall consist of:
 - The President
 - Vice President
 - General Secretary
 - Treasurer
 - Social and Welfare Secretary
 - Da'wah Secretary
 - Publicity Secretary
 - Women's Affairs Representative
 - 1) The members of the EXCO shall be elected by the Full members of the Islamic Society at the Annual General Meeting (AGM).
 - 2) The EXCO shall be elected from amongst the Full Members of the Islamic Society by a simple majority vote.
 - 3) The term of office of the EXCO shall be one year.
 - 4) All members of the EXCO are eligible for re-election.
 - 5) The EXCO can be dismissed by a two-third (2/3) majority of the General Assembly.
 - iii. Rules for the EXCO
 - 1) The Quorum for an EXCO meeting shall be two-third (2/3) of its EXCO members before valid decisions shall be taken.
 - 2) The EXCO shall normally take decisions by consensus. In case of a division, matters shall be decided by a majority of votes.
 - 3) The President shall have a casting vote.
 - iv. Responsibilities and Powers of the EXCO (see section 6)
 - d. The Shura (Advisory Council)
 - i. Membership of the Shura Council shall be from people who have the sound knowledge of Islam and other appropriate knowledge (see Appendix I for names list).
 - ii. The Shura Council shall act as the advisory or consultative body on any policy matters brought up or introduced by the EXCO, especially on matters related to Islamic jurisprudence.
 - iii. The EXCO Islamic Society shall not be at the same time be part of the Shura Council.
6. The Duties and Responsibilities of the Executive Committee
- a. The EXCO collectively, and its members individually shall have the responsibility to ensure that:
 - All affairs are being conducted in accordance with Islamic principles and the aims of the Islamic Society.
 - Suitable and effective policies and programmes are being adopted and implemented in consultation with the Shura (Advisory Council) for the achievement of the aims.
 - The Constitution is being followed completely.
 - b. The EXCO is the sole body to accept and approve application for membership, acceptance being based on satisfying membership conditions.
 - c. The responsibility of the EXCO shall be to carry out the decisions and resolutions of the General Assembly and to run efficiently the affairs of the Islamic Society.
 - i. The EXCO shall be responsible for implementing the recommendations, raised by the General Assembly.
 - d. The EXCO shall have the power to appoint Sub-Committees
 - i. Any member of the EXCO shall be responsible for all the affairs of any Sub-Committee under his office.
 - ii. Descriptions and responsibilities of Sub-Committees (see Appendix II).

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- e. The EXCO shall be empowered to appoint, in consultation with the Shura (Advisory Council), any Full Members to vacancies which may occur and they shall hold office until the completion of that the term of office falls due.
- f. The EXCO must act as a single body, each member taking all decisions in consultation with the President and other members of the Executive Committee.
- g. The Islamic Society shall be administered by an annually elected EXCO who shall have duties and responsibilities set out below:
 - i. President: who shall
 - Be the Head and Spokesman of the Islamic Society.
 - Preside at all meetings of the Executive Committee.
 - Be responsible for planning, organising, directing and controlling the affairs of the Islamic Society in its best interests in accordance with the principles stated in section 2.
 - Be the primary representative of the Society to the Union, the University and to external bodies.
 - Co-ordinate and oversee the activities of both the Executive and the Society as a whole.
 - Attend the Societies Council and other relevant meetings.
 - Oversee the safety aspects of all Society activities and ensure that the LUSU Safety Framework and the Society's Safety Code of Practise is adhered to, and give specific responsibility for this area to a designated member of the Executive Committee (see paragraph 14.c).
 - Delegate or assign specific responsibility to a designated member of the Executive Committee or Full members.
 - ii. Vice-President: who shall
 - Assist and advise the President with the activities of the Islamic Society, and carrying all duties as per paragraph 6.g.i.
 - Replace the President in his absence.
 - iii. Treasurer: who shall
 - Plan, generate, and control the financial affairs of the Islamic Society, with the consultancy of the President.
 - Keep proper record and account of the Islamic Society's income, expenditure and assets.
 - Collect the Islamic Society's dues, pay all the expenses incurred by the Islamic Society and, deposit money or monies of the Islamic Society in the appropriate bank(s) designated by the EXCO.
 - Apply for the Student Union grant (each year or term).
 - Be responsible for the collection and distribution of Zakat, and other sadaqah.
 - Maintain good order of the Society Finances and ensure that the Union Financial Regulations are adhered to.
 - Maintain an up to date account of all financial transactions.
 - Advise the Executive on expenditure of the budget.
 - Prepare a statement of revenue and expenditure, and a plan of the proposed annual budget to be presented at the Annual General Meeting and the Student Union for ratification.
 - iv. General Secretary: who shall
 - Be concerned with the general administrative co-ordination and organisation of the Islamic Society's affairs.
 - Call all meetings and be responsible for sending out invitation to all members.
 - Deal with all external correspondence of the Islamic Society, except for general correspondence between any of the EXCO members and the members of the Islamic Society.
 - Circulate agendas and take minutes at meetings and minutes of such meetings to the membership.

