

Ladies Guide Lines for SMCBC



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Draft -Ladies Committee summary notes for the General

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1.0 SUMMARY:

There will be two classes of Membership—Full Membership, and Associate Membership.

Full Members and Associate Members will have the same privileges, except Associate Members will not be able to Vote or Hold Office.

Membership is for Shia Ithna-asheri Ja'ffari Faith.

We will elect a Management committee that will have 11 members:

- Chairperson
- Assist Chairperson
- Secretary
- Asst Secretary
- Treasurer
- Program Director – Mukiyani
- Asst Program Director
- Director of Religious & Cultural Affairs
- Asst Dir. of Religious & Cultural Affairs
- Director of Volunteer Services
- Asst. Dir of Volunteer Services

To start there will be a subscription of \$50.00 per year for membership.

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2.0 HOW DO WE START:

- General selects a new “Startup Membership Committee” of 3 individuals.
- The “Startup Membership Committee” will be dissolved after 6 months and the “Membership Committee” will take over the responsibility.
- All who want to be Associate or Ordinary members should apply.
- Any changes / recommendations to the Guide Lines should be given in writing to the Executive Committee at least 2 weeks prior to the General Meeting.

2.1 Who can become full members at startup:

- 1) A full member is any member who on the day before these Bylaws came into effect was a resident of the Lower mainland for at least two consecutive years. Also, the member to be has to be a Shia Ithnasheri, and the lady should be next of kin to “full member” of SMC of BC or has paid in full for the SMC of BC burial dues.
- 2) The full member will however apply in writing within 90 days after this legislation is introduced.
- 3) Membership in the society as a Full member shall be open to any Shia Ithnasheri Jaffari Muslim who has attained the age of 18 years.
- 4) Within 60 days of the closing of full membership at startup, the “startup Membership Committee” will notify all the applicants, whether their application has been accepted or not.
- 5) The “Startup Membership Committee” will be dissolved after 180 days and the Membership Committee will take over the responsibility of processing all the future applications.

2.2 Diagram of Startup

Startup of Ladies Membership

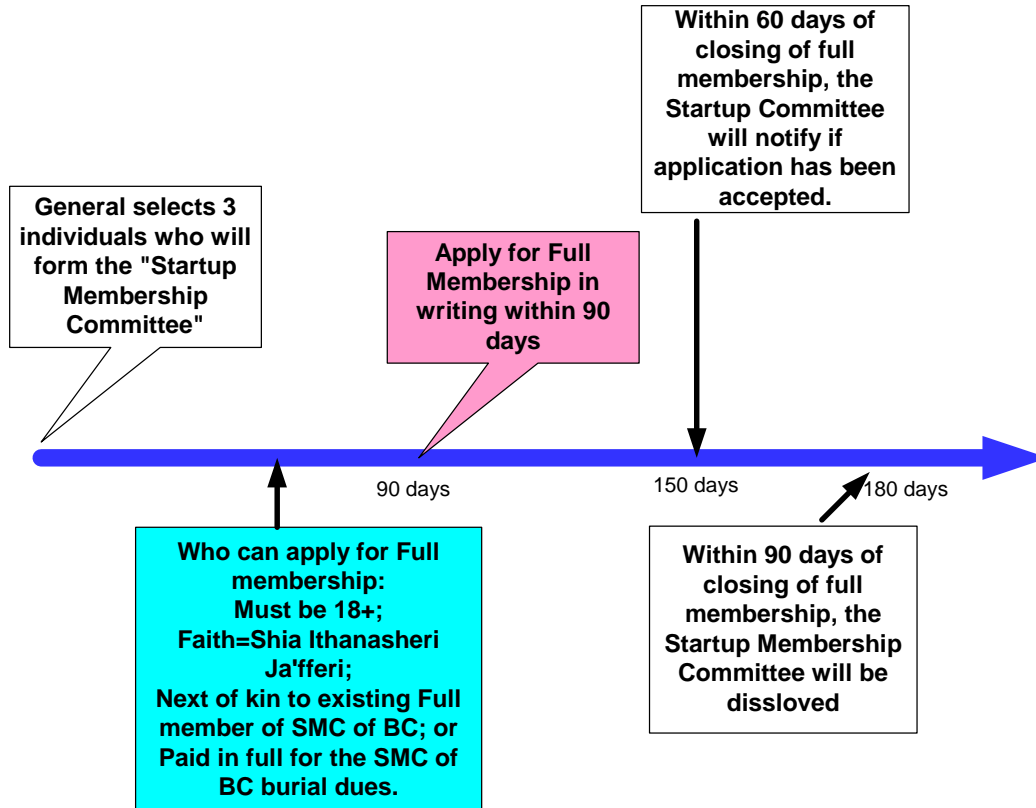


Figure 1: Startup of Ladies Committee

3.0 APPLICATION FOR NEW MEMBERS

- Any individual that wishes to be a Member must submit an application to the Membership Committee.

