

# **CONSTITUTION OF**

## **ISLAMIC SHIA ITHNA - ASHERI ASSOCIATION OF EDMONTON, ALBERTA**

**CONSTITUTION  
AND  
BY – LAWS**

**ADOPTED – FEBRUARY 26, 2006**

**CONSTITUTION & BY-LAWS OF  
ISLAMIC SHIA ITHNA - ASHERI ASSOCIATION OF EDMONTON,  
ALBERTA**

**ARTICLE 1 NAME**

**Clause 1**

This association shall be known as **the ISLAMIC SHIA ITHNA - ASHERI ASSOCIATION OF EDMONTON, ALBERTA**, hereinafter referred to as the **ASSOCIATION**.

**ARTICLE 2 AIMS AND OBJECTIVES**

**Clause 1**

The aims and objectives of the Association shall be:

- (a) To promote **ISLAM** in accordance with the teachings of the **Ja'afari** school of thought, hereinafter referred to as the **FAITH**, and in so doing to remain within the bounds of the Faith in all its activities and undertakings;
- (b) To propagate Islam, in accordance with the Faith;
- (c) To undertake (or to fund organizations which are registered Canadian charities or other such "qualified donees" as per the Income Tax Act to undertake) developmental assistance and/or emergency relief projects in Canada and other countries;
- (d) To accept and/or manage charitable trusts and/or bequests from any individual or organization in accordance with the terms of such trusts or bequests, so long as the terms fall within the general aims and objectives of the Association;
- (e) To create, raise, receive and invest funds and to buy, sell, build, own and let properties in furtherance of the aims and objectives;
- (f) To undertake all such activities in furtherance of the aims and objectives which are of spiritual benefit to the followers of the Faith;
- (g) To accept donations, gifts, legacies, bequests and to make collection for specific or general contributions in attainment of any of the above objectives;
- (h) To collaborate and co-operate as appropriate with other religious and not for profit organizations.

**Clause 2**

The Association is a charitable, non-profit organization and its activities shall be carried out without purpose of gain for its members and all surpluses and accretions of the Association shall be used in promoting its aims and objectives.

**ARTICLE 3 DEFINITIONS**

**Clause 1**

In this Constitution and By-Laws, the following expressions shall have the following meanings :

- (a) " Executive Committee " (hereinafter referred to as the **EXECUTIVE**), means the Committee designated under the By-Laws.
- (b) " Officer " means a member of the Executive.
- (c) " Constitution " means this Constitution subject to any amendments made in accordance with the provisions hereinafter contained.
- (d) " By-Laws " means the By-Laws as specified in the attached Schedule subject to any amendments made in accordance with the provisions hereinafter contained.
- (e) " General Meeting " means any meeting of the General Body called under this Constitution and/or By-Laws.
- (f) " General Body " means collectively the members in good standing of the Association.
- (g) "Member in good standing" means a member, including the spouse, who is not in arrears with his subscription. For voting purposes, the member and the spouse have one vote unless subscription is paid for each spouse.

(h) In this Constitution and these By-Laws, the masculine shall include the feminine unless the contrary intention appears

(i) "Resident Aalim" means a Religious Scholar appointed, whether paid or unpaid, to provide religious guidance.

## **ARTICLE 4 MEMBERSHIP**

### **Clause 1**

Any follower of the Faith, who is a legal resident of Canada, and aged 18 years and over, shall, upon written application and on meeting the requirements set out in Schedule B, be eligible to apply for membership of the Association either as a Full or Associate member.

### **Clause 2**

A Full member is any member:

- a) Who was on December 31, 2005 a Member in good standing
- b) Who was a member in good standing of any legally incorporated Shia Ithna-Asheri Association, in North America for a minimum of three consecutive years
- c) Who, having been an Associate Member for three consecutive years, is accepted as a Full member.

### **Clause 3**

An Associate member is any person who is accepted, upon written application, as an Associate member of the Association

### **Clause 4**

The Executive shall review all written applications for membership, and approve or reject such applications in accordance with the requirements set out in Schedule B. In the event that the membership application is rejected, the applicant shall have the right to request the Executive to refer the matter to the General Body for further review.

### **Clause 5**

An Associate member shall be entitled to all privileges of a Full member save the right to vote and the right to hold a position on the Executive Committee or act as a Trustee.

## **ARTICLE 5 RIGHTS AND RESPONSIBILITIES**

### **Clause 1**

Any Full member in good standing shall have the right to vote at General Meetings and contest for any Executive position or as an elected Trustee.