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- Keep proper record of all correspondence, minutes of each and every meeting and particulars of Full and Associate members.
- Be responsible for administration of matters relating to subscriptions and liaising appropriately with the Treasurer.
- Informing the membership of other appropriate information as and when necessary.
- Be responsible for the ordering and maintenance of all Society equipment.
- Prepare the annual report of the Islamic Society at the Annual General Meeting (AGM)
- v. Social and Welfare Secretary: who shall
 - Plan and organise social gatherings, particularly on important Islamic occasions under the direction of the Executive Committee.
 - Arrange sports and recreational activities amongst the members of the Islamic Society.
 - Co-ordinate joint programmes of co-operation between the Islamic Society and other Islamic and non-Islamic communities.
 - Ensure that the safety aspects of such activities are satisfactorily addressed (based on section 14).
 - Maintain good order at all social/activities.
 - Be responsible for the general welfare of the members of the Islamic Society.
 - Deal with the welfare problems of individual members including cases involving health issues and any related matter that directly affects the members' welfare.
- vi. Da'wah Secretary: who shall
 - Provide the facilities and organise activities for:
 - Regular prayers, including Friday (Jumuah), Taraweeh, Eid, etc.
 - Regular and occasional classes and lectures for Muslims
 - Encourage and increase the level of brotherhood between Muslims.
 - Increase the Muslims awareness of the challenges and problems faced by the Muslims.
 - Organise activities in collaboration with the Social and Welfare Secretary that encourage the inactive Muslims to become involved in the activities of the Islamic Society.
 - Propagate Islam and organise activities for non-Muslims.
 - Other activities which the EXCO deem as being complementary to the major activities of the Islamic Society.
- vii. Publicity Secretary: who shall
 - Act as the Chief Editor of the Islamic Society's publications (newsletters, bulletins, etc.).
 - Handle the printing of all the Islamic Society's publications.
 - Plan, co-ordinate, maintain and improve the resources of the Islamic Society's library (including books, publications, audio, video cassettes etc.).
 - Ensure the information on the Islamic Society website is accurate and current.
 - Ensure the website is running properly.
 - Ensure the website does not violate LUSU or University policies of the law.
 - Announce the latest updates and news on the web and via email.
 - Ensure the mailing list is active and secure.
- viii. Women's Affairs Representative: who should be a woman shall
 - Represent, plan and co-ordinate the women's affairs.
 - A sub-committee of the women affairs shall be form to carry out the sisters' functions.
- h. In the absence of any member of the Executive, their duties may be delegated to another Executive member. Alternatively a full member may be co-opted to fulfil such duties, subject to the approval of a general meeting.
- i. EXCO shall be elected at the Annual General Meeting and shall take office from the last day of the Summer Term.
- j. Failure of EXCO to carry out the duties conferred on them by this constitution or by resolutions of Society meetings, without reasonable excuse, will be grounds for suspension or motion of no confidence of the officer concerned.

