



## Approach of Understanding Islam UK

Beliefs and practices of Understanding Islam UK are based on the **Qur'an** (The final book of God) and the **Sunnah** (the established practices of Prophet Muhammad). It encompasses an understanding and interpretation of the Qur'an, primarily from within the Qur'an, emanating from its theme, context, sequence and language. It involves an understanding of the Qur'an which also acknowledges interpretation of the verses in the light of the time of revelation and the phase of the Prophetic mission of religious propagation, both of which are determined primarily from within the Qur'an. Sources that are external to the Qur'an are considered to be secondary to its interpretation.

The **Sunnah** of Prophet Muhammad are those religious traditions of the Prophet Ibrahim (pbuh) which the Prophet Muhammad instituted among his companions as religion after reviving and reforming them and after making certain additions to them; from the companions these traditions have been transmitted, uninterrupted, through successive generations of Muslims with complete consensus and practical perpetuation to date.

**Muslim** is someone who believes that there is no God except the one true God and Prophet Muhammad is His true and final Prophet.

### Administrative structure and their responsibilities

1. Affiliates
2. Members
3. Trustees
4. President
5. General Secretary
6. Finance Secretary

#### 1. Affiliates

- They have no designated responsibilities.
- They do not have voting rights.
- They would be encouraged to attend the monthly educational meetings and if interested would be invited to the Quran study circle.
- Can provide moral and financial support to the organization.
- Can take part in active and voluntary activities for the organization.
- Will abide by the rules of engagement. (Second bullet point is optional)
- Can suggest ideas about future activities and give feedback on current activities.
- If they desire, can be kept updated about the activities and future plans.

#### 2. Member

- Apply in writing to become a member to the general secretary, or can be nominated by trustees.
- Will be kept informed about organizational matters.
- They will contribute towards the working of the organisation financially and in addition can undertake responsibilities according to areas of interest.
- Position currently being offered as free of any joining costs, but a regular monthly contribution is preferred.
- Nominate and elect trustees by majority voting at the AGM.
- Will abide by the rules of engagement.
- Will be encouraged to attend AGM and other meetings.

### **3. Trustee**

- Religion will be the foremost priority in their life.
- Jointly responsible for the administrative and financial health of the organisation.
- Undertake or delegate administrative responsibilities.
- In complete agreement that organizational work and decision making will be in accordance with amruhumshurabaynahum (mutual consultation).
- Are elected from members by voting for a period of at least 24 months.
- Team of trustees will not have simultaneous inclusion of any immediate blood relations or spouses .
- Not more than two trustees will be replaced in any election to ensure continuity of service.
- Will be responsible for drafting organizational policies and selecting activities for the organization. These will be accepted only after majority vote in favour from trustees.
- They will keep members and interested affiliates informed of the organizational progress, plans and activities.
- Will elect general secretary and finance secretary from within the elected trustees by majority voting.
- The number may change according to organizational needs. Minimum number of trustees will remain three, and maximum will be seven.
- Trustees will meet as flexibly and frequently as needed, however a minimum of three meetings a year will be mandatory.
- Organizational policies and major activities will be approved by majority voting of all trustees

### **4. Responsibilities of President**

- Ability to represent Organization in public and media.
- Ability to communicate with external agencies.
- Will represent the ethos of the organization. Will act the role of the leader and ambassador of the organization.
- Will be the foremost representative of the organization and will be the one to shoulder the responsibility of the organization.

### **5. Responsibilities of General Secretary**

- General Secretary will be responsible for all day to day management powers and such other powers and responsibilities as members may determine.
- Responsible for recording or delegating the minutes of all the meetings.
- Organising or delegating someone to organizing the agenda for all meetings.
- Responsible for e-mailing all members about activities, dars reminders and organizational activities.
- Responsible for keeping record of all essential and important internal

communications between trustees and members.

- Will keep database of all essential information about organization like constitution, administrative document, membership record and database of all members and affiliates.
- Point of contact for introduction of new affiliates.
- Will chair organizational meetings in the absence of President.
- The general secretary will appoint a finance secretary and in addition will choose an administrative team. The number for this team will be at his discretion. The general secretary may constitute the Admin team from amongst the Trustees, members or affiliates.
- The administrative team lead by the general secretary will be responsible for carrying out day to day activities of the organization and taking decisions accordingly. They will maintain prompt and close contact with each other. Their decisions will be based on mutual consultation. The General Secretary will give a report about the activities of the Admin team at the regular meetings of the Trustees.

#### **6. Responsibilities of Finance Secretary**

- Will be appointed by general secretary from among the elected trustees.
- Will maintain a comprehensive record of the finances of the organization.
- Will produce an annual report at the AGM that could be seen by all members.
- His signatures will authorize cheques from the bank.
- Will be responsible for payments and cash flow.
- Will keep a comprehensive record of all receipts and expenses of organization.
- In addition the finance Secretary will assist the general secretary in other affairs of the organization.