3.1 Associate Membership:

1. Membership in the society as an associate member shall be open to any Shia Ithnasheri Jaffari Muslim who has attained the age of 18 years.
2. A candidate of associate membership must be proposed by three Full Members none of who may be members of the membership committee.
3. A candidate for associate membership must be personally known by her proposer for at least two years.
4. The candidate applying for Associate membership must be a resident of the BC for at least one full year.
5. The candidate applying for Associate membership should be:
 - next of kin to “Associate or Full member” of SMC of BC or
 - has paid in full for the SMC of BC burial dues or
 - is a member of any Jamat that is a member of the World Federation. (A letter of membership confirmation should be enclosed with the application)
6. A candidate for Associate membership shall submit an application in a form specified from time to time by the membership committee with fees and the proposers signatures.
7. If the membership committee unanimously votes in favor of the candidate then the secretary shall inform the candidate in writing.
8. If the membership committee rejects the application, then the secretary shall inform the candidate in writing and the candidate shall be able to re-apply in a year from the date of the application.

3.2 Full Membership

1. A candidate for full membership must have been an associate member for a minimum of two consecutive years, or become an associate member for one year if the candidate has been a member of any WFJ.
2. A candidate for full membership must be proposed by three Full members, none of who may be members of the membership committee (ladies committee, and will consist of three).
3. A candidate for full membership must be personally known by her proposers for at least three years.
4. A candidate for full membership shall submit an application, in a form specified from time to time by the membership committee (ladies committee) with fees as specified by the directors at the time.

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5. If the membership committee unanimously approves the candidate's application for full membership then the secretary will submit the candidate for inclusion in the general meeting, voting list.
6. The secretary shall inform the candidate whose application for Full membership has been accepted in writing in acceptance.
7. The secretary shall inform the candidate whose application for full membership has been rejected by the membership committee in writing that the application is rejected and can reapply after a minimum one year.

3.3 Membership by an Individual who has been a Member of a World Federation Affiliated Jamat

- In the event that an individual who has been a Member of any Jamat that is a Member of the World Federation or any of its current or future Regional Federations (currently NASIMCO, Africa Federation, Gujarat Federation, and Mehfil-e- Murtaza) may apply to the Membership Committee to become an Associate Member of the Jamat and become a Full Member after only 1yr under Associate status.
- The application must be accompanied by a letter of recommendation by the individuals previous Jamat, and three references of Members of our Jamat who have personally known the individual for two years.
- The Membership Committee may interview the individual and also the references as to why the Jamat would benefit by the individual becoming a Full Member of our Jamat.
- The Membership Committee would vote on the application and if there is a unanimous vote by the Membership Committee in favor, the individual becoming a Full Member they will send their recommendation and a report to the Chairperson.

3.4 Residence Criteria

- For an individual to continue being an Associate or Full Member of the Jamat, the individual must be a resident of British Columbia.
- If the individual has given up her permanent residence in British Columbia for a period of more than 180 days (or is away more than 180 days in a one year period), she would cease to become a Member of the Jamat.
- If this individual wishes to reapply for Membership Status when she returns as full time residents, she may follow the same process as those individuals applying for Associate of Full Membership, unless a leave of absence of not longer than one year is obtained in writing from the Management Committee.
- Those Members who currently are in good standing and do not live in British Columbia will be grand fathered in regards to the Residence Criteria.

3.5 Students as Members

- Same rules apply as for Associate & Full membership. No exceptions.

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3.6 Seniors as Members

- Same rules apply as for Associate & Full membership. No exceptions.

3.7 Honorary Members

- The Management Committee will grandfather all current Honorary Members (currently one) as Honorary Members of the Ladies Committee.
- The Management Committee will not take applications for Honorary Members going forward and will dissolve this category when there is no member in this category.

