



In the Name of Allah, the Beneficent, the Merciful

الإسلام في أمريكا الشمالية - كندا

The Islamic Society of North America – Canada

ISNA-Canada By-Laws Consultation Meeting Minutes

March 24, 2018 (4:11 PM – 6:14 PM)

Asr Break 5.05-5.25

Held at: ICC Gymnasium, Mississauga, ON

Start: *Opening Dua and short presentation by Chair of Committee*

(By Laws Committee: Nabeel Mirza, Usman Siddiqui, Omayya Rakiie, Burhana Bello, Shuaib Khan, Taha Ghayyur, Zaman Mollah and Jamal Badawi). Note: Dr. Jamal and Sr. Burhana were travelling. Rest of the Committee attended.

Attendance: Approximately 30 people attended (in person and/or online)

This document includes all recommendations that were made in “Consultation meeting”: It includes By-laws and other ISNA-Canada matters. Couple of questions and statements are also recorded.

Plan is to either address them OR direct them to proper committees/admin teams. Some ideas may not be incorporated and plan is to close the loop with members(s) OR it would be documented in an ‘inventory’ of ideas which can be addressed at a later date, in sha Allah.

- Question: Are these the by-laws that were approved in Nov 2017?
 - Yes

By-Laws:

- Elections: For continuity of board members have yearly elections for different board members
 - Use the number of votes in the election to elect officers like President, Vice President. Avoid acclamation.
 - In case someone resigns in the board, make it explicit to pick the person with highest votes
 - Vacancy in the office: Board should consult with members instead of the board assigning a person
 - President and Vice President elections criteria should not be so restrictive
 - Qualifications: Requirements of financial contribution should be removed. It may eliminate qualified candidates
- 1.12 Financial statement made public once a year – requesting quarterly or every 4 months. Should be provided with details
- 3.5.3 Regional Representation : members in Canada are 90% from Ontario
 - Let the members elect board not force the geographic representation
- Directors of Finance and Operations should be hired by the Executive Director
- 1.11.1 Borrowing power a/b/d
- Special meeting – quorum should be 10% or 70 people as a quorum. 10% or 70 should be the number needed to call for a special meeting.
- Quarterly general body meeting with members with goals, progress, budget, etc.

ISNA - Canada Headquarters: 2200 South Sheridan Way, Mississauga, Ontario L5J 2M4

Phone: (905) 403-8406 Fax: (905) 403-8409 (Mississauga)

E-mail: isna@isnacanada.com Web: www.isnacanada.com

ISNA® Registered Trademark

- Executive Committee – don't see the need for Exec. Committee with a board of 7-11 members.
- Article 7 – should not give free liability of board members, please review 7.1
- 7.4 Insurance: Is it halal?
- Section 9: If ISNA follows it we would reduce legal fees
- Auditor: was not approved by members in the past
- 2.6.1 Place of meeting: Outside Canada: No
- Employees and agents
 - To be consistent, Director of Outreach should be included or other Directors be excluded.
- Insurance: we need to identify who are costing us too much in insurance
- 18 years of age should be reduced to 16 or 14
- 3.1.0 – Remuneration of the board we are asking too much from the board. Should be reviewed
- Deep religious knowledge to be available in the board
 - It could be a religious consultant working with the board
- Jumu'a announcements for such meetings by Shayookh, rather than a volunteer. Carries more weight.
- Charity status of ISNA?

Other:

- Finance:
 - Jumu'a donations are posted: very good – we should be posting the expenses as well to reflect how much is going out too
 - More information on the financials and budget too
 - Have a budget built before the beginning of the year with input and recommendation from the members
- Website: should contain more meaningful information and controlled by more than 1 person
 - Executive Director, Director of Operations, and a board member
- Counseling – currently we have social workers counseling
 - We need religious counselors instead – for example, assistant Imam
- List of major committees, their contact info and services
 - We need a media committee
- Membership:
 - Fees – youth up to 25 years should be free. Free membership (Start with high school)
 - List of members has to be reviewed
 - Membership expulsion – to be done not by one person, but by Board
 - Membership Management: 1 board member, Executive Director, and 1 community member
 - Reduce the membership fees to make it easy for people to become members
 - Membership for multiple years and automated renewal
 - Electronic emails not paper anymore – it is easy, cheaper and more convenient
- Elections
 - The sign up for Membership and Elections Process to be simple - example: some members, did not receive a ballot last elections
 - It has to be auditable in case someone contests the elections
 - Opening of the ballots should be done in a public place
 - Election process, 21st century, we can use electronic system instead of paper based

- Objective election process
- Transparency: strategy, objectives, meeting minutes to be shared/access
- Members to attend board meetings – for even more transparency
- When is ISNA Canada going to have more services and for that we need more committees and volunteers (youth committees, sisters committees, etc.). Similar to ISNA US – go to ISNA-Canada 2.0
- Skills: would like to see diversity in skills in the board (Finance, communication, etc.)
- Public Relations – services need to be promoted - nationally hire part time PR officer
- Communicate every 4 months: need to have meeting with the board to be informed
- Within 3 months of a new board taking office, a meeting on current situation and plans and priorities
- We are expecting changes what are your priorities? What is your process? Who to talk to? Escalation process?
- CITF: what's the status?
- Council of advisors: previous board members, ED, scholars, seniors from the community
- Board members: should have standard email address with ISNA domain

- Question: When will we receive the minutes of this meeting?
 Previous minutes should be read/distributed at the beginning
 Minutes of Public meeting are not shared? Should be circulated to all members within days
Action: Minutes of the meeting and inventory of all ideas
 - Will be communicated on or before April 6, 2018 (612 PM)

Request (ref. By Laws): At least one follow-up meeting before the AGM

Multiple meetings to be scheduled before the by-laws are amended or approved.

- Tentative Follow Up Plan:
 - Group sessions are being scheduled for **Tuesday, May 1st (6-8 PM) and/or Saturday, May 5th (4-7 PM).**
 - Attempts will be made for individual follow ups for clarification and/or closing the loops. These 1-1s will be scheduled in April and May.
 - The amended By Laws for ratification will be presented to membership at 2018-AGM in June

End: *Closing Duaa (prayer) for the Board by Community Member*

Minutes circulated on 3 April 2018 by posting online

Prepared by Usman Siddiqui and Nabeel Mirza