### **Clause 2**

Every member shall uphold the Constitution and comply with these By-laws and such rules which may from time to time be made by the Association in general meetings.

## **ARTICLE 6 SUBSCRIPTION**

### **Clause 1**

A member shall pay annually, in advance, subscription as prescribed from time to time by a resolution passed at a General Meeting.

### **Clause 2**

Any member who is in arrears of such subscription as referred to in Clause 1 above, for a continuous period of six (6) months shall *ipso facto* cease to be a member in good standing and lose all the rights of membership. Such member shall be required to apply in writing for Associate membership pursuant to Schedule B.

**Clause 3**

The Executive may, at its discretion, waive payment of all or any portion of such subscription upon written application from any member who wishes to claim the waiver because of personal circumstances.

**ARTICLE 7 EXECUTIVE COMMITTEE**

**Clause 1**

The affairs of the Association shall be managed by a committee of five (5) Officers, each of whom shall, as a condition of retention of office, fulfill the responsibilities as laid down in Article 5, Clause 2.

**ARTICLE 8 TRUSTEES**

**Clause 1**

The immovable properties of the Association shall be vested in three (3) elected Trustees to be collectively designated as the Trustees of the Islamic Shia Ithna-asheri Association of Edmonton, Alberta.

**Clause 2**

The Trustees shall be the guardians of the Association. They shall

- (i) restore order and maintain cohesion within the Association in the event of a crisis by any means deemed appropriate, which may include dissolving the Executive Committee, hence running the affairs of the Association and calling a new election at an appropriate time;
- (ii) investigate and arbitrate disputes brought to it in writing by a disgruntled member(s) or officer(s).  
The decisions so reached shall be binding upon all parties concerned.

**Clause 3**

The Trustees shall be elected at a general meeting for a two (2) year term, subject only to disqualification pursuant to Clause 4 hereinafter.

**Clause 4**

No member is qualified to become or act as a Trustee of the Association who

- (i) is not a Full member in good standing;
- (ii) is convicted of an offense involving moral turpitude or dishonesty;
- (iii) is certified or otherwise adjudged to be of unsound mind or insane or incapable of managing his own affairs by means of mental infirmity;
- (iv) is an un discharged bankrupt,
- (v) is an Officer in the Executive or
- (vi) is an Auditor of the Association.

**Clause 5**

The members may, by a Special Resolution passed by at least three-quarters (3/4) of the votes cast at an extraordinary general meeting of which notice specifying the intention to pass such a resolution has been given to members, remove an elected trustee before the expiration of the term of office and may elect a successor.

**Clause 6**

The Trustees shall administer the properties in accordance with the provisions of the **RELIGIOUS SOCIETIES' LAND ACT OF ALBERTA**, a copy of which shall be provided to newly elected Trustees.

**Clause 7**

Notwithstanding anything contained in the Religious Societies' Land Act of Alberta, the property located at 4307 - 33<sup>rd</sup> Avenue, Edmonton, Alberta, shall, under no circumstances, be utilized for any other purpose which contravenes the teachings of the Faith as interpreted by **MARJA-E-TAQLID** ( the most learned scholar of the Faith) accepted by the majority of members., nor shall the said property be sold, leased, mortgaged or donated without a resolution passed at a General meeting attended by at least ninety percent (90%) of the membership in good standing and passed by at least ninety percent (90%) majority vote and unanimous approval of the Trustees. In the event that such maximum percentages is not achieved, the meeting shall be adjourned and the Executive shall give fifteen (15) days written notice to members of a second meeting. If at the second meeting, the specified minimum percentage is not achieved, a third meeting shall be called upon written notice of fifteen (15) days. Those present at the third meeting shall form a quorum for the purpose of passing such a resolution. A majority of at least ninety percent (90%) of those attending and unanimous approval of the Trustees will continue to be required for the passing of such a resolution.

### **Clause 8**

Vacancy in the Trusteeship, however caused, shall be filled by another elected member in good standing and in attendance or having provided acceptance in writing at time of election at a special general meeting called for this purpose. The notice and quorum for this meeting shall be the same as for the general meetings.

