

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
لمسجد اسس على التقوى من اول يوم احق ان تقوم فيه، فيه رجال يحبون ان
يتطهروا والله يحب المطهرين.

In the name of Allah the most beneficent, the most merciful.

Toronto, ON,
Tel: (416) 999-9999

Constitution and By-Laws of Imam Mahdi Islamic Centre

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1. Article 1: Name And Head Office

1.1. Name

This organization shall be known as “**Imam Mahdi Islamic Centre**”, hereinafter referred to as the “I.M.I.C”.

1.2. Office

The Head Office of the I.M.I.C shall be in the Greater Toronto Area.

2. Article 2: Aims and Objectives

2.1. Objectives

The aims and objectives of the I.M.I.C are:

1. To promote the teachings of Islam according to Shia Ithna-Ashari Faith (hereinafter referred to as “Faith”) and to provide facilities for the Members and their families to observe the same.
2. To promote universally accepted values of tolerance, respect, understanding, fellowship and good citizenship.
3. To safeguard and further the religious, moral, social, and educational interests of the Members and their families and to promote their welfare.
4. To create, cultivate and maintain goodwill, amity and understanding between Members.
5. To remain within the bounds of the Faith in all its activities and undertakings.
6. To constructively collaborate and co-operate as appropriate with other religious organizations.
7. To undertake all such activities which are of benefit to the followers of the Faith.
8. To remain politically independent and free of any affiliation or tendency towards any government or political party.
9. To publish religious and scientific Books, and newspapers.
10. The above Aims and Objectives of I.M.I.C cannot be changed in anyway.

2.2. Not for Profit

The I.M.I.C is a non-profit organization and its activities shall be carried on without purpose of gain for its Members and all profits or other accretions of the I.M.I.C shall be used in promoting its aims and objectives.

3. Article 3: Definitions

3.1. Definition of Terms

In this constitution, the following expressions shall have the following meanings:

1. "I.M.I.C" means Imam Mahdi Islamic Centre.
2. "Annual General Meeting" means the meeting provided for in Article 9.
3. "Constitution" means this constitution subject to any amendments made in accordance with provisions hereinafter contained.
4. "Speaker" means the person elected every year at an Annual General Meeting pursuant to Article 11, Section 1 with the powers and responsibilities as set out in Article.
5. "Financial Inspector" means the person elected every year at an Annual General Meeting pursuant to Article 11, Section 1 with the powers and responsibilities as set out in Article 6, Section 14.
6. "Elections Day" means the day in Election Year appointed by the Speaker for the purpose of holding elections pursuant to Article 11, Section 4.
7. "Member" means an individual who qualifies for Membership in accordance with Article 4 and who has paid his subscription and other dues, if any, in accordance with Article 5.
8. "Executive Director" means the person appointed every two years by the board of Trustees. The duties of the Executive Director of I.M.I.C are discussed in Article 6, Section 10.
9. "Officers" means the Executive Director, Vice Executive Director, Chair Lady, Chair Youth, and Financial Inspector.
10. "General Meeting" means any meeting of the Members of the I.M.I.C convened according to the provisions of this constitution.
11. "Special General Meeting" means a General Meeting convened pursuant to Article 9, Section 3.
12. "Board of Trustees" means the committee of Five Members elected by the Members of the I.M.I.C every Two years. The Trustees and their duties are discussed in Article 6.

13. "Chair Lady" means the person appointed every two years by the board of Trustees. Her duties are discussed in Article 6, Section 12.
14. "Ladies Committee" means a committee comprising of the Chair Lady and Three female Members of the I.M.I.C pursuant to Article 6, Section 12.
15. "Chair Youth" means the person appointed every two years by the board of Trustees. His duties are discussed in Article 6, Section 13.
16. "Youth Committee" means a committee comprising of the Chair Youth and Three other youth Members of the I.M.I.C pursuant to Article 6, Section 13
17. "General Body" means all of the Members of the I.M.I.C.
18. "Faith" means Shia Ithna-Ashari Faith.

