



**THE ISLAMIC ASSOCIATION OF
SASKATCHEWAN (SASKATOON)
INCORPORATED**

**CONSTITUTION & BYLAWS
2025**

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GLOSSARY

1. **Adaab (آداب):** Islamic etiquette and manners.
2. **AGM:** Annual General Body Meeting.
3. **Annual Membership:** A temporary membership of the IAS valid for a one-year period in accordance with section 7.3 of this Constitution.
4. **BoD:** Board of Directors.
5. **Constitution:** This Constitution and Bylaws.
6. **EGM:** Emergency General Meeting.
7. **Fiqh (فقه):** Islamic jurisprudence.
8. **IAS:** The Islamic Association of Saskatchewan.
9. **Imam (إمام):** A person who leads prayers and provides religious guidance.
10. **Joint Approval:** A type of approval wherein each of the Trustee Committees, individually, vote in favour of a resolution by Simple Majority. In order for a resolution to receive Joint Approval, both Trustee Committees must individually approve the resolution by Simple Majority.
11. **Khutba (خطبة):** Sermon, especially Friday sermon.
12. **Lifetime Membership:** A type of membership of the IAS that is paid once and remains valid for the lifetime of the member, unless suspended or terminated in accordance with this Constitution.
13. **MCOC:** Media Communications and Outreach Committee.
14. **Member in Good Standing (or “Good Standing”):** a member who has paid all fees for their membership and holds a valid membership at an IAS Center.
15. **Quorum:** The minimum number of Members in Good Standing that must be present at a meeting to make the proceedings of that meeting valid and binding.
 - **Quorum at membership meetings (joint or individual IAS Centre) –**
governed by section 28 of this Constitution.

- **Quorum at BoD meetings** – at least two (2) out of three (3) of the jointly elected directors and at least one (1) member from the Trustee Committee of each IAS Center (see section 13.4.2 of this Constitution).
- **Quorum at Trustee Committee meetings** – four (4) members of the relevant Trustee Committee (see section 14.5.4 of this Constitution).
- **Quorum at Standing Committee meetings** - shall follow Robert's Rules of Order guidelines (see section 15.1.7 of this Constitution).

16. **Quran (القرآن):** Holy book of Islam.

17. **Sadaqa (صدقة):** Voluntary charity.

18. **Seerah (سيرة):** Biography of Prophet Muhammad (peace be upon him).

19. **SGM:** Special General Meeting.

20. **Simple Majority:** A resolution passed and approved by more than ½ of the individuals present at a meeting (with a Quorum present) and entitled to vote at that meeting.

21. **Special Resolution:** A resolution passed and approved by at least 2/3 of the individuals present at a meeting (with a Quorum present) and entitled to vote at that meeting.

22. **Sunnah (سنة):** Teachings and practices of Prophet Muhammad (peace be upon him).

23. **SWT:** Subhanahu Wa Ta'ala (Glory be to Him, the Exalted).

24. **Takaful (تكافل):** Islamic concept of mutual support.

25. **Waqf (وقف):** Islamic endowment of property for charitable purposes.

26. **Zakah (زكاة):** Obligatory charity, one of the pillars of Islam.

27. **Zakatul Fitr:** Charity given at the end of Ramadan.

DIVISION I – NATURE

1. Name

- 1.1 The name of the organization shall be the "Islamic Association of Saskatchewan (Saskatoon) Inc." or the "IAS."

2. Structure

- 2.1 The IAS shall operate as a non-profit religious organization.
- 2.2 The IAS is located on Treaty 6 Territory and the traditional homeland of the Métis.
- 2.3 The IAS shall operate in accordance with the principles outlined in the *Saskatchewan Human Rights Code* and other applicable anti-discrimination laws.
- 2.4 The IAS shall operate through the following Islamic Centers:
 - 2.4.1 “**IAS Central**” located at 222 Copland Crescent, Saskatoon; and
 - 2.4.2 “**IAS South**” located in Rosewood, Saskatoon.

3 Aims and Objectives

- 3.1 To establish the path of Allah (SWT) and the teachings of Prophet Muhammad (peace be upon him) according to the Quran and the Sunnah within the Muslim community.
- 3.2 To preserve and promote Islam as a complete way of life and to encourage the adoption and practice of these beliefs in the daily life of the local Muslim community.
- 3.3 To undertake educational initiatives aimed at teaching Islamic beliefs, practices, and lifestyle to members of the Muslim community and their children.
- 3.4 To establish a full-time associate school that incorporates Islamic education and community center. Insofar as permissible by law, this Islamic school shall be owned by the IAS but shall exist as an independent legal entity under separate management.
- 3.5 To present the religion of Islam to people of other faiths in the broader community.

- 3.6 To encourage Muslims to engage and contribute positively to Canadian society.
- 3.7 To facilitate the education and integration of new Muslims into the broader Saskatchewan community.
- 3.8 To provide supportive services to assist the local Muslim community, which may include:
 - a) Instituting policies and programs at the IAS that are coherent and adherent to Quran and Sunnah;
 - b) Establishing places of worship;
 - c) Conducting weddings, funerals, and other religiously oriented social events;
 - d) Celebrating Ramadan, 'Eid, and other major occasions;
 - e) Fostering excellence in community services;
 - f) Establishing social, recreational, educational, and religious programs; and
 - g) Participating in city- wide, provincial and national community activities.

DIVISION II - ORGANIZATION

4 Board of Directors (“BoD”)

- 4.1 There shall be one (1) BoD that is responsible for serving the interest of the entire IAS community.
- 4.2 The BoD shall consist of the following seven (7) positions:
 - a) President;
 - b) Vice President;
 - c) General Secretary and Treasurer;
 - d) The Chair of the Central Trustee Committee;
 - e) The Vice Chair of the Central Trustee Committee;
 - f) The Chair of the South Trustee Committee; and
 - g) The Vice Chair of the South Trustee Committee.
- 4.3 All elections and/or appointments to the BoD shall be governed by the remaining provisions of this Constitution.

5 Trustee Committee

5.1 There shall be two Trustee Committees, which are as follows:

- a) The South Trustee Committee; and
- b) The Central Trustee Committee.

5.2 Both Trustee Committees shall consist of the following five (5) elected positions:

- a) Chair;
- b) Vice Chair;
- c) Vice Chair – Sisters;
- d) Trustee Secretary; and
- e) Trustee Treasurer.

5.3 All elections to the Trustee Committees shall be governed by the remaining provisions of this Constitution.

6 Standing Committees

6.1 There shall be six (6) Standing Committees that serve the entire IAS organization, which are as follows:

- a) Information Technology (IT) Committee;
- b) Finance and Fundraising Committee;
- c) Major Events Committee;
- d) Media Communications and Outreach Committee (“**MCOC**”);
- e) Religious Affairs Committee; and
- f) Takaful Committee.

6.2 There shall be four (4) Standing Committees that serve IAS Central exclusively, which are as follows:

- a) Education Committee;
- b) Maintenance Committee;
- c) Social Affairs Committee; and

d) Youth Committee.

6.3 There shall be five (5) Standing Committees that serve IAS South exclusively, which are as follows:

- a) Education Committee;
- b) Maintenance Committee;
- c) Social Affairs Committee;
- d) Youth Committee; and
- a) Strategic Planning Committee.

6.4 All appointments to the Standing Committees shall be governed by the remaining provisions of this Constitution.

6.5 The BoD may, from time to time, establish, abolish or amalgamate any Ad Hoc Committees as they deem necessary.

DIVISION III – MEMBERSHIP

7 Eligibility Requirements

7.1 There shall be four types of membership, which are as follows:

- a) IAS South Annual Membership;
- b) IAS South Lifetime Membership;
- c) IAS Central Annual Membership; and
- d) IAS Central Lifetime Membership.

7.2 The general eligibility requirements for all types of membership are as follows:

- a) The individual must agree to adhere to the IAS values and mission at all times;
- b) The individual must be Muslim;
- c) The individual must be a Canadian citizen or a permanent resident;
- d) The individual must be aged 18 years or older;
- e) The individual must follow the Sunnah tradition of Islam; and

- f) The individual must pay the prescribed membership fees.

7.3 The specific eligibility requirements for all Annual Memberships are as follows:

- a) The individual must meet all of the eligibility requirements outlined in this Division;
- b) The individual must be a Saskatoon resident for a minimum of three (3) months prior to the submission of their application; and
- c) The individual's application must be sponsored by two (2) Members in Good Standing from the IAS Center at which the individual is applying to.

