

THE CONSTITUTION

OF

CORPORATE AFFAIRS COMMISSION
VERIFICATION
13 MAY 2010
APPROVED BY
NAME.....
SIGN.....

Certified True Copy
Sign.....
14 JUL 2010
Officer
Commission

ODI OLOWO CENTRAL MOSQUE

We, the members of **ODI OLOWO CENTRAL MOSQUE** being eager to promote a closer bond among our great Mosque.

ARTICLE 1
NAME

The name of the Mosque shall be called **ODI OLOWO CENTRAL MOSQUE**.

ARTICLE 2
REGISTERED OFFICE

The registered office of the Mosque shall be situated in Nigeria.

ARTICLE 3
AIMS AND OBJECTIVES

1. To promote Islam and also teach women and children Islamic education.
2. To assist in the spiritual upliftment of the members of the members, through the conduct of prayers.
3. To initiate and implement projects for the development of mosque.
4. To organize Islamic seminars, magazines, newsletters and establishment of Islamic schools.
5. Mustering unity amongst Muslim and participating in philanthropic activities.



ARTICLE 4
MEMBERSHIP

The membership of **ODI OLOWO CENTRAL MOSQUE** shall be opened to all Muslims that are:

- (a) Ready to comply with the rules and code of conduct based on the Q'uran and Sunnah of Rasullulah (SAW).
- (b) Ready to co-operate with the other members of the society.

ARTICLE 5 **EXECUTIVE COUNCIL**

Composition: The Executive Council shall consist of all Executive Officers of the MOSQUE.

Executive Officers: The Executive Officers of the MOSQUE shall include:

- (a) CHAIRMAN (BABA ADINI)
- (b) Vice – CHAIRMAN
- (c) General Secretary
- (d) Assistant General Secretary
- (e) Treasurer
- (f) Financial Secretary
- (g) Publicity Secretary
- (h) Auditor
- (i) Ex-officio members



QUORUM

A simple majority of members of the Executives Council including the President or the Vice-President and the General Secretary or Assistant General Secretary shall form a quorum at all its meetings.

FUNCTIONS OF THE EXECUTIVE COUNCIL

- (a) The Executive Council shall be responsible for the day-to-day running of the Mosque's affairs and shall maintain the secretariat.
- (b) The Executive Council shall prepare a programme of activities for the MOSQUE.
- (c) The Executive Council shall approve the annual budget of the MOSQUE. The treasurer, Financial Secretary and vice – chairman shall form the budget committee to who will present to the Executive Council (EC) for ratification.

FUNCTIONS OF THE EXECUTIVE OFFICERS

The CHAIRMAN (BABA ADINI) shall:

- i. Preside over all the meetings of the MOSQUE..
- ii. Direct the day-to-day affairs of the MOSQUE..
- iii. Act as one of the signatories for the operation of the society's Bank Accounts.
- iv. Authorize payments of all approved expenditure.
- v. Direct all dealing.
- vi. The president after due consultation with members of the executive could set up ethics and disciplinary committees.

The Vice-Chairman:

- i. Assist the Chairman in the execution of his/her duties,
- ii. Perform all other functions that might be designated by the president.



General Secretary shall:

- i. Supervise the running of the secretariat: Arrange for all Annual General Meetings, Executive Council meetings and other related meetings that will be in the interest of the MOSQUE. as directed by the chairman.
- ii. Prepare all minutes of the Annual General Meetings.
- iii. Shall be the custodian of the mosque's common seal.

The Treasurer shall:

Receive all MOSQUE`S. monies and lodge same in the name of the MOSQUE in an account opened in the name of the **ODI OLOWO CENTRAL MOSQUE** within one week.

- i. Take charge of all funds and accounts of the MOSQUE.
- ii. Prepare audited financial report at each ordinary meeting of the executive Council and presented audited report at each Annual General Meeting

- iii. Make all payments authorized by the Executive Council or President.
- iv. Shall assist the auditor in the discharge of his assignment.
- v. Shall act in the absence of the auditor.

THE FINANCIAL SECRETARY

1. Receive all monies and hand over such monies to the treasurer within 24 hours.
2. Prepare payment of monies by the MOSQUE through voucher to the treasurer who shall pay the monies.
3. Keep proper books of the MOSQUE (receipts and payment voucher).