4. Article 4: Membership

4.1. Eligibility

All followers of the Faith of the full age of eighteen years and over shall be eligible, upon application and after meeting the requirements set out in Schedule B to become Members of the I.M.I.C.

4.2. Awarding Honorary Membership

The Chairman, with the approval of the Board of Trustees, may accord suitable citations or medals to distinguished followers of the Faith community and other individuals who have rendered outstanding services to the community.

5. Article 5: Subscription and Dues

5.1. Due Date

Such annual subscriptions and other dues as may be prescribed by the Members from time to time by a resolution passed at a General Meeting shall be payable to the I.M.I.C. Such annual subscription shall be due on the first day of Muharram, being the first Lunar month of the Islamic calendar.

5.2. Late Payment

Any Member who falls in arrears for four months shall ipso facto cease to be in good standing and unless the dues are waived he shall lose all his privileges of Membership.

5.3. Reinstating Membership

A Member who is not in good standing shall revert to the status of Member in good standing fourteen days after receipt by the Honorary Treasurer of all arrears due from him.

5.4. Resignations and Dues

A Member who has resigned and wishes to renew his Membership shall be required to pay up all arrears of dues, if any, that he was liable to pay on the day of his written resignation.

5.5. Waivers

The Board of Trustees may in its discretion waive payment of all or any portion of the arrears of dues from any Member reinstated in good standing.

6. Article 6: Board of Trustees

6.1. Trustee's Residency

1. All the Members of the Board of Trustees, Executive Director of I.M.I.C, and Speaker must be Permanent Residence/Landed Immigrant or Citizen of Canada.
2. All the Members of the Board of Trustees, Executive Director of I.M.I.C, and Speaker shall also be Iranian Citizen.

6.2. Board of Trustees Members

The Board of Trustees consists of Five (5) elected Members of Chairman, Honorary Secretary, Honorary Treasurer, and two more Trustees.

6.3. Remuneration

Trustees shall receive no remuneration for acting as such. A Trustee hired by the Board of Trustees in any capacity shall be deemed to have resigned his position as a Trustee.

6.4. Terms of Office

No Trustee shall be eligible to serve in the Board of Trustees for more than two consecutive terms.

6.5. Resignation

Any Trustee may resign at any time by giving notice of such resignation to the Board of Trustees.

6.6. Election of the Trustees

The procedure for electing the Trustees shall be as prescribed in Article 11.

6.7. Chairman

The Chairman:

1. Shall, when present, preside at all Board of Trustees meetings.
2. Shall direct the Trustees meetings and coordinates all activities of the Trustees.
3. May consult the Religious Advisor (Rohani) on matters of Sharia.
4. Shall present to the Members the state of the I.M.I.C periodically (at least once every six months).
5. Shall be the official spokesperson for the I.M.I.C and represent the I.M.I.C or designate one of the Trustees to represent him and the I.M.I.C at specific occasions.

6.8. Honorary Secretary

The Honorary Secretary:

1. Shall exercise the duties and powers of the Chairman during the Chairman's absence, inability, or resignation. During the absence, inability, or resignation or both the Chairman and the Honorary Secretary, the duties and powers of the Chairman shall be exercised by such other Trustee as the Board of Trustees may appoint.
2. Shall be responsible for a liaison with the work of such sub-committees as may be designated by the Board of Trustees and report their progress to the Board of Trustees regularly.
3. Shall give all notices of all Board of Trustees meetings and General Meetings.
4. Shall attend all meetings of the Board of Trustees, and of all General Meetings, record all facts and record minutes of all proceedings in the books kept for that purpose.
5. Shall ensure that the constitution, By-Laws and resolutions and amendments thereto passed at General Meetings are kept up to date and are available to the Members.
6. Shall be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the I.M.I.C, which he shall deliver up only when authorized by a resolution of the Board of Trustees or the General Body to do so and to such person or persons as may be named in the resolution.
7. Shall be responsible for maintaining an up-to-date inventory of all the property and assets of the I.M.I.C containing a full description of all the assets owned by the I.M.I.C and their location, and shall include this inventory in any annual report to the Members.