7.4 The specific eligibility requirements for all Lifetime Memberships are as follows:

- a) The individual must meet all of the eligibility requirements outlined in this Division;
- b) The individual must be a Saskatoon resident for a minimum of one (1) year prior to the submission of their application; and
- c) The individual's application must be sponsored by two (2) Lifetime Members in Good Standing from the IAS Center at which the individual is applying to, unless there are fewer than ten (10) Lifetime Members at the relevant IAS Centre, in which case sponsorship by two (2) Lifetime Members from either IAS Centre will be sufficient.

7.5 Any person who, either individually or by virtue of their identification with a sect or group, does not recognize the Prophet Muhammad (SAW) as the final prophet or does not believe that both the Quran and Sunnah are the true guidance, is not eligible for any kind of membership in the IAS.

8 Application for Membership

- 8.1 The IAS South and the IAS Central shall have and maintain separate membership lists.

- 8.2 Individuals may apply for Annual or Lifetime Membership at one (1) or both IAS Centers. Individuals must submit separate applications to each IAS Center that they wish to become a member of.
- 8.3 Both IAS Centers follow the same fee schedule, which may be amended from time to time by the BoD as they deem necessary. For clarity, no amendment to the fee schedule may be applied retroactively to any member that has paid their membership fee.
- 8.4 The fee schedule is as follows:
- a) Annual Membership: \$100.00 per individual, per IAS Center;
 - b) Lifetime Membership: \$1,000.00 per individual, per IAS Center;
- 8.5 Eligible applicants shall submit their completed applications, in the prescribed form, to the Trustee Secretary of the IAS Center at which they wish to become a member.
- 8.6 A Trustee Secretary that has received an application for membership has the authority to request additional information from the said applicant to confirm the accuracy or veracity of any information provided in their application.
- 8.7 Notwithstanding that an applicant for membership may satisfy all eligibility requirements outlined herein, an applicant may be denied membership by the Trustee Committee of the appropriate IAS Centre if they provide false information at any stage of the application process, or by the BoD if the BoD determines that denial of a membership is in the best interest of the IAS.
- 8.8 Applications that are flagged for potentially containing false or questionable information shall be subject to investigation by the relevant Trustee Committee.
- 8.9 A Trustee Committee that has received an application for membership may do one of the following:
- a) Grant the application for membership;

- b) Reject the application for membership; or
- c) Grant the application for membership on any conditions or restrictions deemed appropriate by the said Trustee Committee.

9 Annual Membership Renewal

- 9.1 Annual Membership fees are due on the 1st day of January of each calendar year, with the Annual Member's privileges ending on the 31st day of December of the same calendar year.
- 9.2 Annual Members are required to submit an application to renew their membership, in the prescribed form, to the Trustee Secretary at the relevant IAS Center. Such renewal applications are subject to the approval of the relevant Trustee Committee.
- 9.3 Renewal applications will not be approved unless the member has paid the prescribed Annual Membership fees outlined herein.
- 9.4 If an Annual Member submits an application to renew their membership on or after the 31st day of January of any calendar year, the application to renew must be sponsored by two (2) Members in Good Standing from the relevant IAS Centre.

10 Member Rights and Privileges

- 10.1 The voting rights of members are limited to the IAS Center at which they hold an active membership.
- 10.2 Members must be in Good Standing for a minimum of 30 consecutive days before they can exercise their voting privileges.
- 10.3 From time to time, the BoD may present to the membership, at a general meeting of the membership, a non-binding consultation resolution for the purpose of understanding the membership's stance on a particular issue, the results of which shall not be binding on the BoD. If such a resolution is presented to the

membership for a vote, the resolution shall clearly identify that it is a non-binding consultation resolution.

10.4 Dispute Resolution

10.4.1 Members may formally submit disputes to the BoD, and the BoD may, in their discretion, appoint an independent dispute resolution committee to adjudicate disputes raised at an IAS Center, and such committee shall be comprised of five (5) Lifetime Members from a different IAS Center, unless there are fewer than ten (10) Lifetime Members at the relevant IAS Centre, in which case Annual Members may be appointed to the committee.

10.4.2 If a dispute is formally submitted to the BoD by a minimum of 60 Members in Good Standing from the IAS Center where the dispute is taking place, the BoD shall appoint an independent dispute resolution committee to adjudicate disputes raised at an IAS Center, and such committee shall be comprised of five (5) Lifetime Members from a different IAS Center, unless there are fewer than ten (10) Lifetime Members at the relevant IAS Centre, in which case Annual Members may be appointed to the committee.

10.5 Member Feedback

10.5.1 The following channels shall be made available to members to provide their feedback:

- a) Structured feedback forms shall be made available to the membership;
- b) Community surveys shall be conducted periodically;
- c) Suggestion systems shall be established for members; and
- d) Regular town halls shall provide a forum for community input.

10.5.2 The following limitations shall apply to all membership input:

- a) Final decisions rest with the BoD and/or Trustees Committee as determined in this Constitution;
- b) Confidentiality shall be maintained in all processes;
- c) Professional boundaries shall be respected during feedback processes; and
- d) Privacy protections shall be implemented to safeguard all participants.

10.6 Limitations of Non-members

10.6.1 Non-members of the IAS are generally permitted to enjoy the use of IAS facilities and to participate in prayer services and community events, but non-members do not hold any of the rights conferred to Members by this Constitution.

10.6.2 For clarity, non-members of the IAS are not permitted to vote at membership meetings, propose resolutions, bring or sign petitions, hold Committee Chair positions, or to exercise any other rights exclusive to Members of the organization.

10.6.3 Non-members of the IAS may be excluded from membership meetings at the discretion of the Board of Directors and/or the Trust Committee of the respective IAS Centre.

11 Membership Termination and Suspension

11.1 Voluntary Termination

11.1.1 Members may terminate their membership at any time by providing written notice to the Trustee Secretary of the appropriate IAS Center.

11.1.2 Any member who terminates their membership shall not be entitled to any reimbursement of fees paid.

11.2 Suspension and Involuntary Termination

- 11.2.1 The Trustee Committee may suspend the membership of any Annual Member of their respective IAS Center upon a Special Resolution vote by the Trustee Committee, so long as they have grounds to do so pursuant to section 11.2.5 of this Constitution. The duration of a suspension determined by a vote of the Trustee Committee shall be no longer than six (6) months.
- 11.2.2 The BoD may suspend the membership of any member upon a Special Resolution vote by the BoD, so long as they have grounds to do so pursuant to section 11.2.5 of this Constitution. The duration of a suspension determined by a vote of the BoD shall be no longer than one (1) year.
- 11.2.3 Upon the Trustee Committee determining that there are grounds to suspend a member, the Trustee Committee may put to the membership of the relevant IAS Centre, at an SGM held at the relevant IAS Centre, the question of the suspension of the member. If the suspension is approved by a Special Resolution vote, the membership of the member shall be suspended. The duration of a suspension determined by a membership vote at a SGM shall be no longer than five (5) years.
- 11.2.4 Upon the BoD determining that they have grounds to terminate a member, the BoD may put to the membership, at a combined AGM or SGM where Members in Good Standing from both IAS Centres may attend and participate in the vote, the question of the termination of the member. If the termination is approved by a Special Resolution vote, the member shall be terminated from the IAS indefinitely. For clarity, a member who has had their membership terminated pursuant to this section shall never be entitled to hold an IAS membership at any IAS Centre, now or in the future.
- 11.2.5 Grounds for suspending or terminating the membership of any member may include, but are not limited to, the following:

- a) Providing false information in their application, or during the application or renewal process;
- b) Engaging in disruptive behaviour at the Center;
- c) Violating the values and objectives of IAS;
- d) Harming the reputation of IAS;
- e) Engaging in social bullying;
- f) Engaging in frivolous, vexatious or bad faith legal proceedings against the IAS and/or its authorized representatives;
- g) Relocating their main residence outside of the City of Saskatoon; or
- h) It is in the best interest of the IAS that the membership be suspended or terminated.

11.2.6 Subject to paragraph 11.2.7 herein, the procedure to suspend or terminate any membership shall be as follows:

- a) If an Annual Membership is being suspended by a vote of the Trustees pursuant to paragraph 11.2.1, the said member shall be notified of their potential suspension, including the grounds for such suspension, 15 days prior to the vote of the Trustee Committee. The said member shall have the opportunity to be heard by the Trustee Committee, either orally or in writing, 5 days prior to the vote of the Trustee Committee taking place.
- b) If a membership is being suspended by a vote of the BoD pursuant to paragraph 11.2.2, the said member shall be notified of their potential suspension, including the grounds for such suspension, 15 days prior to the vote of the BoD. The said member shall have the opportunity to be heard by the BoD,

either orally or in writing, 5 days prior to the vote of the BoD taking place.