Membership Chart

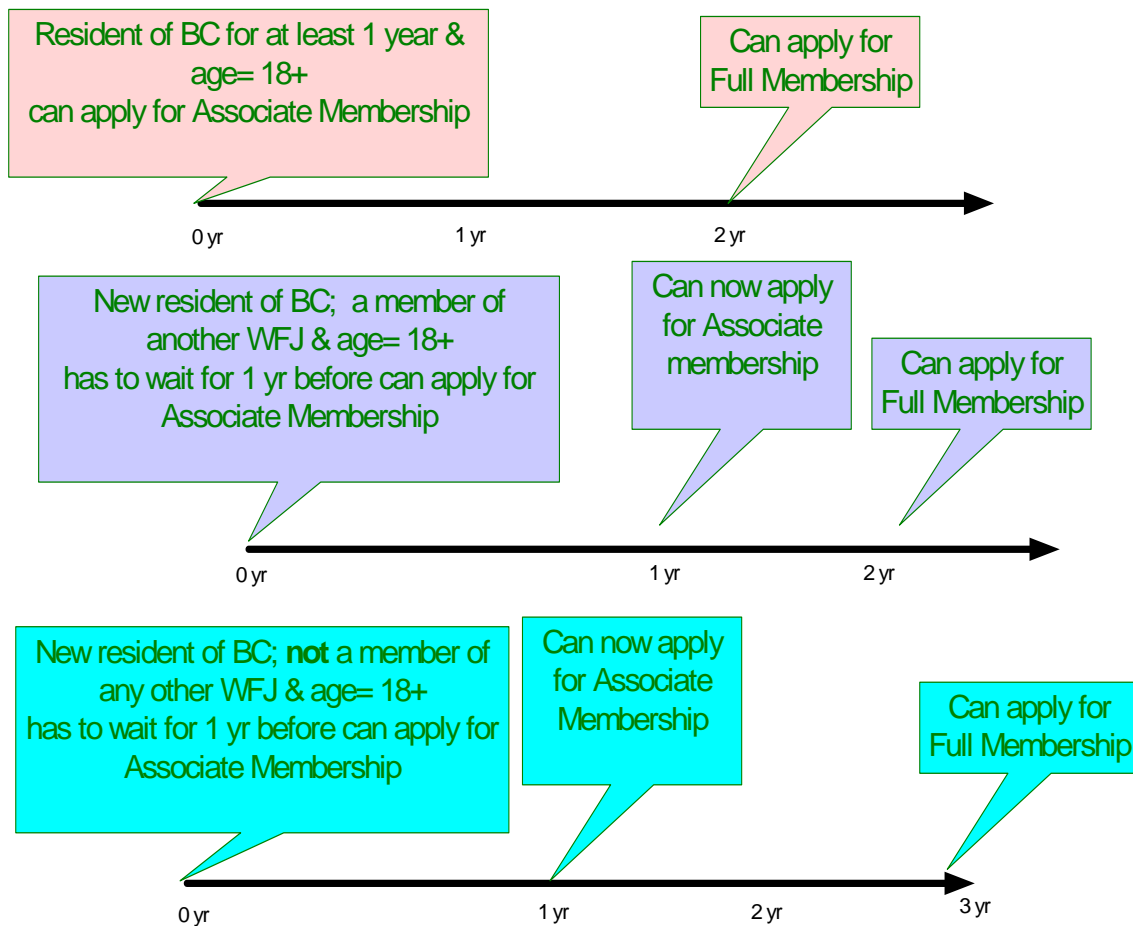


Figure2

4.0 MANAGEMENT AND EXECUTIVE COMMITTEE

- The Management Committee will consist of the Executive Committee (Officers) and those individuals voted by the General Members to Chair the various Committees (Directors).
- The Management Committee members have to be resident of Lower Mainland Vancouver.

4.1 Positions

The Executive Committee (Officers) will be:

- The Chairperson,
- Assistant Chairperson,
- Secretary,
- Treasurer

The Directors will be:

- The Program Director (Mukiani),
- The Assistant Program Director,
- The Assistant Secretary,
- Director of Religious & Cultural Affairs,
- The Assistant Director of Religious & Cultural Affairs,
- Director of Volunteer Services
- The Assistant Director of Volunteering Services .

4.2 Job Descriptions

The Chairperson:

Supervision of the Executive Committee in execution of their duties
Provide leadership
Liaison and coordinate with the Executive Committee of SMC of BC
Liaison with other outside Organizations.