8. Shall provide the Speaker with an up-to-date list of Members in good standing and when requested provide the Speaker with updated resolutions passed at the General Meeting.
9. May, in consultation with the Board of Trustees, co-opt any Member or Members in good standing to assist him in the performance of his duties.

6.9. Honorary Treasurer

The Honorary Treasurer:

1. Shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the I.M.I.C.
2. Shall, under the direction of the Board of Trustees, control the deposit of monies and safekeeping of securities and the disbursements of the funds of the Assembly.
3. Shall render to the Board of Trustees at meetings thereof at least once every three months or whenever required of him, a report of financial position of the I.M.I.C.
4. Shall cause to be prepared financial statements for the purpose of audit and shall present such audited financial statements at Annual General Meetings after they have been approved by the Board of Trustees.
5. Shall present a budget plan before fiscal year at Annual General Meeting after its approval by the Board of Trustees.
6. May, in consultation with the Board of Trustees, co-opt any Member or Members in good standing to assist him in the performance of his duties.

6.10. Executive Director

The Executive Director

1. Shall, when present, preside at all Board of Trustees meetings, but doesn't have any voting privilege. The Executive Director shall carry out the entire center's affairs base on the Board of Trustee's decisions and he shall execute all legal papers, documents, and instruments ordered to be executed by the Board of Trustees.
2. Shall be responsible for all ceremonies conducted at the I.M.I.C Center.
3. Shall organize and conduct religious, social, and other day-to-day functions of the I.M.I.C.
4. Shall be responsible for the general housekeeping and maintenance of the Center.

5. To appoint an accountant, legal advisor, sub-committees for finance, social and cultural affairs, burial and such other sub-committees as may be necessary from time to time to run the affairs of I.M.I.C.
6. Shall liaise with the Religious Advisor (Rohani) on all religious matters.
7. Shall ensure that all significant religious days are observed by:
 - o Arranging congregations as and when appropriate.
 - o Arranging for guest speaker(s) for these occasions, in consultation with other Members of the Board of Trustees.
8. Shall prepare notices, announcing such programs and congregations.
9. Shall make I.M.I.C facilities available for use by the Members in accordance with the policies of the I.M.I.C.
10. May at his sole discretion expend such amount (Petty Cash) as is specifically budgeted as Executive Director Vote by the Board of Trustees in any given year and be accountable to the Board of Trustees and Members in respect thereof.

6.11. Religious Advisor (Rohani)

1. The elected Members of the Board of Trustees shall appoint a qualified Religious Clergy (Theologies) who is approved by any Marja-e-Taqlid (the most learned scholar of the Faith) for the period of the Board of Trustees' term (Two years). The Religious Clergy (Theologies) is also called Religious Advisor (Rohani) of the Centre.
2. The details of the removing of the Religious Advisor (Rohani) by the Board of Trustees will be written in the contract between the Board of Trustees and the Religious Advisor (Rohani).
3. The selected Clergies might attend the Board of Trustees meetings as a Religious Advisor.
4. Religious Advisor (Rohani) of the centre shall be responsible for the religious affairs of the I.M.I.C in coordination with the Board of Trustees and the Executive Director.

6.12. Chair Lady

The Chair Lady:

1. Shall preside at the Board of Trustees meetings when is asked by the Board.
2. Shall preside at all meetings of the Ladies Committee
3. Shall be responsible for arranging and conducting congregations for the ladies in consultation with the Board of Trustees.

4. Shall work with the Executive Director in the upkeep and maintenance of the Center.
5. Shall assist the Honorary Secretary in the preparation of inventory of all property and assets of the I.M.I.C.
6. Shall submit to the Board of Trustees an annual budget for the activities of the Ladies Committee.

6.13. Chair Youth

The Chair Youth:

1. Shall have the age of between 18 (Eighteen) to 30 (Thirty) years old.
2. Shall preside at the Board of Trustees meetings when is asked by the Board.
3. Shall preside at all meetings of the Youth Committee
4. Shall be responsible for arranging and conducting congregations for the youth in consultation with the Board of Trustees.
5. Shall work with the Executive Director in the upkeep and maintenance of the Center.
6. Shall assist the Honorary Secretary in the preparation of inventory of all property and assets of the I.M.I.C.
7. Shall submit to the Board of Trustees an annual budget for the activities of the Youth Committee.