- c) If a membership is being suspended or terminated by a vote of the membership pursuant to paragraph 11.2.3 or 11.2.4, the said member shall be notified of their potential suspension or termination 15 days prior to the vote of the membership. Said member shall also be advised at this time of the grounds being relied upon for the potential suspension or termination. The member shall have the opportunity to make submissions to the membership in writing, to be submitted to the Trustee Committee or BoD for circulation no later than five (5) days prior to the date scheduled for the vote of the membership. The member shall also have the opportunity to be heard orally at the meeting of the membership where the vote is to be held, prior to the vote taking place.

11.2.7 Notwithstanding paragraph 11.2.6, in exceptional circumstances, where it is in the best interests of the IAS, and where it is determined by the BoD to be fair and reasonable in the circumstances to do so, the BoD may immediately suspend or terminate the membership of any member upon a Special Resolution vote of the BoD. In the event that a membership is suspended or terminated pursuant to this paragraph, the said member shall be given notice of their suspension or termination, including the grounds for such termination or suspension, and shall be provided the opportunity to be heard by the BoD, either orally or in writing, within 15 days of their membership being suspended or terminated. Subsequently, the BoD may or may not reinstate the individual's membership if it is in the best interest of the IAS to do so. Further, any suspension or termination

done under this section must be approved by a vote of the membership at an AGM or SGM held within six (6) months of the date of the member's suspension or termination. The member shall have the opportunity to make submissions to the membership in writing, to be submitted to the BoD for circulation no later than five (5) days prior to the date scheduled for the vote of the membership. The member shall also have the opportunity to be heard orally at the meeting of the membership where the vote is to be held, prior to the vote taking place.

DIVISION IV - GOVERNANCE

12 General Principles of Governance

- 12.1 Governance, including the governance structure, shall apply equally to all IAS Centers pursuant to this Constitution to maintain a unified operational standard.
- 12.2 Shared responsibilities and leadership are consistent with the Islamic principles of governance.
- 12.3 All members of the BoD and Trustee Committees are shielded from personal liability for any actions taken as members of the BoD and/or Trustee Committees and done in good faith, except in cases of gross negligence or criminal conduct.
- 12.4 All members of the BoD and Trustee Committees are expected to attend meetings on a regular basis and to undertake their duties diligently and in good faith.
- 12.5 Any member of the BoD who does not attend three (3) consecutive official meetings of the BoD without valid justification shall be considered to have resigned from the position, subject to affirmation by the majority of the BoD members.
- 12.6 Any member of a Trustee Committee who does not attend three (3) consecutive official meetings of their Trustee Committee without valid justification shall be considered to have resigned from the position, subject to affirmation by the majority of the Trustee Committee members.

12.7 If the BoD fails to establish quorum for three (3) consecutive official meetings because of the failure of both the Chair and Vice Chair from an IAS Center to attend, the President of the BoD, or in their absence the Vice President and/or the General Secretary, shall convene a SGM of the members of the relevant IAS Center for the purpose of dismissing the Chair and Vice Chair of the relevant Trustee Committee and electing a new Chair and Vice Chair. An election under this section need not follow the nominations procedures set out elsewhere in this Constitution.

13 Board of Directors

13.1 Eligibility

13.1.1 To be eligible for the elected positions of President, Vice President and General Secretary on the BoD, the member must:

- a) Be a Lifetime Member at both IAS Center sites;
- b) Be at least forty (40) years old;
- c) Be a resident of Saskatchewan for at least 10 years and a resident of Saskatoon for at least 5 years prior to their election;
- d) Have previously served on the BoD or Trustee Committee at either of the IAS Centers for at least one (1) term;
- e) Be nominated for the elected position by any member of a Trustee Committee, and this nomination shall be seconded by any member of the other Trustee Committee;
- f) All elected officials must provide a clean Canadian Criminal Record Check prior to being nominated to any of these positions.

13.1.2 The members that are successfully elected to the positions of Chair and Vice Chair of the Central Trustee Committee and the South Trustee Committee, shall be appointed to the BoD as representatives of their respective IAS Centers.

13.2 Term and Limitations

13.2.1 A successfully elected President, Vice President, and General Secretary and Treasurer shall serve for a term of three (3) years, and such term shall commence upon being successfully elected at a joint AGM. The term of an elected President, Vice President, and General Secretary and Treasurer shall continue until the earlier of the following:

- a) they are removed as contemplated herein;
- b) they resign their position by providing written notice of their resignation to the other directors of the BoD;
- c) A new President, Vice President, and/or General Secretary and Treasurer are elected at a joint AGM, properly called and constituted herein.

13.2.2 Directors shall not serve on the BoD for more than two (2) consecutive terms.

13.2.3 Once a director serves two (2) consecutive terms on the BoD, they shall not be eligible for a position on the BoD for the duration of two (2) terms (6 years).

13.2.4 All directors are prohibited from working with, or serving on, the BoD of any other Islamic Centers or Institutes in Saskatchewan for the duration of their term, with the exception of an affiliated Islamic School as contemplated in section 3.4 of this Constitution.

13.2.5 The President, Vice President, and General Secretary and Treasurer shall not hold any other position on a Trustee Committee or Standing Committee for the duration of their term.

13.2.6 In the event of a vacancy on the BoD of the position of President, Vice President, or General Secretary and Treasurer, the remaining BoD members shall appoint an eligible member from either IAS Center to fill that position until a formal election is held at the next joint AGM, chaired by the Election Chair. The term of any

director elected pursuant to this section shall only be until the end of the 3-year term of the director that vacated his/her position as President, Vice President, or General Secretary and Treasurer.

13.3 Powers and Duties

13.3.1 The BoD shall be responsible for the following:

- a) Serving as the official voice of the whole IAS corporation;
- b) Addressing community crises and advising the Trustee Committees as needed;
- c) Taking on an advisory role on the agenda for site AGM/SGM;
- d) Unless otherwise directed by the BoD, the President shall be the signatory on all legal documents for the whole of the IAS;
- e) Overseeing strategic decisions and constitutional amendments;
- f) Managing IAS Waqf properties;
- g) Approving financial capital transactions in amounts up to \$100,000, which does not include costs of site maintenance, repairs, utilities, salaries and legal fees;
- h) Approving the audited annual financial statements of both IAS Centers;
- i) Approving hiring and firing decisions of all employees of the IAS and/or either IAS Center, including Imam positions;
- j) Addressing community relations and conflicts;
- k) Overseeing significant fundraising and special projects;
- l) Ensuring compliance with the laws and regulations applicable; and
- m) Any other power and duty vested in the IAS which is not specifically delegated to a committee (including the Trustee Committees) herein.

13.4 BoD Meetings

13.4.1 The BoD shall conduct a minimum of four (4) BoD meetings annually, which may take place in person or virtually.

13.4.2 A Quorum at a BoD meeting shall be at least two (2) out of three (3) of the jointly elected directors (President, Vice President and General Secretary) and at least one (1) member from the Trustee Committee of each IAS Center (the Chair or Vice Chair). The Quorum requirements apply equally to BoD meetings that take place in person and online.

13.4.3 The Chairperson of BoD meetings shall be the President unless otherwise directed by the BoD.

13.4.4 Where Quorum is present, only Simple Majority is required for a vote to be successful.

14 **Trustee Committee**

14.1 To be eligible for an elected position on a Trustee Committee for either of the IAS Centers, the member must:

- a) Be a Lifetime Member of the respective IAS Center;
- b) Be at least twenty-five (25) years old;
- c) Be a Saskatoon resident for at least three (3) years prior to their election;
- d) Be nominated by a Lifetime Member of the respective IAS Centre, unless there are no Lifetime Members of the Centre, in which case nomination by an Annual Member will be sufficient; and
- e) Have previously served on the BoD, a Trustee Committee and/or a Standing Committee.

14.2 All elected and/or appointed officials must provide a clean Canadian Criminal Record Check prior to being nominated to any of these positions.

14.3 Term and Limitations

14.3.1 A successfully elected member of a Trustee Committee shall serve for a term of three (3) years, and such term shall commence upon being successfully elected at an AGM for the IAS Center. The term of an elected member of a Trustee Committee shall continue until the earlier of the following:

- a. they are removed as contemplated herein;
- b. they resign their position by providing written notice of their resignation to the other members of the Trustee Committee;
- c. The new elected members of the Trustee Committee are elected at an AGM for the IAS Center, properly called and constituted herein.