## **ARTICLE 9 AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

### **Clause 1**

The Constitution of the Association, except Article 2, Clause 1(a), may be altered, added or rescinded by:

- (i) a special resolution passed
  - (a) during a General Meeting of which no less than twenty-one (21) days' written notice has duly been given, and
  - (b) by a vote of not less than seventy-five percent (75%) of those members who would have been entitled at a General Meeting to vote on the resolution in person or by proxy;

### **Clause 2**

The By-Laws of the Association may be altered, added or rescinded by:

- (i) a special resolution passed
  - (a) during a General Meeting of which no less than twenty-one (21) days' written notice has duly been given, and
  - (b) by a simple majority vote of those members who would have been entitled at a General Meeting to vote on the resolution in person or by proxy.;

### **Clause 3**

The quorum for all such meetings shall be seventy-five percent (75%) of the voting members in good standing. This percentage shall include all the proxies that have been obtained and confirmed by the Executive. If the quorum is not present at the scheduled time, the meeting shall be adjourned and the Executive shall give fifteen (15) days written notice to members of a second meeting. If at the second meeting the quorum is still not present at the scheduled time, the meeting shall be adjourned again and the Executive shall give a fifteen (15) days written notice to all members of a third meeting. Those present at the third meeting shall form the quorum for the purpose of this meeting. The voting percentage shall still be the same as hereinbefore mentioned in Clauses 1(i)(b) and 2(i)(b).

## **ARTICLE 10 DISSOLUTION**

### **Clause 1**

**The Association may be dissolved at a special meeting called for such purpose by the consent of ninety percent (90%) of the voting members in good standing testified by their signatures to an instrument of dissolution and when such an instrument has been unanimously ratified by the Trustees. In such a case the net assets of the Association shall be handed over to one or more charitable institutions in Canada working with similar aims and objectives as those of the Association.**

# SCHEDULE A

## BY-LAWS

### PART 1

#### **SECTION 1 EXECUTIVE COMMITTEE**

##### **Clause 1**

Each Officer shall be elected at every second Annual General Meeting for a two (2) year term in accordance with Clause 2 hereinafter. The member nominated for an office in the Executive shall be in attendance or shall have provided acceptance in writing at the time of the election. The nominated member shall not have been convicted of an offense involving shameful moral activity or dishonesty.

##### **Clause 2**

The whole committee shall retire at the second Annual General Meeting after being elected into office, but shall be eligible for re-election, except no member shall serve in the same capacity for more than two (2) consecutive terms and no member shall serve on the Executive in any capacity for more than three (3) consecutive terms.

##### **Clause 3**

The election of Officers shall be conducted individually by a secret ballot or by a show of hands if so requested by a simple majority of the Full members present. The Full members may, by a resolution passed by at least three-fourths of the votes cast at a membership meeting of which notice specifying the intention to pass such resolution has been given, remove any Officer before the expiration of the term of office and may by a simple majority of votes cast at that meeting, elect any Full member in good standing for the remainder of the term, subject to the Full member being nominated and elected shall be in attendance or has provided acceptance in writing at the time of election.

##### **Clause 4**

Vacancies in the Executive, however caused, be filled by the said Officers from amongst the Full members in good standing, so long as a quorum of Officers remain in the office

##### **Clause 5**

Three (3) Officers shall form a quorum for the transaction of business.

##### **Clause 6**

The Executive may hold its meetings at such time and place as it may determine.

##### **Clause 7**

Meetings of the Executive may normally be called by the President or the Secretary and may further be called upon requisition of two Officers. Notice of such meetings shall be communicated to each Officer not less than forty-eight (48) hours before the day scheduled for the meeting. The time requirement, if violated, can be waived at the beginning of a meeting by a unanimous vote of the Officers present at such a meeting.

##### **Clause 8**

No error or omission in giving such notice for a meeting of the Executive shall invalidate such meeting or make void any proceedings taken or had at such meetings. Any officer may at any time waive notice of any such meeting and may ratify and approve any or all proceedings taken or had there at.

##### **Clause 9**

The statutory declaration of the Secretary or the President that appropriate notice has been given shall be *prima facie* evidence of giving of such notice. The officers may consider or transact any business either special or general at any meeting of the Executive.

##### **Clause 10**

Matters arising at any meeting of the Executive shall be decided by a majority vote. In case of a tie vote, the Chairman, in addition to his original vote, shall have a deciding vote.

##### **Clause 11**

All votes at any Executive meeting shall be conducted by a secret ballot if so demanded by any Officer present, but if no demand is made, the vote shall be conducted by a show of hands.

**Clause 12**

The Executive shall appoint Sub-Committees either at its own discretion or when recommended to do so by the General Body.

**Clause 13**

The Executive shall have authority to expend an amount, determined from time to time by the General Body, in any one year from the general fund for unbudgeted sudden exigencies.