6.14. Financial Inspector

The Financial Inspector:

1. Shall be given full access to all financial documents and books of account in I.M.I.C every Three (3) months.
2. Shall be responsible to report any disparancy in the financial matter of the I.M.I.C to the General Body in General Meeting.

6.15. Other Duties

A Member of the Board of Trustees shall, in addition to any powers, duties or functions prescribed in this Constitution, perform and exercise such powers, duties, and functions, as are assigned to him by the Board of Trustees.

6.16. Reserve Trustees

The Reserve Trustees can participate in the Board of Trustees meetings but will not be eligible to vote. They shall carry out such duties and responsibilities as may be assigned to them by the Board of Trustees from time to time. In the event, that one or more Trustee's position is or are vacated in the Board of Trustees, the vacancy will be filled by respective number of the Reserve Trustees based on the majority of the votes acquired by those Reserve Trustees. Those newly assigned Trustees are no longer considered Reserve Trustees and will have all the powers and duties of the Board of Trustees Members including voting privilege.

7. Article 7: Powers and Duties of The Board of Trustees

7.1. Powers and Duties

The Board of Trustees shall have the following powers and duties:

1. The management of the I.M.I.C shall be vested in the Board of Trustees of five elected Members.
2. The Trustees shall adopt their own rules of procedure in relation to the conduct of their meetings and shall keep proper record thereof and provide a copy to the Honorary Secretary.
3. The Trustees shall not exercise any of the powers conferred upon them by the Religious Organizations' Land Act, R.S.O.1990 c.23 until they are authorized to do so by a resolution of the I.M.I.C duly passed at a General Meeting. Any such powers shall be exercised strictly in conformity with and subject to any terms or conditions, which may be included in the resolution.
4. Shall be responsible for the supervision of the affairs of the I.M.I.C before the General Body.
5. Shall have powers to appoint Members to fill the following positions with appropriate terms of reference:
 - Marriage and Reconciliation Counselor
 - Welfare Officer
 - Any other position that may be created from time to time by the Board of Trustees.
6. To administer the affairs of the I.M.I.C in all things and make and cause to be made, for the I.M.I.C, and in its name, any kind of contract which the I.M.I.C may lawfully enter into and, save as herein provided, generally exercise all such powers and do all such other acts and things as the I.M.I.C is lawfully entitled to do.

7. Shall have the power to enter into co-operative relationship with other agencies or organizations when, in their judgment, such a relationship is desirable toward achieving the I.M.I.C's objectives. They shall have the power; on behalf of the I.M.I.C to execute Articles of Agreement setting forth the rules of the government of the cooperative relationships may contain provisions for representation on the Board of Trustees of agencies or organizations approved by the Board of Trustees.
8. The I.M.I.C, through its Board of Trustees, may hold or dispose off such property, real or personal, as may be given, devised, or bequeathed to it or entrusted to its care and keeping, and may purchase, acquire, and dispose of such property as may be necessary to carry out the purpose of the I.M.I.C after General Body's approval.
9. Shall have the control and management of the property of the I.M.I.C with power to borrow money for corporate purpose not exceeding the security of real or personal property of the I.M.I.C.
10. Notwithstanding anything contained in the Religious Organizations' Land Act, all real properties of the I.M.I.C may be sold, leased or otherwise dealt with by a resolution passed at a General Meeting of the I.M.I.C called for this purpose and attended by at least 51% of the Membership and approved by 75% of those in attendance. In the event that such a minimum percentage of the Members are not present, the meeting shall be adjourned and the Board of Trustees shall give two week's written notice to Members of a second meeting to be held at least one month later than the first meeting. Those present at the second meeting shall form a quorum for the purpose of passing such a resolution. A majority of at least 75% of those attending will continue to be required for the passing of such a resolution.
11. The Trustees shall ensure that all title deeds and other official documents pertaining to the properties of the I.M.I.C are maintained safely in the office of the I.M.I.C and are accessible to the Auditors. Members may have access to such documents upon written request to the Honorary Secretary of good and valid reasons to make such documents accessible to them.
12. To fill vacancies in the Board of Trustees, Executive Director of the Centre, Vice Executive Director, Chair Lady, or in the office of the Speaker, however caused, from either the Reserve Trustees or among Members in good standing of the I.M.I.C.
13. To convene General Meetings.
14. At the end of each fiscal year, the books and accounts of the I.M.I.C shall at the discretion of the Board of Trustees be audited or reviewed by an auditor or financial reviewer to be appointed by the Board of Trustees and approved by the General Body.
15. To appoint and remove the management team including the Executive Director of the Centre, Vice Executive Director, Chair Lady, and to establish and dissolve such other committees as may be necessary from time to time by the Board of Trustees.