14.3.2 Members of the Trustee Committee shall not serve on the Trustee Committee for more than two (2) consecutive terms.

14.3.3 Members of the Trustee Committee who serve two (2) consecutive terms shall not be eligible for a position on any Trustee Committee for a duration of two (2) terms (six years).

14.3.4 Members of the Trustee Committee shall not serve on both of the Trustee Committees simultaneously, nor shall any member of the Trustee Committee serve as the Chair of any Standing Committee simultaneously.

14.3.5 Members of a Trustee Committee shall not serve in any leadership position within the IAS during their term, and shall not work for or hold any formal position on any other Islamic centers, Islamic schools or institutes in Saskatchewan.

14.3.6 Spouses or immediate family members shall not be permitted to serve on any Trustee Committee and/or the BoD simultaneously.

14.3.7 In the event of a vacancy on a Trustee Committee, the remaining members of the Trustee Committee shall appoint an eligible member from the same IAS Center

to fill that position until a formal election is held at the next AGM for the IAS Center, chaired by the Election Chair. The term of any member of the Trustee Committee elected pursuant to this section shall only be until the end of the 3 year term of the member that vacated his/her position on the Trustee Committee.

14.4 Powers and Duties

14.4.1 The Trustee Committees shall have the specific powers and duties outlined herein, including but not limited to the following general powers:

- a. Managing the day-to-day affairs and activities of the respective IAS Centre; and
- b. Approving financial capital transactions in amounts up to \$20,000, which does not include costs of site maintenance, repairs, utilities and salaries.

14.4.2 Unless determined otherwise by the Trustee Committee, the powers and duties of the Trustee Committees shall be delegated to the following positions:

14.4.2.1 The Chair of the Trustee Committee shall be responsible for the following:

- a. Managing general affairs between Trustee Committee meetings.
- b. Directing and coordinating their respective IAS Center activities.
- c. Presiding at their respective IAS Center AGMs and Trustee Committee meetings.
- d. Presenting annual reports at AGMs.
- e. Acting as spokesperson for their respective IAS Centers.
- f. Signing cheques in conjunction with the Treasurer.

- g. Serving on the BoD and attending BoD meetings as a representative of their respective IAS Centers.

14.4.2.2 The Vice Chair of the Trustee Committee shall be responsible for the following:

- a. Assisting the Chair of the Trustee Committee in fulfilling their objectives.
- b. Acting as Chair of the Trustee Committee in the Chair's absence.
- c. Signing cheques when authorized by the Trustee Committee.
- d. Serving on the BoD and attending BoD meetings as a representative of their respective IAS Centers.

14.4.2.3 The Vice Chair – Sisters of the Trustee Committee shall be responsible for the following:

- a. Representing the voice of female members.
- b. Overseeing women's activities at their respective IAS Centers.
- c. Promoting women's engagement and participation.
- d. Promoting and advocating for women's social well-being.

14.4.1.4 The Trustee Secretary of the Trustee Committee shall be responsible for the following:

- a. Issuing meeting notices and agendas for the Trustee Committee.
- b. Recording and maintaining meeting minutes.

- c. Facilitating access to the minutes of Trustee Committee meetings at the request of members.
- d. Receiving membership applications.
- e. Managing membership records and communications.
- f. Ensuring periodical updating of the membership list, at least quarterly.

14.4.2.5 The Trustee Treasurer of the Trustee Committee shall be responsible for the following:

- a. Subject to the authority of the BoD, managing site funds and bank accounts.
- b. Signing cheques with the Chair of the Trustee Committee.
- c. Subject to the authority of the BoD, maintaining financial records and presenting audited financial statements.
- d. Meeting with and consulting with representatives of the BoD as needed and/or requested by the BoD.

14.5 Trustee Committee Meetings

- 14.5.1 Trustee Committees shall conduct at least ten (10) meetings annually and shall be scheduled by the Chair of the Trustee Committee.
- 14.5.2 The Chairperson of a Trustee Committee meeting shall be the Chair unless otherwise directed by the BoD.
- 14.5.3 The Chair or Vice Chair of a Trustee Committee may call a special meeting so long as they provide 48 hours' notice to the members of the Trustee Committee.

- 14.5.4 A Quorum at a Trustee Committee meeting shall be four (4) members of the same Trustee Committee.
- 14.5.5 Members in Good Standing may attend Trustee Committee meetings by making a request to the Chair, no later than 24 hours prior to the date and time scheduled for the Trustee Committee meeting. The Trustee Committee reserves the right to refuse a members request to attend the meeting, or portions of the meetings, if, in the opinion of the Trustee Committee, sensitive matters are going to be discussed.
- 14.5.6 Members in Good Standing may make a request to the Trustee Committee Secretary to view the meeting minutes of Trustee Committee meetings. The Trustee Committee Secretary reserves the right to deny the request to view the meeting minutes of Trustee Committee meetings, or to provide a redacted version of the meeting minutes of Trustee Committee meetings, if the Trustee Committee Secretary determines that it is in the best interest of the IAS to do so.

15 Standing Committees

15.1 General Principles on Committee Selection

- 15.1.1 All members of any committee shall demonstrate a commitment to the IAS mission, relevant experience and the ability to collaborate.
- 15.1.2 All Chairpersons of any committee should have a relevant history of volunteer work at IAS and/or other charitable organizations.
- 15.1.3 All elected and/or appointed officials must provide a clean Canadian Criminal Record Check prior to being nominated to any of these positions.

15.1.4 Diversity in membership representation shall be respected in the selection of committee Chairs and members.

15.1.5 Gender equality and ethnic representation shall be encouraged in the selection of committee Chairs and members.

15.1.6 Every Standing Committee shall meet periodically, as necessary, and shall keep records of such meetings.

15.1.7 Quorum for Standing Committee meetings shall follow Robert's Rules of Order guidelines.

16 Education Committees

16.1 The IAS Central Trustee Committee shall appoint a Chairperson for the Education Committee that serves IAS Central, and such Chairperson must be an Annual or Lifetime Member of IAS Central.

16.2 The Education Committee Chairperson serving IAS Central shall recommend committee members to the IAS Central Trustee Committee and the IAS Central Trustee Committee shall have final approval of the committee member selection to ensure alignment with the IAS mission

16.3 The IAS South Trustee Committee shall appoint a Chairperson for the Education Committee that serves IAS South, and such Chairperson must be an Annual or Lifetime Member of IAS South.

16.4 The Education Committee Chairperson serving IAS South shall recommend committee members to the IAS South Trustee Committee, and the IAS South Trustee Committee shall have final approval of the committee member selection to ensure alignment with the IAS mission.

16.5 The Education Committees shall be responsible for the following at their respective IAS Center:

- a) Conduct Islamic educational classes for children, teenagers, and sisters through the Islamic Arabic Weekend School (IAWS), based on the Noble Quran and the authentic teachings of Prophet Muhammad ﷺ. Topics covered include:
 - i. Quran.
 - ii. Arabic.
 - iii. Seerah (Biography of the Prophet ﷺ).
 - iv. Fiqh (Islamic Jurisprudence).
 - v. Adaab (Islamic Etiquette).
- b) Supply resources for all IAWS classes to ensure high-quality instruction.
- c) Recruit and train IAWS teachers, ensuring alignment with Islamic values and teaching standards.
- d) Consult Islamic institutions to source authentic teaching and learning materials for IAWS.
- e) Host educational workshops and events for children, teenagers, and sisters to promote Islamic knowledge and community engagement.
- f) Establish and manage academic and non-academic scholarships for Saskatoon's Muslim community, such as the Imam Ghazali Scholarship in collaboration with the University of Saskatchewan.
- g) Establish agreements with Islamic organizations for renting IAS facilities, including classrooms, library, and gym, to support Islamic education initiatives.
- h) Collaborate with the Religious Affairs Committee to perform the following tasks:

- i. Share information about Islamic seminars and workshops for the professional development of IAS BoD and Trustee Committee members.
- ii. Recommend Islamic publications and resources for the benefit of the community.