The Assistant Chairperson:

Assist the Chairperson and carry out her duties during her absence. Is part of the Membership Committee.

The Secretary:

Conduct the correspondence of the committee, keeping minutes; keeping custody of all the records; maintaining the register of members.

The Assistant Secretary:

Assist the Secretary and carry out her duties during her absence. Is part of the Membership Committee.

The Treasurer:

Keep the financial records, fund raising., provide financial statement at the AGM, recommend the following years budget.

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The Program Director (Mukiyani):

Directing, scheduling and organizing the use of the property.

The Assistant Program Director:

Assisting the Program Director in her duties and carry out her tasks, in her absence. Is part of the Membership Committee.

Director of Religious and Cultural Affairs:

Responsible for communication and consultation with Religious Functions; Coordinating with Youth Committee and Seniors Committee.

The Assistant Director of Religious and Cultural Affairs:

Assisting the Director of Religious and Cultural Affairs in her duties and carry out her tasks, in her absence.

Director of Volunteer Services:

Canvas for the volunteers and schedule the tasks as required.

Assistant Director of Volunteering Services:

Assist the Director of Volunteers and perform her duties in her absence.

4.3 Organizational Chart

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Organizational Chart for Ladies Management Committee of SMC of BC

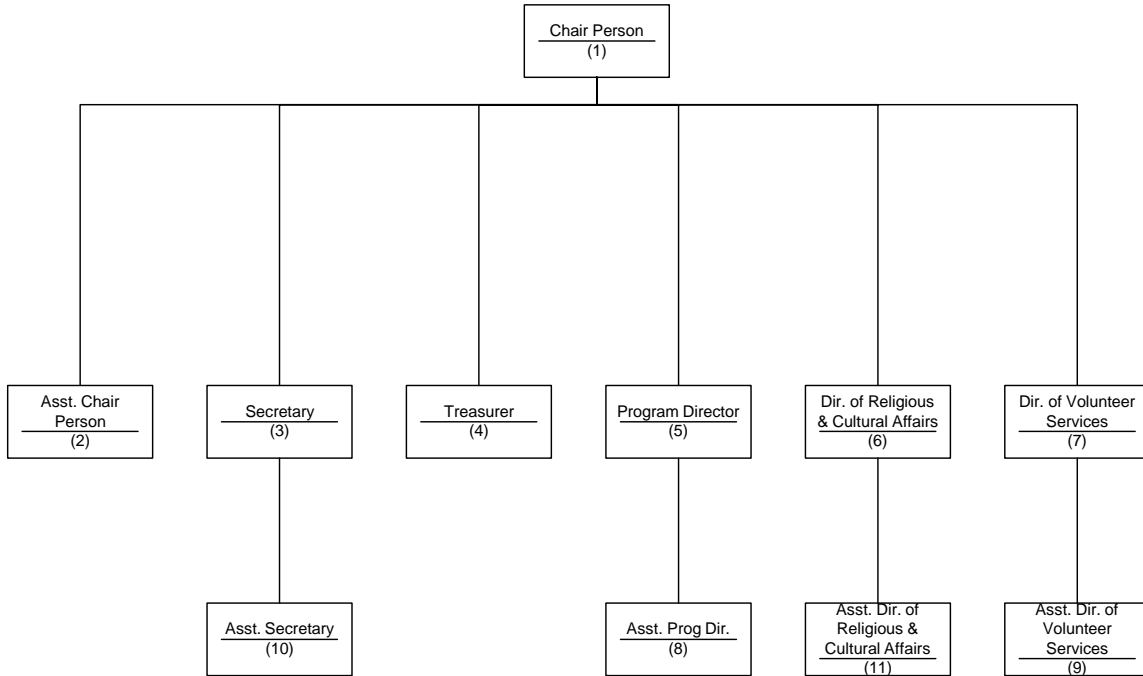


Figure3 – Organization Chart

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4.4 Subcommittees

4.4.1 Membership Committee:

- Consider applications for membership as they are submitted.
- shall review and revise the membership application form from time to time.
- The Membership Committee will have “3” members and they are:
 - Asst. Chairperson
 - Asst. Secretary
 - Asst. Program Director