16. To develop and maintain a Policy and Procedure manual for the I.M.I.C.
17. To develop a Master Plan which sets out long- and short-term goals for the I.M.I.C and present the same at the Annual General Meeting for approval.
18. To implement the recommendations of the Master Plan and report its progress to the Members on an annual basis.

8. Article 8: Board of Trustees Meetings

8.1. Monthly Meetings

1. The Board of Trustees shall meet at least once every month.
2. The Board of Trustees shall elect the Chairman, Honorary Secretary, and Honorary Treasurer among themselves as soon as possible.

8.2. Calls for Meetings

Meetings of the Board of Trustees may be formally called by the direction of the Chairman, or by the Honorary Secretary, or on the direction in writing of any other three elected Members of the Board of Trustees.

8.3. Time and Place

The Board of Trustees may hold its meetings at such time and place as it may from time to time determine.

8.4. Notice

Notice of such meetings with agenda shall be delivered, telephoned, faxed, or e-mailed to each Member of the Board of Trustees not less than three calendar days before the meeting is to take place.

8.5. Notice Waiver

No notice of any meeting shall be necessary if all the Trustees are present, or if those absent have signified in writing their consent to the meeting being held in their absence.

8.6. Regular Meetings

The Board of Trustees may appoint a day or days in any month or months at any place or places for regular meetings at an hour to be named and of such regular meeting no notice need be sent.

8.7. Meeting after the Annual General Meeting

A meeting of the Board of Trustees may also be held, without notice, immediately following any General Meeting.

8.8. Quorum

The quorum for the meeting of the Board of Trustees shall be three Members of the Board of Trustees.

8.9. Meeting Media

If all Trustees are notified and consent, a meeting of the Board of Trustees may be held by means of such medium like telephone, electronic or other communication facilities as will permit all persons participating in the meeting to communicate to each other simultaneously and instantaneously, and a Member of the Board of Trustees participating in such a meeting by such means is deemed for the purposes of this Constitution to be present at the meeting.

8.10. Resolutions

A resolution in writing, signed by all of the elected Members of the Board of Trustees, is as valid as if it had been passed at a meeting of the Board of Trustees.

8.11. Questions and Voting

Questions arising at any meeting of the Board of Trustees shall be decided by a majority of votes; in cases of any equality of votes, the chairman, in addition to his original vote, shall have a second or casting vote.

8.12. Voting

All votes at any Board of Trustees meeting shall be taken by a ballot if so demanded by any Member of the Board of Trustees present; but if no demand be made, the vote shall be taken in the usual way by assent or dissent (raising hands).

8.13. Guest Attendees

The subcommittee Members or others, who may from time to time be invited by the Board of Trustees to attend the Board of Trustees meetings, shall not be eligible to vote.

9. Article 9: General Meetings

9.1. Purpose

The I.M.I.C shall hold its Annual General Meeting within three months of the end of its fiscal year for the purpose of:

1. Receiving the Executive Director and Board of Trustee's report.
2. Receiving the audited financial statement of the I.M.I.C for the preceding fiscal year.
3. Receiving the Financial Inspector's report.

4. Receiving the budget report for the ensuing year.
5. Confirming appointment of the auditor by the Board of Trustees.
6. Electing the Board of Trustees at every alternate Annual General Meeting.
7. Electing the Speaker at every Annual General Meeting.
8. Electing the Financial Inspector at every Annual General Meeting.
9. Presenting the original Master Plan for approval and subsequently submitting the progress report on the implementation of the same..
10. Transacting any other business specified in the agenda for the meeting.