**SECTION 2 OFFICERS - POWERS AND DUTIES**

**Clause 1**

The Officers of the Association shall include the following:

President, Vice President, Secretary, Treasurer and Program Coordinator

**Clause 2**

The Officers shall be individually elected from among the members in good standing of the Association at the time of the election or as specified in Part 3 and 4 of these By-Laws.

**Clause 3**

The Officers of the Association shall

- (a) organize and conduct religious, social and other day-to-day functions of the Association;
- (b) administer the affairs of the Association;
- (c) enter into contract for the Association and in its name and,
- (d) save as herein provided, generally exercise all such other powers and perform all such other acts and deeds as the Association is empowered to do pursuant to the terms of this Constitution.

**Clause 4**

Should any Officer, at any time through absence or inability or from any cause whatsoever, be unable to discharge his duties as herein set forth, the Executive shall appoint any member in good standing of the Association to act in his place for the unexpired portion of the Officer's term of office or until the return of the Officer, whichever is the earlier, and while so acting, such a member shall have all the powers of the Officer.

**Clause 5**

No Officer or Trustee of the Association shall receive any remuneration for services rendered to or for the Association.

**Clause 6**

No Officer or Trustee of the Association shall have the power to borrow funds from any financial institution on behalf of the Association.

**Clause 7**

**THE PRESIDENT :**

- (a) shall, when present, preside over all meetings of the Executive ;
- (b) shall be responsible for the general management and supervision of the affairs and operations of the Association;
- (c) shall be responsible for maintaining liaison between the Executive and the Resident 'Alim and
- (d) shall ensure that the Constitution and By-Laws are kept up to date with all changes and amendments and shall ensure that members are supplied with a copy thereof and all subsequent changes and amendments thereto;
- (e) Carry out other duties as assigned by the Executive from time to time.

**Clause 8**

**THE VICE PRESIDENT :**

- (a) shall assist the President in his duties;
- (b) shall be responsible for maintaining liaison between the Executive and the Madrasah Committee;
- (c) shall present the Madrasah budget that has been prepared by the Madrasah Committee to the Executive for inclusion in the Association budget;
- (d) shall be responsible for maintaining liaison between the Association and other organizations in North America and abroad;
- (e) in the absence of the President, act in the capacity of the President and assume all the powers and duties of the President;
- (f) carry out other duties as assigned by the Executive from time to time.

**Clause 9**

**THE SECRETARY :**

- (a) shall attend all meetings of the Executive and the General Body and keep records of all proceedings as well as record the names of members attending the meetings;
- (b) shall maintain an alphabetical list of the names and current addresses of all present members of the Association;
- (c) shall provide appropriate notices for meetings to members and Officers;
- (d) shall be the custodian of all books, papers, records, seal, correspondence, contracts and other documents belonging to the Association, which he shall deliver to such person or persons as may be named in the resolution;
- (e) shall have with him proper minutes and record books at every Executive and General Meetings and other necessary books relative to the business to be transacted at such meetings;
- (f) shall maintain up to date files of all incoming and outgoing correspondence;
- (g) shall carry out other duties assigned by the Executive from time to time.

**Clause 10**

**THE TREASURER :**

- (a) shall maintain full and accurate books of account in which shall be recorded all receipts and disbursements of the Association;
- (b) shall, under the direction of the Executive, control the deposit of monies and safekeeping of securities and the disbursement of funds of the Association;
- (c) shall consolidate the financial records of the Madrasah and shall provide the financial statements of the Madrasah to the Vice President and the Principal of the Madrasah at the end of the fiscal year;
- (d) shall render to the Executive at meetings thereof, or whenever required of him, an account of all financial transactions as Treasurer and financial position of the Association;
- (e) shall cause to be prepared financial statements for the purpose of audit and shall present such audited financial statements at Annual General Meetings;
- (f) shall present a budget for the ensuing fiscal year at Annual General Meetings;
- (g) shall file with appropriate authorities the information required under the Income Tax Act;
- (h) shall be responsible for maintaining an up to date inventory of all Association property including location and condition;
- (i) shall carry out other duties assigned by the Executive from time to time.

**Clause 11**

The Treasurer, or in his absence the President, shall have the authority to acknowledge and issue official receipts for any dues, subscriptions, grants and donations received on behalf of the Association.