ARTICLE 6 **ELECTIONS**

The MOSQUE shall constitute a body i.e. Electoral Board or commission to handle or conduct election for all elective posts. Any member seeking elective office apart from being proved regular user and financial member of the MOSQUE must have been registered as a member of the MOSQUE for (3) three years.

- i. Election into the executive council shall be in a manner determined by the Executive Council at the Annual General Meetings. A term of office be allowed for 4 years and non elected members shall stay in the office more than 1 (one) term of office.
- ii. All officers except the Auditor and Assistant auditor shall be elected. Election of officials shall be conducted on simple majority vote from registered financial members.
- iii. No serving officers shall conduct election for the vacant positions.
- iv. By-elections shall be conducted in the event of resignation, failure to perform or when a vote of no confidence is passed on an elected officer or his demise.

ARTICLE 7
ORGANS OF THE MOSQUE

The appointment of the Trustees shall at all times predicate on the following.

i. Acceptance and concord with the philosophy, aims and objectives of the foundation.

a. Upon registration of the foundation, the Trustees shall become the operators of the aims and objectives of the foundation by themselves and or employees considered for employment.

The power of overall management of the foundation devolves on the Trustees, provided that the Chairman reserves the veto say in such management.

b. The Trustees shall have the power to employ and determine the designation and remunerations of staff for the MOSQUE.

c. The Trustees shall ensure compliance with all legal requirements and proper documentation of the affairs of the foundation as provided in the Companies and Allied Matters Decrees of 1990.

d. The trustees shall have power to acquire and hold in trust all lands belonging to ODI OLOWO CENTRAL MOSQUE and to acquire on behalf of the foundation land and property subject to such conditions as the Corporate Affairs Commission may approve.

e. The Trustees shall act in good faith and at all times in the interest of the mosque.



ARTICLE 8
DISCIPLINE

(a) An erring officer shall be removed from office on the recommendation of the Executive council to the Annual General Meeting.

- (b) Any member of the mosque whose activity contravenes the aims and objectives and the convention of the mosque shall be discipline by the annual general meeting on the recommendation of the executive council.
- (c) There shall be disciplinary committee set up by the Executive council to consider all cases of discipline.

ARTICLE 9 **ANNUAL GENERAL MEETING**

- (a) The Annual General Meeting shall be the supreme body of the MOSQUE.
- (b) The Annual General Meeting shall be held in the month of January every year at a place decided by the Annual General Meeting.
- (c) The agenda for the Annual General Meeting shall be prepared by the Executive council.
- (d) At each Annual General Meeting all the executive officer will be expected to present reports of their activities.

ARTICLE 10 **PATRONS**

Should have been sincerely related with the MOSQUE and has capability to advance the aims and objectives of the MOSQUE in all ramifications.



ARTICLE 11 **EMERGENCY MEETINGS**

1. The Chairman has the power to summon emergency meeting of the mosque whenever he deems it fit, in the interest of the foundation.

2. Notice of the emergency meeting shall be conveyed to member by the secretary.
3. Two third (2/3) or simple majority of the entire membership of the foundation shall constitute a quorum at its emergency meetings.
4. Procedure of any general emergency meeting may not necessarily follow that of the

EXECUTIVE COMMITTEE MEETING

- (a) The meeting of the executive committee shall be held as often as occasion demands.
- (b) The quorum at an executive meeting shall be 2/3 of members.

GENERAL MEETING

- (a) A general meeting of the foundation shall be held as agreed from time to time but at least once in three months.
- (b) The executive committee shall decide the quorum of the general meeting.

ARTICLE 12 **AUDITOR**

A two (2) members of Auditor shall be appointed annually at the general meeting to audit the account of the MOSQUE and present report to the members of ODI OLOWO CENTRAL MOSQUE.



ARTICLE 13
THE COMMON SEAL

The MOSQUE shall have a common seal. Such common seal shall be kept in the custody of the Secretary who shall produce it when required for use by the Trustee/Trustees. All documents to be executed by the Trustee/Trustees shall be signed by him/each of them and sealed with the common seal.