9.2. New Resolutions

A Member wishing to move any resolution at a General Meeting shall give notice thereof in writing to the Honorary Secretary not less than fourteen days before the date of the meeting. Such resolution shall be displayed on the notice boards of the I.M.I.C until the day of the meeting. In the absence of such notice, the Speaker may, in his sole discretion, permit a Member to move a resolution.

9.3. Special General Meetings

A Special General Meeting of the I.M.I.C may be called at any time by the Board of Trustees, the I.M.I.C Financial Inspector, or upon requisition in writing signed by at least 51% of the Members in good standing of the I.M.I.C provided that the Special General Meeting is at least five months after the last Special General Meeting or Annual General Meeting. Every requisition shall state the purpose for which the meeting is required and the meeting shall be convened by the Board of Trustees within thirty days of the receipt of the requisition, failing which, the requisitioners shall petition the Speaker to convene the meeting. The Speaker shall convene such a meeting by giving prescribed notice to the Members stating the agenda for the meeting.

9.4. Notice

Thirty day's notice of General Meetings shall be given to the Members. Such notice may be mailed by regular mail, faxed, e-mailed.

9.5. Quorum

At least 51% of the Members in good standing shall constitute a quorum at General Meetings. In the event of lack of quorum within one hour of the scheduled time of commencement of such meeting, those Members present shall adjourn the meeting to such time and place, at least one month later, as they may determine. Those Members present at such second meeting shall constitute a quorum.

10. Article 10: Speaker

10.1. Role in General Meetings

The Speaker shall chair all General Meetings. The Speaker may at his discretion designate the Deputy Speaker to chair the meeting.

10.2. Exclusion from other Offices

The Speaker shall not hold any other elected position in the I.M.I.C or in any of the organizations which may from time to time be identified for such purpose in a resolution passed at a General Meeting of the I.M.I.C.

10.3. Speaker Sub-Committee

The Speaker shall form his own sub-committee and appoint the Deputy Speaker who shall have the same powers as the Speaker in his absence.

10.4. Elections

The Speaker's committee shall be responsible for calling of General Meeting and conducting the election of the Trustees.

10.5. Term of Service

The Speaker shall not be eligible for election as a speaker for more than two consecutive terms.

11. Article 11: Elections

11.1. Frequency and Terms

1. Election of the Board of Trustees Members takes place at every other Annual General Meeting.
2. Election of the Speaker shall take place at every Annual General Meeting.
3. Election of the Financial Inspector shall take place at every Annual General Meeting.
4. The Trustees shall be elected for a term of two years starting on first day of January.
5. The Speaker shall be elected for a term of one year starting on the first day of January.
6. The Financial Inspector shall be elected for a term of one year starting on the first day of January.

11.2. Call for Nominations

The Speaker shall invite nominations for the Board of Trustees to be elected.

11.3. Notice Timing

Notice inviting nominations shall be either mailed, fax, or emailed to the Members in good standing at least thirty (30) days prior to the Election Day.

11.4. Election Time

Save as otherwise herein expressed, elections shall be held at the time of the Annual General Meeting. Where in the opinion of the Speaker, the election cannot be held in the date of the Annual General Meeting due to any circumstances, at the discretion of the Speaker, reasonably exercised, the Speaker may delay or advance the Election Day for a period not exceeding thirty (30) days.

11.5. Nominations

1. Nominations for the Board of Trustee shall be a good standing Member of the I.M.I.C for at least one year except for the first election which is reduced to six (6) months.
2. Nominations for the Board of Trustees to be elected shall be nominated by at least 5 Members in good standing of I.M.I.C in writing together with the consent in writing of the nominee consenting to his name being proposed and agreeing to serve in the nominated Board of Trustees, if elected, shall be received by the Speaker at least ten (10) days prior to the Election Day. .

11.6. Closing Nominations

Ten (10) days prior to the Election Day, the Speaker shall declare the nominations closed.