**Clause 12**

**THE PROGRAM CO ORDINATOR:**

shall ensure that:

- (a) all significant religious occasions are observed by
  - (i) arranging congregations as and when appropriate in consultation with the Resident 'Alim, the Vice President and the Chairlady; and
  - ii) preparing proper notices to announce the holding of such congregations;
- (b) all possible assistance is rendered to any sub-committee which provide religious services;
- (c) shall be responsible for maintaining liaison between the Executive and Ladies council through the Chairlady;
- (d) shall carry out other duties assigned by the Executive Committee from time to time.

**Clause 13**

The role and responsibilities of the Chairlady of the Ladies Council are as set out in Part 3 and 4 of this Constitution and By-laws.

**SECTION 3 GENERAL MEETINGS**

**Clause 1**

The Association shall hold its Annual General Meeting within ninety (90) days of the end of its fiscal year for the purpose of :

- (a) receiving the Executive Report;
- (b) receiving the financial statements of the Association for the preceding fiscal year;
- (c) receiving and approving budget for the ensuing fiscal year;
- (d) transacting any other business specified in the agenda for the meeting;
- (e) electing (every two years) Officers for a two (2) year term from among members in good standing;
- (f) electing (every two years) Trustees for a two (2) year term from among members in good standing and
- (g) approving the appointment of auditor/s for the ensuing fiscal year.

**Clause 2**

The President shall preside over all general meetings of the Association.

**Clause 3**

The President's ruling shall be final at such meetings.

**Clause 4**

In the event of a tie vote, the President shall have a deciding vote.

**Clause 5**

All matters shall be decided upon by a secret ballot, or by a show of hands if so requested by a majority of members present.

**Clause 6**

Ten (10) days' notice of the General Meeting shall be communicated to the members in good standing.

**Clause 7**

A special General Meeting of the Association may be called at any time by the Executive or when deemed appropriate by the Trustees or so called upon requisition in writing signed by at least one-thirds (1/3) of the members in good standing. Every such requisition shall state the purpose for which the meeting is required and the meeting shall be convened within thirty (30) days of the receipt of the requisition, failing which the requisitioners themselves may call such a meeting upon giving prescribed notice to the members stating the agenda for the meeting. Notice of such meetings shall be communicated to the members in good standing.

#### **Clause 8**

One-third of the members in good standing shall constitute a quorum at all General Meetings. If a quorum is not present at the scheduled time of the meeting, the meeting shall be adjourned and recalled after thirty (30) minutes. The quorum at such adjourned meeting shall be the members present at the meeting.

#### **Clause 9**

An Emergency General Meeting may be called within forty-eight (48) hours by the Executive. Notice and purpose of such meetings shall be communicated to the members in good standing.

#### **Clause 10**

A member wishing to move any resolution at a General Meeting shall give notice thereof in writing to the Secretary not less than five (5) days before the date of the meeting. In the absence of such a notice, the Chairman may, at his sole discretion, permit a member to move such a resolution.

### **SECTION 4 EXECUTION OF DOCUMENTS**

#### **Clause 1**

Any document for its validity for and on behalf of the Association shall be jointly signed by the President and the Secretary, or in the absence of the Secretary, by the President and the Treasurer, except for those specified in Section 4, Clause 3.

#### **Clause 2**

A copy of a resolution purporting to be signed by the President, or in his absence the Vice President, and the Secretary of the Association shall be *prima facie* evidence thereof and of the fact that such a resolution was passed.

#### **Clause 3**

All cheques, bills of exchange or other order for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by the President and the Treasurer, or in the absence of the President, the Secretary and the Treasurer.

### **SECTION 5 FISCAL YEAR**

#### **Clause 1**

Unless otherwise resolved at a General Meeting, the fiscal year of the Association shall terminate on the 31st day of December of each year.

### **SECTION 6 AUDITOR/S**

#### **Clause 1**

At the end of each fiscal year, or on the occasion of any change in the office of the Treasurer or at such other time as the Executive may determine, the books and accounts of the Association shall be audited by auditor/s to be appointed by the Executive with the approval of the members. The Auditor shall not be a Trustee of the Association.

#### **Clause 2**

The books and records of the Association may be inspected by any member of the Association in good standing at the Annual General Meeting provided herein, or at any time upon giving a reasonable notice and arranging a time and place satisfactory to the Officer or Officers having charge of the same.

### **SECTION 7 VACATING OFFICE**

#### **Clause 1**

An Officer of the Association shall vacate his office if

- (a) he ceases to be a member in good standing;
- (b) he is convicted of an offense involving moral turpitude or dishonesty;
- (c) he is certified or otherwise adjudged to be of an unsound mind or insane;
- (d) he is not ordinarily resident in Alberta;

(e) he is removed by a resolution of the General Body passed by a vote of not less than three-quarters (3/4) of the members present at a General Meeting provided that the notice of such General Meeting has specified therein the intention to pass a resolution removing such an Officer or an elected Trustee and

(f) he fails without good cause, as determined by the Executive, to attend three consecutive Executive Meetings.