17 Maintenance Committees

- 17.1 The IAS Central Trustee Committee shall appoint a Chairperson for the Maintenance Committee that serves IAS Central, and such Chairperson must be an Annual or Lifetime Member of IAS Central.
- 17.2 The Maintenance Committee Chairperson serving IAS Central shall recommend committee members to the IAS Central Trustee Committee, and the IAS Central Trustee Committee shall have final approval of the committee member selection to ensure alignment with the IAS mission.
- 17.3 The IAS South Trustee Committee shall appoint a Chairperson for the Maintenance Committee that serves IAS South, and such Chairperson must be an Annual or Lifetime Member of IAS South.
- 17.4 The Maintenance Committee Chairperson serving IAS South shall recommend committee members to the IAS South Trustee Committee, and the IAS South Trustee Committee shall have final approval of the committee member selection to ensure alignment with the IAS mission.
- 17.5 The Maintenance Committees shall be responsible for the following at their respective IAS Center:
 - a) Building Maintenance, including:
 - i. Conduct routine inspections;
 - ii. Perform preventive maintenance;
 - iii. Manage repair projects; and

- iv. Maintain safety systems.
- b) Property Management, including:
 - i. Oversee grounds maintenance;
 - ii. Manage cleaning services;
 - iii. Monitor utility systems; and
 - iv. Maintain inventory records.
- c) Compliance, including:
 - i. Ensure safety standards;
 - ii. Maintain required certifications;
 - iii. Monitor building codes; and
 - iv. Manage contractor qualifications.

18 Social Affairs Committees

- 18.1 The IAS Central Trustee Committee shall appoint a Chairperson for the Social Affairs Committee that serves IAS Central, and such Chairperson must be an Annual or Lifetime Member of IAS Central.
- 18.2 The Social Affairs Committee Chairperson serving IAS Central shall recommend committee members to the IAS Central Trustee Committee, and the IAS Central Trustee Committee shall have final approval of the committee member selection to ensure alignment with the IAS mission.
- 18.3 The IAS South Trustee Committee shall appoint a Chairperson for the Social Affairs Committee that serves IAS South, and such Chairperson must be an Annual or Lifetime Member of IAS South.
- 18.4 The Social Affairs Committee Chairperson serving IAS South shall recommend committee members to the IAS South Trustee Committee, and the IAS South Trustee Committee shall have final approval of the committee member selection to ensure alignment with the IAS mission.

18.5 The Social Affairs Committees shall be responsible for the following at their respective IAS Center:

- a) Event Management, including:
 - i. Manage room bookings for IAS events;
 - ii. Organize social activities;
 - iii. Coordinate community gatherings; and
 - iv. Plan family programs.
- b) Community Building, including:
 - i. Encourage Islamic social interaction;
 - ii. Strengthen family connections;
 - iii. Welcome new community members; and
 - iv. Support cultural integration.

19 Youth Committees

- 19.1 The IAS Central Trustee Committee shall appoint a Chairperson for the Youth Committee that serves IAS Central, and such Chairperson must be an Annual or Lifetime Member of IAS Central.
- 19.2 The Youth Committee Chairperson serving IAS Central shall recommend committee members to the IAS Central Trustee Committee, and the IAS Central Trustee Committee shall have final approval of the committee member selection to ensure alignment with the IAS mission.
- 19.3 The IAS South Trustee Committee shall appoint a Chairperson for the Youth Committee that serves IAS South, and such Chairperson must be an Annual or Lifetime Member of IAS South.
- 19.4 The Youth Committee Chairperson serving IAS South shall recommend committee members to the IAS South Trustee Committee, and the IAS South Trustee Committee shall have final approval of the committee member selection to ensure alignment with the IAS mission.

19.5 The Youth Committees shall be responsible for the following at their respective IAS Center:

- a) Program Development, including:
 - i. Organize youth events;
 - ii. Plan summer activities;
 - iii. Coordinate sports programs; and
 - iv. Arrange educational workshops.
- b) Leadership Development, including:
 - i. Mentor young Muslims;
 - ii. Provide leadership training;
 - iii. Create volunteer opportunities; and
 - iv. Support youth initiatives.

20 Strategic Planning (New Mosque) Committee

20.1 The IAS South Trustee Committee shall appoint a Chairperson for the Strategic Planning (New Mosque) Committee that serves IAS South, and such Chairperson must be an Annual or Lifetime Member of IAS South.

20.2 The Strategic Planning (New Mosque) Chairperson shall recommend committee members to the IAS South Trustee Committee, and the IAS South Trustee Committee shall have final approval of the committee member selection to ensure alignment with the IAS mission.

20.3 The Strategic Planning (New Mosque) Committee shall be responsible for the following at IAS South:

- a) In consultation with all stakeholders, develop a master plan for the new IAS South Center, including a state-of-the-art full-time Islamic school and community center for review and approval by the IAS South Trustee Committee and the BoD.

- b) In consultation with all stakeholders, establish project timelines, phases, and milestones, ensuring progress tracking of the new IAS South Center facility for review and approval by the IAS South Trustee Committee and the BoD.
- c) Collaborate with the Finance and Fundraising Committee to secure funding and sponsorships for the new IAS South Center facility.
- d) Implement budget planning and resource allocation strategies approved by the IAS South Trustee Committee and the BoD to ensure efficient use of funds for the new IAS South Center facility.
- e) Engage community members for feedback and support throughout the development process of the new IAS South Center facility.
- f) Coordinate with city authorities, contractors, and external stakeholders for seamless project execution for the new IAS South Center facility.
- g) Provide regular updates and detailed reports to the BoD and Trustees Committee on the new IAS South Center facility.

21 Information Technology (IT) Committee

- 21.1 The Central Trustee Committee and the South Trustee Committee shall appoint a Chairperson for the IT Committee by Joint Approval at a joint Trustee Committee Meeting. Such Chairperson must hold a valid membership at both IAS Centers in order to be appointed as the Chairperson. In the event that the Central Trustee Committee and the South Trustee Committee are unable to pass a Joint Approval resolution to appoint a person as the Chairperson, the BoD shall be entitled to appoint the Chairperson.

- 21.2 The joint Trustee Committee Meeting, for the purpose of appointing a Chairperson for the IT Committee, shall take place within 21 days of the second Trustee Committee being elected for a term.
- 21.3 The IT Committee Chairperson shall recommend committee members to the BoD, and the BoD shall have final approval of the committee member selection to ensure alignment with the IAS mission.
- 21.4 The IT Committee shall be responsible for the following:
- a) Oversee IT infrastructure, including:
 - i. Maintain network and systems;
 - ii. Ensure data security and privacy;
 - iii. Manage backup systems;
 - iv. Monitor system performance; and
 - v. Implement cybersecurity and data protection measures.
 - b) Manage IT services, including:
 - i. Oversee website maintenance;
 - ii. Support online donation systems;
 - iii. Maintain membership databases; and
 - iv. Provide technical support.
 - c) Vendor Management, including:
 - i. Negotiate service agreements;
 - ii. Monitor service quality; and
 - iii. Ensure cost-effectiveness.

22 Finance and Fundraising Committee

- 22.1 The Central Trustee Committee and the South Trustee Committee shall appoint a Chairperson for the Finance and Fundraising Committee by Joint Approval at a joint Trustee Committee Meeting. Such Chairperson must hold a valid

membership at both IAS Centers in order to be appointed as the Chairperson. In the event that the Central Trustee Committee and the South Trustee Committee are unable to pass a Joint Approval resolution to appoint a person as the Chairperson, the BoD shall be entitled to appoint the Chairperson.

- 22.2 The joint Trustee Committee Meeting, for the purpose of appointing a Chairperson for the Finance and Fundraising Committee, shall take place within 21 days of the second Trustee Committee being elected for a term.
- 22.3 The Finance and Fundraising Committee Chairperson shall recommend committee members to the BoD, and the BoD shall have final approval of the committee member selection to ensure alignment with the IAS mission.
- 22.4 The Finance and Fundraising Committee shall be responsible for the following:
- a) Fundraising and revenue generating projects, such as:
 - i. Food and other sales;
 - ii. Donation boxes;
 - iii. Fundraising dinners;
 - iv. Online campaigns; and
 - v. Grant applications.
 - b) Subject to BoD review and approval, budget preparation, including annual and project-specific budgets.
 - c) Subject to BoD review and approval, financial planning and policies, including setting financial goals, strategies, and investment policies.
 - d) Financial reporting and accountability, ensuring regular financial reports are prepared and presented to the BoD and stakeholders.
 - e) Donor relations and stewardship, including:
 - i. Manage donor databases;

- ii. Acknowledge contributions; and
- iii. Ensure effective donor communication.
- f) Risk management, identifying financial risks, and implementing mitigation strategies.
- g) Coordination with other committees and departments to align financial strategies with organizational goals.