11.7. Non-Compliant Nominations

A nomination which does not comply with the requirements of this Article shall be null and void and shall be deemed not to have been received by the Speaker.

12. Article 12: Election Process

12.1. Timing

Voting for the duly nominated Board of Trustees, three Reserve Trustees, and Financial Inspector shall take place on the Election Day, when Members of the I.M.I.C in good standing shall be entitled to vote. The Speaker shall be elected every Election Year.

12.2. Announcing Nominees

The Speaker shall have the names of the nominated candidate circulated or posted within twenty-four hours of the closing of the nominations. The Board of Trustees to be filled shall

include the five elected trustees. Also There shall be three (3) reserve Trustees, and one Financial Inspector.

12.3. Eligibility

Members wishing to vote may be required to produce satisfactory identification containing their photographs. In the absence of such identification, two Members who are in possession of their own photographic identifications shall confirm the identity of such Members. Voting by proxy shall not be permitted.

13. Article 13: Vacating Office

13.1. Definition

An Officer, Speaker, Reserve Trustees, Member of the Speaker's Committee and a Trustee shall vacate office upon:

1. Ceasing to be a Member in good standing.
2. Being convicted of an offence involving moral corruption or dishonesty.
3. Being adjudged a bankrupt.
4. Tendering resignation in writing to the Honorary Secretary or the Board of Trustees.
5. Being certified or otherwise adjudged to be of an unsound mind or insane.
6. Being removed by a resolution of the Members passed by a vote of not less than 70% of the Members present at a General Meeting, provided that the notice of such a General Meeting has specified therein the intention to pass such a resolution.
7. His term of office having expired and a successor having been either duly elected or the position having been otherwise duly filled pursuant to the provisions of the Constitution.
8. Ceasing to be a follower of the Faith.

13.2. Absence without Cause

In addition to the provisions of Section 1 of this Article, a Board of Trustees Member shall vacate his position if he fails without good and sufficient cause, as determined by the Board of Trustees, to attend three consecutive or four non-consecutive Board of Trustees meetings.

14. Article 14: Auditor

14.1. Yearly Audit

At the end of each fiscal year, the books and accounts of the I.M.I.C shall be audited by an auditor to be appointed by the Board of Trustees with the approval of the Members.

14.2. Audit upon Request

The Board of Trustees may also call for the books and accounts of the I.M.I.C to be audited whenever it is deemed necessary.

15. Article 15: Fiscal Year

15.1. Financial Year End

Unless otherwise resolved at a General Meeting, the fiscal year of the I.M.I.C shall terminate on the 31st day of August in each year.

16. Article 16: Execution of Documents

16.1. Signatures

Any document may be signed by any two persons of Chairman, the Honorary Secretary, and Executive Director.

17. Article 17: Cheques, Etc.

17.1. Issuing and Signing

All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the I.M.I.C shall be signed by any two persons of Chairman, Honorary Treasurer, and Executive Director, and also they may endorse notes and drafts for collection on account of the I.M.I.C through its bankers, and endorse notes and cheques for deposit with the I.M.I.C's bankers for the credit of the I.M.I.C, or the same may be endorsed "for collection" or "for deposit" with the bankers of the I.M.I.C.

18. Article 18: Rules of Order

18.1. Conduct of Meetings

The rules of procedure set forth in Schedule A hereto shall regulate the conduct of all proceedings.

18.2. Disputes

1. In the event of a discord or dispute arising between Members of the Board of Trustees and if the discord or dispute has a potential for hampering and/or disrupting the work of the Board of Trustees, the Chairman by a resolution of the Board of Trustees may request the Speaker to intervene and/or assist in resolving the discord or dispute.
2. The Speaker may at his discretion seek assistance of elder Members of the I.M.I.C in this effort, failing which; the Speaker shall call the Board of Trustees meeting to vote on calling the Special General Meeting. Voting of at least 3 out of 5 in the Board of Trustees takes the case to the Special General Meeting and seeks resolution of the discord or dispute from the Members.