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- i. Any EXCO who fail to attend two consecutive general meetings, without acceptable written apology, shall be deemed to have resigned and a by-election shall be held.
 - k. The EXCO and the relationship of the External Institutions (see Appendix III).
7. Finance
 - a. The Finance shall be derived from the subscription of the members, donations of the members, donations and grant of the Lancaster University Student Representative Council.
 - b. Acceptance of any other donations and other contributions from 7.1 need the approval of the Executive Committee, and the Islamic Society shall not enter into political dealings whatsoever in this respect.
 - c. All cheques must be signed by at least two EXCO members, whom they are the President, Treasurer and General Secretary.
 - d. The financial Statements (of assets, incomes and expenditures), to be presented by the EXCO at the end of the financial year (Summer Term), shall be approved by the Internal Auditors first, and then offered for acceptance by the General Assembly at the Annual General Meeting.
8. General Meetings
 - a. General meetings must be held at least twice a year, one shall take place in June before the end of the academic year, the other at the beginning of the academic year.
 - b. 8.2 Additional meetings can be held if the EXCO deem them necessary, or if a request is made by one-third (1/3) of all full members.
 - c. 8.3 The EXCO must send out letters to all members at least a minimum of seven working days before the meeting specifying the date and the purpose of the meeting.
 - d. 8.4 An emergency meeting can be called only if the EXCO deem it necessary or if a request is made by one-third (1/3) of all full members.
 - i. Emergency meetings shall only discuss the matter for which the meeting was called. It shall not be able to transact any financial business or amend the constitution.
 - e. General meetings may be considered quorate if one-third (1/3) of all full members are present, except at meetings intended for elections or amendments to the constitutions, where two-third (2/3) are required.
 - f. If a meeting is not quorate the EXCO shall establish a date for another meeting within seven working days of the first. This second meeting shall be considered legal, even if not quorate.
 - g. Any elected officer may have a motion of suspension of no confidence placed in her/him at a General meeting and a qualified majority shall be required to sustain it.
9. Elections
 - a. Voting for the President and the Treasurer elect shall take place in June before the end of the academic year. The rest of the EXCO members shall be elected by general approval during the by-election general meeting at the beginning of the new academic year.
 - b. Any Full Member is eligible to stand for election.
 - c. All members can nominate any Full Member for a particular post, which shall be seconded by any other member.
 - d. All members shall vote.
 - e. Voting shall be by secret ballot for President, Treasurer and Women's Affairs Representative positions.
 - f. Each person may cast one vote, and the election shall be on the basis of a simple majority.
 - g. The order of the election of the EXCO shall be as follows:
 - i. The election of two Internal Auditors and one Temporary Chairman for General Assembly Meetings chosen by the General Assembly from Full members.
 - ii. The President, then the Treasurer and the Women's Affairs Representative in the first election (see 9.a).
 - iii. Vice President, General Secretary, Social and Welfare Secretary, Da'wah Secretary, Publicity Secretary, in the second election.
 - h. The running of all Society elections shall be the responsibility of the Temporary Chairman.

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- i. All officers elected at this time should attend training offered by the LUSU Student Activities Office.
- j. Candidates who wish to be nominated but are unable to attend must send written confirmation of the intention to stand. If no confirmation is received, exclusion for the election will result.
- k. Any objections to nominations or complaints must be made to the appointed Temporary Chairman before voting commences.

10. Resignation

- a. On the premature resignation of the President, the Vice-President will act in his office until such time as the General Assembly elect a new President. The entire EXCO shall not resign on the resignation of the President.
- b. If one, two or three members of the EXC resign at any one time, then replacement shall be elected by the General Assembly with any reshuffling that may be necessary.
- c. In case of any resignation, the EXCO shall not leave the office vacant for more than three (3) weeks, assuming the resignation does not take place within two months of the end of the elected term of office.
- d. On the resignation of four (4) or more of the EXCO members, the EXCO members that remain must call for an emergency general meeting, dissolve the EXCO and call for new election. The procedure is as described in section 9.

11. Disciplinary Procedures

- a. The EXCO may propose and take disciplinary procedure against any member who acts in contravention to the aims of the Islamic Society, in particular the constitution. This may result in expulsion from the Islamic Society.
- b. Disciplinary procedure against any EXCO member may result in compulsory resignation from the EXCO and expulsion from the Islamic Society.
- c. Disciplinary actions may not be taken unless the charges are adequately proven, and the accused has the right of a fair hearing and appeal before the General Assembly.

12. Complaints

- a. Any complaints about the running or operations of the Society should initially be discussed with the President and then follow the procedures set out in bye-law 26 of the Union Constitution.

13. Constitution

- a. Any amendment of the Constitution deemed necessary shall be proposed to the EXCO and must be approved by two-third (2/3) of Full members at a General Meeting, before this may into effect.

14. Safety

- a. The Society must adhere to the LUSU Safety Framework at all times. Copies of this will be distributed at appropriate times throughout the year. Failure to abide by this framework may result in disciplinary action.
- b. The Society shall have a Safety Code of Practise that shall be reviewed annually. This code shall be shown to each member before they subscribe to the Society and be made readily available throughout the year.
- c. It is the duty and responsibility of the President to ensure that the Safety Framework and Safety Code of Practise are enforced in all Society activities.
- d. The President and/or Social and Welfare Secretary shall attend an annual Duty of Care Briefing held by LUSU Student Activities Office in Michaelmas Term.

Appendix I: Muftis' List
(tbc)

Appendix II: Descriptions and Responsibilities of Sub-Committees

- a. Unit-based organisation:
 - i. The Islamic Society committee is divided into a number of sub-committees (units), each unit has their own specific focus and responsibility.