ARTICLE 14
AMENDMENTS

1. The constitution shall be amended or reviewed in part whole by the Board of Trustees, and adopted by the General Assembly (House).
2. The General meeting shall require here 2/3 of majority of the active voting members of the committee before the constitution shall be amended with the approval of the Registrar General.



ARTICLE FIFTEEN
BOARD OF TRUSTEES

- (a) The Trustees of **ODI OLOWO CENTRAL MOSQUE** for the purpose of the Companies and Allied Matters Acts No 1 of 1990. Part C shall be unanimously appointed at a General Meeting by at least not less than two-third majority votes.
- (b) Such Trustees, hereinafter, referred to as "THE TRUSTEES" shall not be less than (NINE) 9 in numbers and shall be called, **THE REGISTERED TRUSTEES OF ODI OLOWO CENTRAL MOSQUE (C)** Any person appointed as Trustee shall be a member in good standing of the Ministry. He/she may hold office for life but shall cease to hold if
- i. Resigns his office
 - ii. Ceases to be a member of the registered trustees of **ODI OLOWO CENTRAL MOSQUE**
 - iii. Becomes insane.
 - iv. Is officially declared bankrupt.
 - v. Is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.
 - vi. Ceases to be a member of the registered trustees **ODI OLOWO CENTRAL MOSQUE**
 - vii. Ceases to reside in Nigeria.
- (D) Upon a vacancy occurring in the number of trustees, a general meeting will be held to appoint another eligible member of **ODI OLOWO CENTRAL MOSQUE**.
- (E) The trustees shall apply to the Corporate Affairs Commission for Certificate of incorporation under Companies and Allied Matters Act No.1 of 1990 Part C.
- (F) If such certificate is granted the Trustees shall have power to accept and hold in Trust, all land belonging to **ODI OLOWO CENTRAL MOSQUE**.



SPECIAL CLAUSE

the income and property of the ODI OLOWO CENTRAL MOSQUE whosoever derived shall be Applied solely towards the promotion of the object of the as set forth in this **RULES AND REGULATIONS/CONSTITUTION**: and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise however by way of profit, to the member of the **ODI OLOWO CENTRAL MOSQUE**.

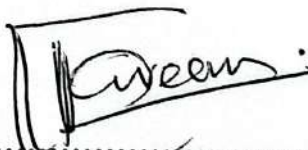
PROVIDED that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to any Officer or servant of the **ODI OLOWO CENTRAL MOSQUE**. in return for any service actually rendered to Governing Body shall appointed by any salaried office of the **ODI OLOWO CENTRAL MOSQUE** Or any office of the **ODI OLOWO CENTRAL MOSQUE**. paid by fees: and that no remuneration or other benefit in money or monies shall be given by the **ODI OLOWO CENTRAL MOSQUE** to any member of such Council or **ODI OLOWO CENTRAL MOSQUE** governing Body except repayment of out-of-pocket expenses or reasonable and proper rent for premises demised or let to The **ODI OLOWO CENTRAL MOSQUE** provided that the provision last aforesaid shall not apply to any payment of any Company to a member of the may be a Company in which Such member shall not hold more than one-hundredth part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.

NO ADDITION, alternation, or amendment shall be made to or in the **RULES AND REGULATIONS/CONSTITUTION** for the time being in force, unless the same have been previously submitted to and approved by the Registrar-General.

In the event of a winding up or dissolution of the **ODI OLOWO CENTRAL MOSQUE** there remains, after the Satisfaction of all its debts and liabilities, any property whatsoever, the same, the same shall not be aid to and disturbed among the members of the **ODI OLWO CENTRAL MOSQUE** but shall be given or transferred to some of the institutions or institutions having objects similar to the objects of the **ODI OLWO CENTRAL MOSQUE** and the bodies are prohibited from distributing its or their income and property amongst its or their members to an extent least as great as is imposed on the **ODI OLOWO CENTRAL MOSQUE** under or by virtue of The **SPECIAL CLAUSE** thereof, such institution or institutions to be determined by the members **ODI OLWO CENTRAL MOSQUE** effect cannot be given to the aforesaid provision then to some charitable Object.

H.O. LESH I

CHAIRMAN



SECRETARY

30th MARCH, 2010
DATE

30th MARCH, 2010
DATE