#### **Rules of engagement**

- These apply to all affiliates, members and trustees.
- Will abide by the regulations of the country of residence.
- Will not bring the organisation into disrepute
- Will not create disharmony among other members.
- It is recommended that all members adopt proper Islamic attitude (as the first and strongest tool for spreading the message of Islam). As part of this, they should be keen and (within the limits of their own capacities) active in improving and developing their knowledge of Islam.
- It is expected that as a general rule the affiliates and members of the organization will be UK residents. Under special circumstances overseas non UK residents can also become members and trustees.
- Members will be at liberty to make their own decisions after participating in sound dialogue over a controversial issue ensuring that the teachings of Quran are not violated)

#### **Code of Conduct**

- UIUK is not responsible for any trustee's or member's negative behaviour. The matter will be handled according to the outlined procedures.
- All members and trustees, being representatives of the organization, are expected to show cordial attitude and exemplary mannerism at all times; particularly during educational and organizational meetings and when interacting with affiliates and general public.
- All members and trustees must exchange views between each other and affiliates or general public using appropriate language and in a manner worthy of a religious

- organization upholding the ethos of the organization and our noble religion.
- The ethos of our organization entails humility, sacrifice, patience, steadfastness and forgoing one's rights for the sake of another.
- All major policy issues and activities will be discussed and debated and approved after majority voting involving trustees. This may take place on e-mail or in more serious matters a face to face meeting.
- In the event of e-mail discussion the general secretary will specify a designated time by which time a trustee has to voice an opinion.
- The organizational meetings will be chaired by a chairperson, ideally this should be the president, and in his absence general secretary will be the chairperson. If the general secretary is also unable to attend, he will nominate a chairperson. Chairperson will have the casting vote if votes are equal.
- During organizational meetings the chairperson has a right to stop a discussion when he feels the point has been discussed sufficiently and will suggest voting to take place. The chairperson will ask everyone in sequence to give their views and trustees need to wait for their turn to voice their opinion.
- During the organizational meetings the chairperson will nominate one person to take the minutes of the meeting.
- Constitutional amendments will need two third majority approval from the trustees and the president.

### **Complaints**

- If any individual feels aggrieved either by a person associated with organization, or feels that the organization has undertaken a decision which is incorrect or its mannerism is objectionable, then he needs to make personal contact with the General Secretary of the organization
- The general secretary, will initially try to resolve the issue himself.
- If the General Secretary feels that either he is not able to resolve the issue or it is a serious matter, he will appoint a team of 2-3 trustees to undertake an in depth investigation of the complaint and then arrange a meeting between the person who has made the complaint and the investigating team to try to resolve the issue.
- If the issue involves a member or an affiliate whose close relative is a trustee then that trustee cannot be part of the investigation team. A new investigating team will be formed which will have trust of all parties involved in the dispute.
- In the event the general secretary and the investigating team of trustees are not able to resolve the matter or the issue is of a serious nature, the matter would be put in front of the Trustees.

### **Disciplinary regulations**

- In the event that a member of the organisation brings the organisation into disrepute by his or her conduct or actions or a member accuses a fellow member of such a conduct, the matter will be dealt with, in accordance with these regulations.
- The general secretary will chair a special meeting of trustees to deal with this issue. If the matter involves the president, two third majority vote from the trustees will decide it. In the event that the grievance is against the general secretary the president will chair this meeting. Should the accusations be substantiated, the trustees will need to decide what action to take; this action may be one of the following:
  - Apology
  - Official warning
  - Removal from office in case of office bearers.
  - Termination of membership or trusteeship.

## **Resignation**

- A member or a trustee will submit resignation from the organization to the president or the person designated by the President.
- The president or a person designated by the president which will normally be general secretary, will try to ascertain if the reasons for resignation are resolvable or not.
- The president or the person designated by the President will arrange a meeting with the person who has submitted the resignation and will invite trustees to attend. He will try to see if the reasons can be resolved.
- In exceptional circumstances, depending upon the reasons and attitude of the person resigning the president will accept the resignation and inform

## **Termination of Membership or trusteeship**

- In exceptional circumstances the membership or trusteeship of an individual can be terminated. This decision will be taken by majority voting of trustees.
- The member is removed from membership by a resolution of The Trustees, stating that it is in the best interests of the organization. A resolution to this effect may only be passed if:
  1. The member has been given at least twenty-one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and its reasons.
  2. The member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make a representation to the meeting.
- **The reasons can include issues like**
  1. Bringing the organization into dispute.
  2. Seriously objectionable behaviour, attitude or language.
  3. Unsubstantiated allegations about a colleague's integrity, unproven at a meeting of the trustees.
  4. Creating disharmony in the organization.
  5. Serious breakage of law of the country.
  6. Serious breakage of rules of engagement and code of conduct as detailed in the administrative document.