19. Article 19: Amendments to the Constitution and By-Laws

19.1. Amendments

Any General Meeting may amend, repeal, or re-enact the Constitution, By-Laws and Schedules by a two-thirds vote of all Members, however, to due notice of at least five weeks having been given as hereinafter set forth.

19.2. Proposing Amendments

Notice of any proposed change or amendment provided for in Section 1 shall be given in writing to the Honorary Secretary at least three weeks before the meeting at which such change is to be voted upon and the Honorary Secretary shall include such notice in the notices calling the said meeting.

19.3. Repeating a Proposal for Amendment

A motion to reconsider, repeal or amend a resolution which had been discussed, passed or rejected within the previous twelve months shall not be tabled or allowed to be discussed within said period.

20. Article 20: Dissolution

20.1. Procedure

The I.M.I.C may at any time be dissolved at a Special General Meeting called for such purpose by the consent of 80% of all Members testified by their signatures to an

instrument of dissolution and in such a case the net assets of the I.M.I.C shall be handed over to one or more charitable institutions in Canada working for the Aims and Objectives similar to those of the I.M.I.C.

21. Article 21: Interpretation

21.1. Gender Neutrality

In this Constitution, where the context permits, all reference to the masculine gender shall be read as including references to the feminine gender.

22. Article 22: Adoption

22.1. Adoption

These Bylaws were approved and adopted at the initial meetings of prospective Members sealed with the corporate seal this:

Chairman

Date

Honorary Secretary

Honorary Treasurer

Trustee

Trustee

23. Schedule A: Rules of Order

At all meetings, the Speaker shall preserve order and decorum, and decide questions of order and practice, stating the rule applicable.

The Speaker shall not vote on any motion at a General Meeting unless on an equal division.

Every Member shall, previous to speaking, rise and address the Speaker. When two or more Members rise at the same time, the Speaker shall decide who is to speak first.

When the Speaker is putting a question, no Member shall speak or move about the meeting room.

No Member, while speaking, shall be interrupted, except upon a point of order.

When a Member is called to order, he shall resume his seat until the question of order is decided; he may, however, be permitted to explain but in no case to introduce new matter.

No Member shall use improper language, nor speak beside the question in debate.

No Member shall speak more than once on the same question, nor longer than three minutes, without the permission of the Speaker, except the mover, who shall have the right to reply, after which the debate shall close.

A motion to adjourn shall always be in order, except when it was the next preceding motion.

A Member may require the motion under discussion to be read for his information at any time during the debate, except when another Member is speaking.

A motion may be withdrawn at any time before decision by permission of the meeting.

When a question is being debated, no motion shall be received, except to amend, to postpone, to lay on the table the previous question or to adjourn.

On the call of three Members the "previous question" shall be put and, until decided, shall preclude all amendments or debate, and shall be submitted in the following words: "Shall the vote on the main question be now taken?"

All motions, before being debated, shall be read by the Honorary Secretary.

No motion to amend an amendment to an amendment shall be received. The vote shall be taken only upon the request of three Members.

Any Member refusing to take his seat when ordered by the Speaker may be suspended from the session.

In all unprovided cases the Speaker shall decide, but his decision shall be subject to an appeal to the meeting, and generally the rules, forms and customs of parliamentary debate shall be followed.

24. Schedule B: Rules of Membership

1. An application for Membership shall be submitted in writing on the I.M.I.C prescribed form to the Honorary Secretary.
2. The application shall be proposed and seconded by Members of the I.M.I.C in good standing and who are not Members of the Board of Trustees.
3.
 - a. The decision of the Board of Trustees on an application for Membership shall be delivered within six weeks of receiving the application. However, should the Board of Trustees require more time to consider the application, then the applicant shall be informed of same and a decision shall be rendered within six weeks of the date on which the applicant was advised of the Board of Trustees' need to have more time to consider the application.
 - b. Depositing by the I.M.I.C of monies into the bank account or carrying out debit instructions received with the application forms shall not be construed as acceptance of the applicant's application for Membership.
4. Full-time students, seniors and other categories of Members shall provide documentary proof of their status to qualify for reduced Membership fees.
5. The Membership benefits and privileges of the I.M.I.C shall apply to all the Members in good standing.