## **SECTION 8 RULES OF ORDER**

### **Clause 1**

The rules of order to regulate the conduct of all meetings shall be as set forth in Part 3.

## **PART 2**

### **LADIES COUNCIL**

#### **Clause 1**

The Program Coordinator shall represent the female members of the Association on the Executive Committee.

#### **Clause 2**

The Ladies Council shall devise its own rules and regulations to conduct its affairs.

#### **Clause 3**

The female members in good standing of the Association shall elect from amongst themselves a **CHAIRLADY** and four (4) Councilors to constitute a **LADIES COUNCIL** for a two (2) year term.

#### **Clause 4**

A meeting for the purpose of electing a Ladies Council shall be held within thirty (30) days of the Annual General Meeting of the Association during which the election of Officers was held.

#### **Clause 5**

Fourteen (14) days' notice of such a meeting shall be given to the female members in good standing of the Association.

#### **Clause 6**

The Chairlady may also appoint as many members in good standing, as required, to assist her in carrying out her duties.

#### **Clause 7**

The Chairlady shall liaise between the Council and the Executive through the Program Coordinator or, in his absence, any Officer appointed by the Executive.

#### **Clause 8**

During the absence of the Chairlady one of the Councilors shall act as the Chairlady and in so doing, have all the powers of the Chairlady.

#### **Clause 9**

In the event that the Chairlady vacates her office, her position shall be filled by a Councillor from among themselves or any other female member in good standing of the Association nominated by the Ladies Council.

#### **Clause 10**

A vacancy in the position of a Councillor may be filled at the discretion of the Ladies Council.

## **PART 3**

### **RULES OF ORDER**

1. At all meetings, the Chairman shall preserve order and decorum, and decide question of order and practice, stating the rules applicable.
2. The Chairman shall not vote on any motion at a General Meeting unless on an equal division, except in the election of Officers.
3. Every member shall, previous to speaking, rise and address the Chairman.
4. When two or more members rise at the same time the Chairman shall decide who is to speak first.
5. When the Chairman is putting a question, no member shall speak or move about the meeting room.
6. No member, while speaking, shall be interrupted except upon a point of order.
7. 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.
8. No member shall use improper or obscene language nor speak beside the question in debate.
9. No member shall speak more than once on the same question, nor longer than 10 minutes, without the permission of the Chairman, except the mover who shall have the right to reply, after which the debate shall close.
10. A motion to adjourn shall always be in order, except when it was the next preceding motion.
11. 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.
12. A motion may be withdrawn at any time before decision by permission of the Chairperson.
13. When a question is being debated, no motion shall be received, except to amend, postpone, to lay on the table the previous question or to adjourn.
14. On the call of three (3) members, the "previous question" shall be put and, until decided, shall preclude all amendments or debates, and shall be submitted in the following words "shall the vote on the main question be now taken?"
15. All motions, before being debated, shall be read by the Secretary.
16. No motion to amend an amendment to an amendment shall be received.
17. Any member refusing to take his seat when ordered by the Chairman may be expelled by the Chairman for the remainder of the session.

## **SCHEDULE B**

### **REQUIREMENTS FOR MEMBERSHIP**

1. An application for Associate membership shall be submitted in writing to the Secretary of the Association together with the prescribed subscription.
2. The associate or full membership application shall be supported by at least five Full members in good standing.
3. The Executive shall assess the written application and communicate its decision within a reasonable time, in any event not exceeding six (6) weeks from the date the application is received by the Secretary. Depositing, by the Association, of the monies received with the application shall not be construed as acceptance of the application.
4. On the third anniversary of membership, an Associate member may apply in writing to the Secretary for change in membership status to a Full member. The application shall be supported by at least 5 Full members.
5. The Executive shall assess the application and communicate its decision within a reasonable time, in any event not exceeding six (6) weeks from the date the application is received by the Secretary.
6. Any existing member of any Shia Ithna-Asheri Association in North America applying for full membership shall provide a letter confirming membership status of that Association, having been a member in good standing of that organization for a minimum of three consecutive years
7. An associate member shall pay membership dues, which shall be lesser than that of a member in good standing, as approved by the Executive Committee.