23 Major Events Committee

- 23.1 The Central Trustee Committee and the South Trustee Committee shall appoint a Chairperson for Major Events Committee by Joint Approval at a joint Trustee Committee Meeting. Such Chairperson must hold a valid membership at both IAS Centers in order to be appointed as the Chairperson. In the event that the Central Trustee Committee and the South Trustee Committee are unable to pass a Joint Approval resolution to appoint a person as the Chairperson, the BoD shall be entitled to appoint the Chairperson.
- 23.2 The joint Trustee Committee Meeting, for the purpose of appointing a Chairperson for the Major Events Committee, shall take place within 21 days of the second Trustee Committee being elected for a term.
- 23.3 The Major Events Committee Chairperson shall recommend committee members to the BoD, and the BoD shall have final approval of the committee member selection to ensure alignment with the IAS mission.
- 23.4 The Major Events Committee shall be responsible for the following:
 - a) Organize Eid prayers and festivals, including logistical arrangements and community engagement.
 - b) Plan and manage community-wide events such as family picnics, charity drives, and interfaith gatherings.

- c) Coordinate special programs and activities tailored to community needs.
- d) Manage event logistics, including scheduling, invitations, and equipment setup.
- e) Recruit and coordinate volunteers for event implementation.
- f) Subject to BoD review and approval, prepare and manage event budgets to ensure fiscal responsibility.
- g) Arrange facilities and ensure safety protocols, including crowd management and emergency measures.

24 Media Communications and Outreach Committee

- 24.1 The Central Trustee Committee and the South Trustee Committee shall appoint a Chairperson for the Media Communications and Outreach Committee by Joint Approval at a joint Trustee Committee Meeting. Such Chairperson must hold a valid Lifetime Membership at both IAS Centers in order to be appointed as the Chairperson. In the event that the Central Trustee Committee and the South Trustee Committee are unable to pass a Joint Approval resolution to appoint a person as the Chairperson, the BoD shall be entitled to appoint the Chairperson.
- 24.2 The joint Trustee Committee Meeting, for the purpose of appointing a Chairperson for the Media Communications and Outreach Committee, shall take place within 21 days of the second Trustee Committee being elected for a term.
- 24.3 The Media Communications and Outreach Committee Chairperson shall recommend committee members to the BoD, and the BoD shall have final approval of the committee member selection to ensure alignment with the IAS mission.
- 24.4 The Media Communications and Outreach Committee shall be responsible for the following:

- a) Manage external communications, including media relations, press releases, and announcements.
- b) Maintain a strong social media presence to engage the broader community.
- c) Develop partnerships with local organizations and foster interfaith collaborations.
- d) Produce newsletters to keep the community informed about the out-side IAS activities in the larger Saskatchewan and Canadian communities.
- e) Coordinate announcements and keep records of significant community events.
- f) Respond to media inquiries and manage crisis communications effectively.
- g) Represent IAS at community events and ensure positive public relations.

25 Religious Affairs Committee

- 25.1 The Central Trustee Committee and the South Trustee Committee shall appoint a Chairperson for the Religious Affairs Committee by Joint Approval at a joint Trustee Committee Meeting. Such Chairperson must hold a valid membership at both IAS Centers in order to be appointed as the Chairperson. In the event that the Central Trustee Committee and the South Trustee Committee are unable to pass a Joint Approval resolution to appoint a person as the Chairperson, the BoD shall be entitled to appoint the Chairperson.
- 25.2 The joint Trustee Committee Meeting, for the purpose of appointing a Chairperson for the Religious Affairs Committee, shall take place within 21 days of the second Trustee Committee being elected for a term.

25.3 The Religious Affairs Committee Chairperson shall recommend committee members to the BoD, and the BoD shall have final approval of the committee member selection to ensure alignment with the IAS mission.

25.4 The Religious Affairs Committee shall be responsible for the following:

- a) Coordinate daily prayer services and special prayer gatherings for religious occasions.
- b) Arrange religious lectures and guest speakers to address community needs.
- c) Organize Islamic studies programs for children, youth, and adults.
- d) Provide Islamic counseling to individuals and families.
- e) Issue religious opinions (fatwas) as needed, in consultation with the Imams and other recognizable and reputable Islamic institutions.
- f) Conduct marriage ceremonies, funeral services, and other special religious events.
- g) Support new Muslims by organizing integration programs and mentorship initiatives.
- h) Work closely with the Imams.

26 Takaful Committee

26.1 The Central Trustee Committee and the South Trustee Committee shall appoint a Chairperson for the Takaful Committee by Joint Approval at a joint Trustee Committee Meeting. Such Chairperson must hold a valid membership at both IAS Centers in order to be appointed as the Chairperson. In the event that the Central Trustee Committee and the South Trustee Committee are unable to pass a Joint Approval resolution to appoint a person as the Chairperson, the BoD shall be entitled to appoint the Chairperson.

- 26.2 The joint Trustee Committee Meeting, for the purpose of appointing a Chairperson for the Takaful Committee, shall take place within 21 days of the second Trustee Committee being elected for a term.
- 26.3 The Takaful Committee Chairperson shall recommend committee members to the BoD, and the BoD shall have final approval of the committee member selection to ensure alignment with the IAS mission.
- 26.4 The Takaful Committee shall be responsible for the following:
- a) Evaluate assistance requests and distribute Zakah and emergency aid to eligible recipients.
 - b) Maintain confidential records of aid recipients to ensure privacy and dignity.
 - c) Develop and periodically review assistance criteria for financial aid programs.
 - d) Monitor fund utilization and report updates to the BoD in a confidential manner.
 - e) Collaborate with social services to provide referrals and support for vulnerable families.
 - f) Coordinate with the Religious Affairs Committee for Zakah distributions during Ramadan and Eid.
 - g) Develop a resource network to support needy newcomer families and single mothers both socially and financially.

27 Elections

27.1 Election Chair & Committee

- 27.1.1 The Central Trustee Committee and the South Trustee Committee shall appoint an Election Chair by Joint Approval at a joint Trustee

Committee Meeting. Such Election Chair must hold a valid Lifetime Membership at both IAS Centers in order to be appointed as the Election Chair. In the event that the Central Trustee Committee and the South Trustee Committee are unable to pass a Joint Approval resolution to appoint a person as the Election Chair, the BoD shall be entitled to appoint the Election Chair by a Simple Majority resolution.

27.1.2 Notwithstanding section 27.1.1, the first Election Chair appointed after this Constitution comes into effect shall be appointed in accordance with section 47 of this Constitution.

27.1.3 All elections within the IAS, including any elections held at either IAS Center, shall be chaired by the independent Election Chair. The Election Chair shall oversee all elections, including for any vacancies that may arise throughout their term as Election Chair.

27.1.4 The Election Chair shall serve a term of two (2) years, and may be re-appointed as the Election Chair for successive terms.

27.1.5 The Election Chair may appoint no more than six (6) members to serve as Election Committee Members, and such Election Committee Members must be a Member in Good Standing of either or both IAS Centers.

27.1.6 The Election Chair shall not serve on any Trustee Committee or BoD while serving as the Election Chair, and shall not run for any elected position during their term as Election Chair.

27.1.7 Election Committee Members shall not serve on any Trustee Committee or BoD while serving as Election Committee Members,

and shall not run for any elected position while acting as an Election Committee Member.

27.2 Nominations

27.2.1 Only Lifetime Members in Good Standing may submit nominations for the elected positions of Trustee Committee Chair and Vice Chair of the IAS Center at which they hold a valid membership, unless there are no Lifetime Members at the respective IAS Centre, in which case Annual Members may be permitted to make nominations.

27.2.2 Only members of the Trustee Committees may submit nominations for the three elected positions on the BoD, being the President, Vice President, and General Secretary and Treasurer. Nominations for these positions are to be made by any member of one Trustee Committee and seconded by any member of the other Trustee Committee. If there are no nominees which have been nominated by a member of one Trustee Committee and seconded by any member of the other Trustee Committee, a nominee for President, Vice-President, or General Secretary and Treasurer can be made by any member of a Trustee Committee without the need for a seconder of the other Trustee Committee.

27.2.3 The nomination period for elected positions shall commence four (4) weeks prior to the election date and close two (2) weeks prior to the election date. Nominations shall only be accepted during this two (2) week nomination period.

27.2.4 The names of all eligible nominees shall be made public by emailing all Members in Good Standing from the relevant, or both, IAS Centers, once the nomination period closes.

27.2.5 All nominations shall be submitted to the Election Chair in the prescribed form and must include the signature of the nominee as an indication of the nominee's acceptance of the nomination and their willingness to serve if elected. Nominations submitted that do not include the signature of the nominee will not be accepted or considered.