Ladies Management Committee of SMC of BC

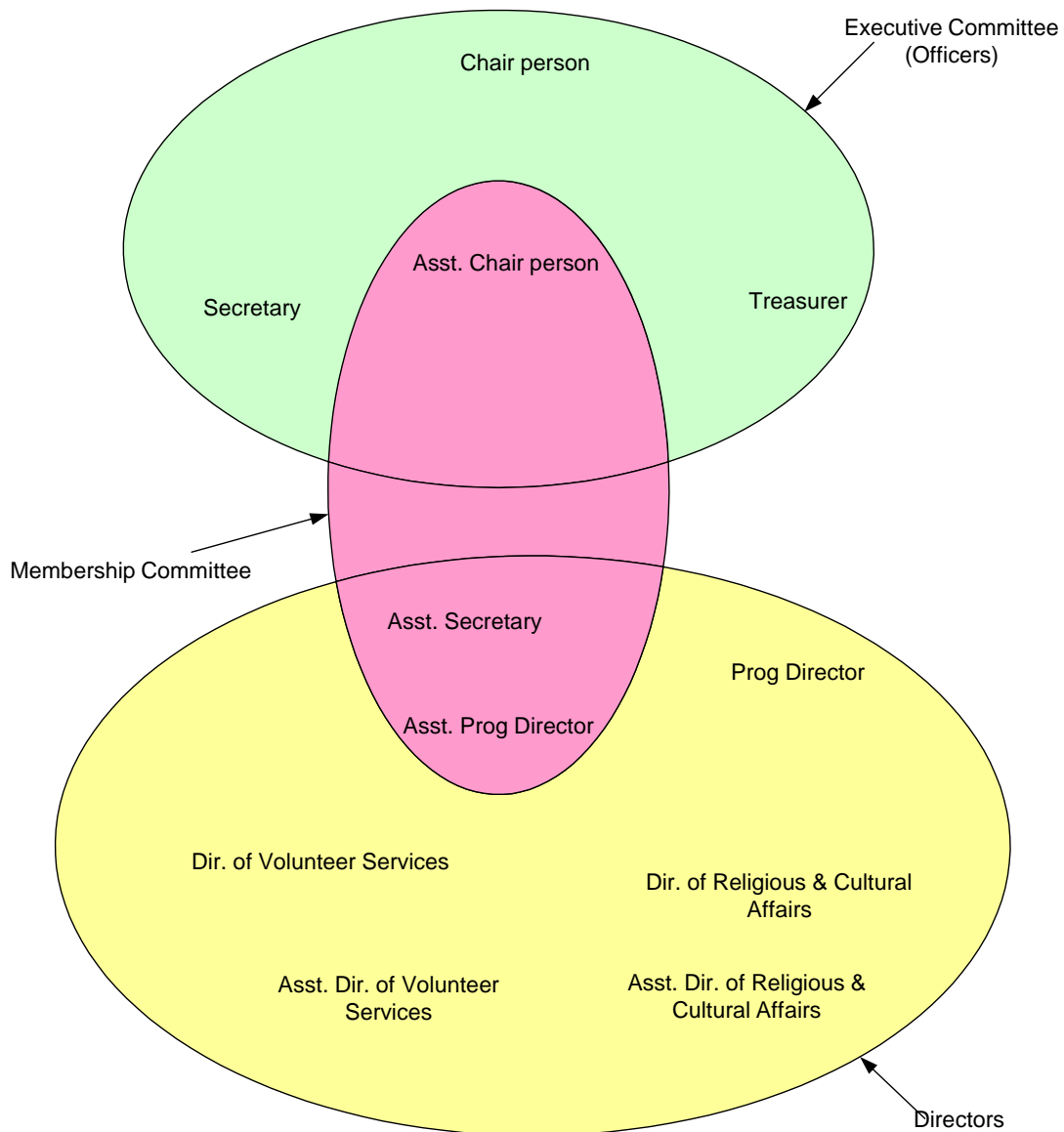


Figure4

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4.4.2 Nomination Committee

The Management committee would select three members (Full members) to form a Nominating Committee. The Nominating Committee should not be individuals who are Elected Members or seeking Election.

The Nomination Committee should be selected at least 3 months prior to the AGM.

The Nomination Committee shall accept ballots by mail or deposited into a sealed box at the Centre until 30 days prior to the AGM.

The Nomination committee shall tally the ballots at the AGM and announce the candidate elected.