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- ii. The units generally work independently, however there is a level of interaction (this depends upon the activity that is being organised).
 - iii. All units are responsible and are supported by the core committee that comprises of the main positions (President, Vice President, General Secretary, and Women's Affairs Representative) which is lead by the President.
 - iv. The aim of the structure is to spread the workload, allow committee members to focus on a particular area of work and to ensure that all-important areas of concern are dealt with.
 - v. The units are as follows:
 - Core
 - Finance
 - Welfare
 - Da'wah
 - Publicity & PR / Education
 - Prayer Room
 - Student Politics
 - Project Organisers
- b. 1. Description / Responsibilities of Units
- i. Core Committee: Responsible for co-ordinating major decision and planning, supporting and developing the Islamic Society and its committee members.
 - Overall planning of events / activities.
 - Ensure units are working well.
 - Co-ordinate decisions making.
 - Vision / goals of the Islamic Society, develop the Islamic Society.
 - Work with other organisations e.g. FOSIS.
 - Committee members: recruit, develop.
 - Other projects: think-tank, etc.
 - ii. Finance: Responsible for organising the accounts and the Islamic Society's spending and income.
 - Accounts: organised, correct and presented to the committee.
 - LUSU: Grant, liaise with LUSU Finance when needed.
 - Economic Development (raise capital): sponsorship, donations, stall, new methods.
 - Islamic Society: liaise with units, allocate finance, claim forms, receipts, accounts of events.
 - Debts: collect, allocate, set procedure.
 - iii. Project Organisers: Responsible for organising the major one-off events.
 - Responsible in organising and co-ordinating the major one-off events (Welcome dinner, Ramadan, etc.).
 - Research events: previous reports, speak to members.
 - Work with other units.
 - iv. Welfare: Responsible for forming brotherhood / sisterhood, and supporting members academically and socially.
 - Form and enhance brotherhood / sisterhood.
 - Support / take care of freshers.
 - Assist / support the Muslim students academically and socially.
 - To achieve this by:
 - Social events (trips),
 - Sports / recreational activity,
 - Academic support (e.g. buddy system, organisational skills seminars, etc.).
 - v. Education: Responsible for educating our members.
 - Educate members of their duties / responsibilities as Muslims and how to carry out such duties.

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- Remind members of important times and issues.
- Organise Jumuah Prayer.
- To achieve this by:
 - Study classes, e.g. worship, Arabic, etc.
 - Talks.
 - Day / longer educational courses / programmes.
 - Articles / newsletter / website.
 - Talks / gathering regarding special days / dates.
- vi. Publicity and PR: Responsible for publishing the society and its events, and understanding the needs and ideas of our members.
 - Publicise the society (generally) and all events.
 - Produce posters, flyers, booklets, tickets, etc.
 - Registration of members, register at beginning of year and regular occasions, hand form to LUSU.
 - Email the members.
 - Website: update, improve, gather information from other units and sources.
 - Newsletter: produce on a regular basis, gather information from other units and sources.
 - Contribute to the SCAN and LUSU website.
 - Views of our members: e.g. reps, suggestions boxes, questionnaires.
- vii. Da'wah: Responsible for attracting non-Muslims, informing and educating them.
 - Non-Muslims: attract, inform and educate about Islam.
 - To achieve this by:
 - Regular talks.
 - Stalls.
 - Articles.
 - Other projects.
 - Da'wah training.
 - Website / newsletter.
 - Information packs.
- viii. World Issues: Responsible for educating Muslims and non-Muslims of historical and current affairs.
 - Muslims and non-Muslims: educate regarding current / historical affairs.
 - Raise money for charity.
 - Co-ordinate campaigns: not to buy certain products.
 - Work with other societies.
- ix. Student Politics: Responsible to represent the needs / views of the Muslim students to the LUSU and NUS.
 - Motions: propose, support, oppose.
 - To encourage members to be more active in the LUSU, e.g. vote, have NUS cards and to stand for positions.
 - Work with LUSU.
 - Work with other societies.
- x. Prayer Room: Responsible for making the prayer room look presentable and informing students as to its location.
 - Prayer room: maintain, clean, organise (room, shelves, cupboard).
 - Provide refreshments.
 - Security: improve general security, deal with thefts, lost property, etc.
 - Improve state of prayer room: paint, furnish (deal with the Estates).
 - Inform members of the location of prayer room, signs, etc.
 - Library: organise / purchase books, magazines, cassettes.

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- Islamic / Islamic Society literature: present.
- Notice boards: (organise / present) liaise with Publicity.

Appendix III: The EXCO and the relationship of the External Institutions (Management of the Chaplaincy Centre)

- a. Wherever possible, representatives nominated by the EXCO shall participate in the management of the Chaplaincy Centre. In particular they shall represent the Islamic Society at Chaplaincy Centre Committee Meetings.
- b. The Representatives shall:
 - i. Represent the interests of the Islamic Society.
 - Attend to obtaining an accurate record of the minutes of any meetings convened by the Management Committee of the Chaplaincy Centre.
 - Ensure that the President and other members of the EXCO are kept informed of all pertinent developments.