27.2.6 Nominees may withdraw their nomination up to seven (7) days prior to the election.

27.2.7 If all nominees for a particular position withdraw their nominations on the final day of the nomination period, or after the nomination period has closed, nominations may be accepted up to three (3) days prior to the election. If the nomination period is extended pursuant to this paragraph, the names of all eligible nominees shall be made public by emailing all Members in Good Standing from the relevant, or both, IAS Centers no later than two (2) days prior to the election.

27.2.8 Nominees shall make themselves available personally, by phone, or email, prior to the election date to answer questions or concerns raised by Members in Good Standing from the relevant, or both, IAS Centers.

27.3 Conduct of Elections

27.3.1 There shall be an AGM at each of the IAS Centers which shall be held within one (1) month of each other for the purpose of electing a Chair

and Vice Chair on the Trustee Committee of the relevant IAS Center. Such AGMs shall, barring exceptional circumstances, take place by no later than April 30 of each election year.

27.3.2 Only Members in Good Standing that hold a valid membership at the relevant IAS Center shall be eligible to vote at their Center-specific AGM.

27.3.3 There shall be a joint AGM held within one (1) month from the date of the last Center specific AGM for the purpose of electing a President, Vice President, and General Secretary and Treasurer on the BoD.

27.3.4 Only Members in Good Standing shall be eligible to vote on the elected positions of President, Vice President, and General Secretary and Treasurer on the BoD.

27.3.5 The election vote shall be conducted by secret ballot if there is more than one (1) nominee for an elected position.

27.3.6 The Election Chair shall be responsible for announcing the newly elected BoD at the end of the election, during the same sitting.

27.3.7 If any position(s) on the BoD remains vacant, the newly elected BoD shall fill the vacant position(s) by appointment within 30 days of the joint AGM, or as soon as reasonably possible.

DIVISION V – MEMBERSHIP MEETINGS

28 Quorum

28.1 For all membership meetings outlined in this division, Quorum shall be 30% of Members in Good Standing and at least 30% of the attendees must be Lifetime Members, unless there are fewer than ten (10) Lifetime Members at an IAS Centre,

in which case Quorum at a membership meeting of that IAS Centre shall be met as long as 30% of Members in Good Standing are in attendance.

28.2 Where Quorum is not met at a membership meeting, the meeting shall be rescheduled to take place within one (1) month.

28.3 If Quorum is not met at a membership meeting for the second time in a row, the Quorum shall be reduced to 15% of Members in Good Standing and 15% of attendees must be Lifetime Members, unless there are fewer than ten (10) Lifetime Members at an IAS Centre, in which case Quorum at a membership meeting of that IAS Centre shall be met as long as 15% of Members in Good Standing are in attendance.

28.4 If Quorum is not met at a membership meeting for the third time in a row, Quorum shall be reduced to 30 Members in Good Standing.

29 Resolutions at Membership Meetings

29.1 Except where this Constitution provides otherwise, the procedure at membership meetings shall be governed by Robert's Rules of Order.

29.2 Voting shall take place by either a show of hand or a secret ballot, and the Election Chair and/or the President shall decide which is appropriate in the circumstances.

29.3 Each Member in Good Standing is entitled to one vote.

29.4 The Chairperson shall only vote in the event of a tie.

29.5 No membership vote shall occur on matters clarified by the Quran or Sunnah as suggested by the Religious Committee and approved by the BoD.

29.6 No membership vote shall occur with respect to the hiring or firing of employees.

29.7 Unless this Constitution provides otherwise, a resolution will be successful upon achieving Simple Majority.

29.8 A Special Resolution is required when the membership from both IAS Centers votes on the following:

- a) Constitutional amendments;
- b) Terminating the membership of any member;
- c) Property sales where the value of such property exceeds \$100,000.00;
- d) Any fundamental changes to the structure and/or the operations of the IAS, including any fundamental changes to the corporate structure of the IAS.

30 Annual General Meeting (AGM)

30.1 There shall be a Center-specific AGM held at each of the IAS Centers and barring exceptional circumstances, such AGMs shall be held within one (1) month of each other and take place no later than March 31 of each year. Members must be Members in Good Standing at the relevant IAS Center to be eligible to vote at the Center-specific AGM.

30.2 There shall be a joint AGM held within one (1) month of the last Center-specific AGM taking place. Only Members in Good Standing will be eligible to vote at the joint AGM.

30.3 The Chair or Vice Chair of the respective Trustee Committee shall preside over the Center-specific AGM, subject to the Election Chair's oversight of any election.

30.4 The President or Vice President of the BoD shall preside over the joint AGM, subject to the Election Chair's oversight of any election.

30.5 The following shall take place at the joint AGM:

- a) Share updates on the Center specific AGM's;
- b) Election for President, Vice President and General Secretary and Treasurer on the BoD every three years or as necessary;
- c) The BoD shall present their annual report;

- d) Committee reports; and
 - e) Audited Financial Statements presented to the membership.
- 30.6 The first joint AGM after this Constitution comes into effect shall be conducted by IAS Central. Site selection thereafter shall be determined by a joint decision of the BoD and Trustee Committees.
- 30.7 Notice of the time and place and agenda of the AGM shall be posted on the IAS website's notice board at least 21 days' in advance of the scheduled AGM.
- 30.8 Financial Statements, audit reports, reports reviewing Financial Statements, and any further information respecting the financial position of the IAS for the purposes of the AGM shall be shared with the members at least 21 days in advance of the scheduled AGM.
- 30.9 Notice of other documentation needed for the AGM shall be shared with the members at least seven (7) days in advance of the scheduled AGM.
- 30.10 Compliance with sections 30.7 - 30.9 shall be deemed to satisfy all notice requirements for the AGM.

31 Special General Meeting (SGM)

- 31.1 An SGM may be called at one or both of the IAS Centers under one of the following conditions:
- a) Unanimous approval by the BoD;
 - b) Unanimous approval by the respective Trustee Committee;
 - c) In accordance with section 12.7 of this Constitution; or
 - d) A written request by at least 30% of Members in Good Standing, which must include a minimum of 30% of the Lifetime Members.
- 31.2 Notice of the time and place and agenda of an SGM shall be posted and announced by the IAS at least 15 days in advance of the meeting and not more than 50 days in advance of the meeting.

31.3 Notice of documentation needed for the SGM shall be shared with the members at least 7 days in advance of the meeting.

31.4 Compliance with section 31.2 and 32.3 shall be deemed to satisfy all notice requirements for the SGM.

32 Emergency General Meeting (EGM)

32.1 An EGM may only be called by the BoD under extraordinary circumstances, which include, but are not limited to, the following:

- a) Security threats;
- b) Urgent matters requiring member input; and
- c) Urgent issues affecting the IAS as a whole.

32.2 The BoD's decision to convene or rejection to convene an EGM is final, and shall not be subject to any appeal.

32.3 All Members in Good Standing, regardless of which IAS Center they hold a valid membership, may attend any EGM. For clarity, no IAS Center may hold an EGM that excludes the attendance and/or participation of members from another Center.

32.4 Notice of an EGM shall be provided to the members electronically and posted within the premises and on the IAS website's notice board at least 48 hours' in advance of the scheduled EGM, and such notice shall include the meeting time, agenda, and purpose.

33 Virtual Membership Meetings

33.1 Membership meetings may be held virtually in extraordinary circumstances, which include, but are not limited to:

- a) Pandemics
- b) Natural disasters
- c) Safety concerns

- 33.2 All virtual membership meetings must be approved by the BoD prior to such meetings being scheduled.
- 33.3 Membership meetings that are held virtually must adhere to the proper procedures outlined in this Constitution.

DIVISION VI – WAQF PROPERTIES MANAGEMENT

34 Waqf Declaration

- 34.1 The IAS has the following endowment properties:
 - a) Five rental properties and future properties maintained as Waqf (endowments); and
 - b) Additional land outside the City of Saskatoon held for future development and community needs.
- 34.2 All property currently owned by the IAS and all property yet to be acquired by the IAS shall be considered, and is hereby declared to be, Waqf property.
- 34.3 Waqf property is assigned exclusively for the purpose of the IAS for the sake of Allah (SWT).

35 Management

- 35.1 The BoD holds the primary responsibility for managing or arranging for management of Waqf properties. Waqf properties owned by the IAS may be managed exclusively by the IAS or its designate(s), authorized by the BoD.
- 35.2 Notwithstanding Section 34.1 the BoD must obtain the Joint Approval of both Trustee Committees to take the following actions:
 - a) Significant property improvements where the value of such improvements exceeds \$50,000.00.
 - b) Subject to Section 35, selling or leasing any property.