4.5 Election Process

- The Nominating Committee would receive Nominations for the position of the Chair Person by the end of February. In the event that there is no candidate for the position the Nominating Committee would be responsible to search for individuals to be eligible to be elected for that position.
- The Nominating Committee through the Secretary would send with the notice of Annual General Meeting a list of all candidates to each Full Member for them to vote on the position. The Full Members would get to vote at the General meeting.
- Proxy would not be accepted.
- Valid Full members (valid full members are who have paid their subscription for the current fiscal year), can vote at the General and hold a position in the Management Committee.
- None of the positions in the Executive Committee can be held by the same individual for more than 3 consecutive years.

5.0 SUBSCRIPTION

- Annual Subscription is due on the 1st day of the Fiscal Year—January 1st.
- If the individual does not remit her subscription by March 1st, the Secretary will send the individual a standard letter that the individuals subscription is overdue, and that if the same is not received by the 31st of March all the Membership benefits will be cancelled.
- If on April 1st the Secretary has not received the Members Annual Subscription, she will write the Member a letter stating that the individuals Membership Privileges have been cancelled as advised in the March 1st letter.

6.0 ADVANTAGES OF BECOMING A FULL MEMBER OF THE LADIES JAMAT:

- You can hold a position in the Ladies Committee and serve your Community.
- You can vote in the Ladies General – you have a voice now.
- Any announcements in the Ladies Jamat can be made at a reduced rate.
- You can get a table to sale / advertise your product at a reduced rate.
- Your subscription will go towards the running of this complex – which means you will be rewarded in the hereafter.

7.0 OTHER ISSUES

7.1 Relief on Compassionate Grounds

In the event a Member wishes relief or partial relief from the Annual Subscription the individual would apply to the Secretary for relief or partial relief. The Secretary would provide a recommendation to the Membership Committee to provide Relief on Compassionate Grounds. The Membership Committee would approve the same by having at least a vote of 2/3.

7.2 Donation Receipts

All donations should be made to the Treasurer, and the Treasurer should send the funds to the Jamat Treasurer and should ask for the receipts. The Treasurer should then send a receipt to the donor upon receipt of the donation within a reasonable time.

7.3 Management Committee:

- The Management Committee will grandfather all current Management Committee positions from the start of Az-Zahraa Islamic Centre. Thus the term for the year 2002 to year 2003 is year 1.
- You can only hold the position of the Chair, if in the past you have been a member of the Ladies Management Committee of SMC of BC.

7.4 Vacancies:

The office of an office holder shall be vacated if that office holder:

- Resigns the office by notice in writing or
- Ceased to be a Full member or
- Dies; or
- Becomes unable to manage her affairs due to physical or mental impairment.

If there is a vacancy, the Assistant will fill the position temporarily.

If there is a vacancy in the Executive Committee, that position will be filled permanently through an election by the general, within 90 days of the position becoming vacant.

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If there is a vacancy for one of the Director's office, the Executive Committee can appoint a Full member as the office holder to fill the vacancy until the next annual general meeting at which the election of all positions are held.

7.5 Changes to the Guide Lines

- Need 75% of the votes of Full members to pass a resolution.
- Minimum 14 days notice should be given and the resolution should be given in writing.

7.6 Privileges

Being a member of the Ladies Community of SMC of BC does **not automatically** give you the privileges of the SMC of BC (men side).

7.7 Executive and Management Meetings

- Executive Meetings may be held when needed (ad hoc), and Management Meetings must be held once every two months.
- No individual has a second or casting vote.

7.8 General Meetings

General Meetings must be held a minimum of once per year, and one of those meetings which is the Annual General Meeting must be held by the end of April.

7.9 Documents of the Community

Two individuals who are members of the Executive Committee should sign all documents of the Community. One of these individuals should be the Chair Person, or in absence the Assistant Chair Person.

Any documentation sent out on behalf of the Management Committee should be copied to all members of the Ladies Management Committee (Officers & Directors).

7.10 Expenditures by the Executive Committee and the Treasurer

The Management Committee could spend up to \$1,000 that was not in the Budget approved by the General. This expenditure should be done with 2/3 of the approval of the Management Committee.

The Treasurer can approve a purchase of up to \$500 unbudgeted with the authority of the Executive. The Treasurer will notify the Management Committee of such unbudgeted expenses at the next meeting of the Management Committee.

7.11 Privacy Clause

The Guide Lines shall include a privacy clause where all Members of the Management Committee and all subcommittees will keep private all discussions that involve individuals of the Jamat.

7.12 Proxy Votes

There will be no votes by Proxy

7.13 Notice of General Meeting

The notice to call a meeting will be 21 days.