- 35.3 Unless otherwise determined by the BoD, the President of the BoD, after receiving approval from the BoD, shall sign all legal documents related to IAS endowment properties.

36 Property Sale Approval

- 36.1 Notwithstanding anything else contained in this Constitution, and in order to ensure a fair valuation is obtained, an independent property appraisal must be completed before the sale of any property where the value of such property is \$100,000.00 or more.
- 36.2 In addition to anything else contained in this Constitution, the following approvals are mandatory for property sales:
- a) Where the value of such property exceeds \$50,000.00, approval by Special Resolution of the BoD and joint approval from the Trustee Committees is required; and
 - b) Where the value of such property exceeds \$100,000.00, approval of the membership by a Special Resolution passed at a joint SGM is also required.
- 36.3 Proceeds from the sale of Waqf properties or investments must be reinvested in acquiring other Waqf properties or investments that serve the purpose of the IAS for the sake of Allah (SWT).

37 Site Property Leasing Approval

- 37.1 Notwithstanding the other powers of the Trustee Committee set out herein, contracts for site leasing lasting longer than three (3) months shall require the following approval:
- a) A Special Resolution of the relevant Trustee Committee; and
 - b) Approval from at least six (6) directors on the BoD.
- 37.2 The fee schedule for leasing property shall be based on fair market value.

38 Revenue

- 38.1 The BoD is responsible for allocating the income generated from Waqf properties between both IAS Centers after consultation with the respective Trustee Committees.
- 38.2 All revenue generated from Waqf properties, after deducting expenses, shall be used solely for the operational and maintenance costs of the IAS.

DIVISION VII – EMPLOYEE CONTRACTING, SELECTION & ASSESSMENT

39 Hiring Authority and Procedure

- 39.1 The Trustee Committee shall be responsible for:
- a) Determining the need to hire at the respective IAS Center.
 - b) Establishing and maintaining written job descriptions.
 - c) Establishing employment criteria, subject to the approval of the BoD.
 - d) Initiating the employee selection process, which includes compiling applications and interviewing candidates.
 - e) Making recommendations to the BoD with respect to the hiring or termination of all employees or potential employees.
 - f) Annually assessing the performance evaluation criteria for employees.
- 39.2 The BoD, in consultation with the Trustee Committees, shall be responsible for:
- a) Approving employment criteria.
 - b) Making determinations with respect to the hiring or termination of all employees or potential employees.
 - c) Approving and signing employment contracts and confidentiality agreements.
 - d) Approving all Imam hires.
 - e) Making and/or approving significant changes to the terms of employment for the Imam position.

- f) Creating new Imam positions.
- 39.3 All employee positions shall be posted publicly.
- 39.4 Applications shall follow a standardized process.
- 39.5 Structured interview procedures shall be implemented.
- 39.6 All new employees shall be subject to a probation period of three (3) months upon being hired, and their employment may be terminated during this probation period without cause.

40 Employment Requirements

- 40.1 All employees shall be subject to a reference and background check prior to being hired.
- 40.2 All employees must provide a clean Canadian Criminal Record Check prior to being hired.
- 40.3 All employees must be subject to an employment contract.
- 40.4 All employees must be subject to a confidentiality agreement, and any breach of the confidentiality agreement by the employee may be cause for dismissal.
- 40.5 No employee shall be a member of the IAS during their term of employment. For clarity, where a potential employee is a member, his/her membership status will automatically pause until their employment concludes or is terminated.
- 40.6 All employees shall participate in performance reviews from time to time and shall be conducted by the BoD and relevant Trustee Committee.

41 Employee Categories

- 41.1 Religious Staff:
 - a) Imams
 - b) Religious educators
 - c) Quran teachers
 - d) Religious counselor

41.2 Administrative Staff:

- a) Office administrators
- b) Facility managers
- c) Maintenance personnel
- d) Support staff

42 Assessment and Discipline of Employees

42.1 There shall be regular performance reviews on all employees that shall be conducted by the BoD and relevant Trustee Committee, which shall include:

- a) Goal setting and progress monitoring shall be implemented;
- b) Professional development plans shall be created and reviewed; and
- c) The feedback channels outlined at section 41 shall be utilized, and evaluations may be conducted by ad-hoc committees selected by a Trustee Committee.

42.2 The BoD in consultation with and/or upon the recommendation of the relevant Trustee Committee, may implement the following disciplinary actions against employees:

- a) Verbal warnings
- b) Written warnings
- c) Create and implement a corrective action plan
- d) Suspension
- e) Termination

42.3 Personnel files shall be maintained for all employees which shall include all performance reviews and disciplinary actions taken.

DIVISION VIII – MISCELLANEOUS

43 Affiliations

- 43.1 The BoD and Trustee Committees shall jointly evaluate potential affiliations to ensure such affiliations align with the IAS mission and Islamic principles. Votes on potential affiliations shall be passed by Simple Majority.
- 43.2 The BoD and Trustee Committees shall select representatives from the IAS to act on affiliated boards based on the following criteria:
- a) Relevant experience; and
 - b) Strong communication skills.
- 43.3 Representatives assigned to affiliated Boards shall be responsible for:
- a) representing the IAS in all official capacities on affiliate Boards; and
 - b) regularly reporting to the BoD and Trustee Committees regarding the progress and activities of the affiliated organizations.

44 Contributions

- 44.1 The BoD may accept contributions from the community provided such contributions meet the following requirements:
- a) It is consistent with the IAS mission and purpose;
 - b) It complies with Islamic law; and
 - c) It complies with applicable Canadian laws.

45 Constitutional Amendments

- 45.1 Amendments to this Constitution shall be prepared by the BoD, with input from the Trustee Committees.
- 45.2 Proposed amendments to this Constitution shall be made available to members for review at least 30 days prior to voting at a joint AGM or SGM, where all IAS Members in Good Standing may attend. For clarity, in cases of urgent necessity

(i.e. legal compliance), the notice period may be shortened upon the unanimous approval from the BoD and both Trustee Committees.

- 45.3 Amendments to this Constitution shall be approved by a Special Resolution passed by Members in Good Standing at a joint AGM or SGM, and such voting shall be done by secret ballot.

46 Dissolution

- 46.1 The IAS may be dissolved in accordance with the provisions of *The Non-profit Corporations Act, 2022*, SS 2022, c 25.
- 46.2 Upon dissolution, all debts and liabilities shall be paid in full, and any remaining assets shall be transferred to an officially recognized Islamic charitable organization within Canada.
- 46.3 Decisions regarding asset distribution shall be made during a properly constituted AGM or SGM.

47 Transitional Provisions

- 47.1 Upon this Constitution coming into effect, all active members of the Islamic Association of Saskatchewan (Saskatoon) Inc., whether annual or lifetime members, shall have their membership status automatically transferred to the corresponding category (Annual Member or Lifetime Member) under the newly established IAS Central. Members who have had their membership transferred pursuant to this section shall be entitled to all member rights, responsibilities, and privileges as set out in this Constitution.
- 47.2 Within three (3) months of this Constitution taking effect, elections shall be held for the elected positions of the Trustee Committees and BoD, in accordance with section 27 and 47 of this Constitution. For clarity, the election of the South Trustee Committee shall take place first, and the newly elected South Trustee Committee shall replace the acting South Trustee Committee contemplated by

- section 47.4 herein. The election of the Central Trustee Committee shall be held within one (1) month of the election of the South Trustee Committee, again replacing the acting Central Trustee Committee contemplated by section 47.4 herein. Finally, the election of the elected positions of the new BoD shall be held and the newly elected BoD shall replace the acting BoD contemplated in section 47.3 herein.
- 47.3 The members of the BoD acting for the IAS at the time when this Constitution comes into effect will take on the role of the BoD until such time as the new BoD is elected pursuant to section 47.2 above.
- 47.4 The members of the BoD acting for the IAS when this Constitution comes into effect shall hold the powers and duties of the Trustee Committees of both IAS Centres until such time as new Trustee Committee Chairs and Vice Chairs are elected pursuant to section 47.2 above.
- 47.5 The members of the BoD that is currently acting for the IAS at the time when this Constitution comes into effect shall appoint the Election Chair to preside over the initial elections contemplated in section 47.2 above.



48 Document Authentication

Effective Date

This Constitution shall take effect on: September 28, 2025

Signatures

President: A. Hanan

Secretary: [Signature]

THE ISLAMIC ASSOCIATION OF
SASKATCHEWAN (SASKATOON) INC.
222 COPLAND CRES
SASKATOON, SK. S7H 2Z5

[SEAL]

