



Southampton

MEDINA MOSQUE TRUST LTD

GOVERNANCE PROTOCOLS

The aim of these protocols is to ensure that the well being and reputation of the Mosque are protected and that we remain vigilant against committing any unlawful or illegal act and that the decisions of the Board/Committee are facilitated by an open and transparent process.

PART 1 FINANCE:

A. FUNDS FOR THE MOSQUE

- 1. No fund raising activity shall be carried out without the explicit permission of the Board of Trustees/Directors except on Fridays and other regular events organised by the Mosque.**
- 2. No Trustee/Director shall accept/collect money in cash for the Mosque without issuing an official receipt for the amount received.. Such collections must be reported to the Treasurer as soon as possible and the relevant paperwork (receipt) handed to him.**
- 3. Cash donations shall normally only be collected by use of designated Donation boxes and before each Friday prayer by two authorised Trustees/Director of the Board.**
- 4. It shall be the responsibility of the Treasurer to arrange the emptying of the Donation Boxes once every fortnight in the presence of at least one other member of the Committee at a time and date agreed in advance. The concerned Trustees/Directors Treasurer shall certify the amount of money found in each of the designated Donation Boxes and submit full statements to the next meeting of the Committee.**
- 5. For cash donations collected on Fridays before or after Jumma salat the two authorised persons shall have the responsibility to count monies received. They shall pass on to the Treasurer a duly signed report for the collection which the Treasurer shall use to prepare a statement for the Board to see at the next meeting.**

6. **It shall be the responsibility of the Chairman and the Treasurer to arrange for Imams to make regular announcements for raising funds for the Mosque.**
7. **All monies collected including those collected on Fridays must be placed in the Trust Bank Account within three working days of the collection.**

B. FUNDS FOR OTHER ENTITIES

8. **The Mosque premises shall not be used for collection of money for any religious or other entity located in the UK or outside. (For the avoidance of doubt "Mosque premises" include the Mosque Car Park.**
9. **No Trustee/Director shall have the authority to allow announcements to be made in the Mosque seeking or recommending donations to be made except in accordance with decision of the Board/Committee in times of emergency/crisis.**
10. **Any requests received from any entity or person seeking permission to raise funds on the Mosque premises must without exception be dealt with in accordance with this policy.**
11. **Should any Trustee/Director feel that a request merits exceptional treatment, it shall be for the Board/Committee to decide whether to grant such treatment. The Trustee/Director will be required to present to the Board all the facts known to him/her and shall disclose his/her interest in the matter.**

PART 2 USE OF MOSQUE PREMISES:

12. **No person or organisation shall have any entitlement or expectation to the use (temporary or casual) of "Mosque premises" .For the avoidance of doubt "Mosque premises" include the Mosque Car Park and the Hut known as Activity Centre.**
13. **The use of Mosque Premises for a temporary or casual event/s shall be at the entire discretion of the Board of Trustees ?Directors and in exercising its discretion the Board of Trustees/Directors/shall seek full information about the need for use such as for example the nature of event, the character of activity, the number of persons attending, the regularity of event and expected benefit to the community.**
14. **Any person/organisation wishing to use any part of the Mosque premises must submit such request in writing on the prescribed form and must not normally expect to receive permission to use the premises before the next meeting of the Board of Trustees/Directors which takes place only once a month on first Friday of the month.**

15. **The Board/Committee may use Emergency Procedure to grant or refuse permission in relation to urgent requests caused by unforeseen circumstances. Use of Emergency Procedure must involve consideration of the request by personal meeting or through electronic means by Chair and no less than five Directors/Trustees.**
16. **Request for use of Mosque premises on a one off basis by an Islamic organisation shall be granted unless there is good reason to refuse.**

PART 3 BOARD OF TRUSTEES/DIRECTORS MEETINGS

17. **The Board of Trustees/Directors shall meet at least once every month and unless agreed otherwise such meetings shall take place on the first Friday of the month.**
18. **It shall be the duty of every Trustee/Director to attend the meetings and in the event of absence provide the reason for absence, as far as possible, in advance to the Secretary.**
19. **Absence from three consecutive meetings without providing good reason may cause the Trustee/Director to be suspended from the Board. Any decision to suspend shall be subject to appeal.**
20. **For each meeting of the Board, the Treasurer shall circulate or exceptionally table Financial Statement for the month.**
21. **All meetings shall be duly minuted by the Secretary or the Assistant Secretary and two weeks before the next meeting Action Points/Minutes shall be circulated to all Trustees/Directors .At the next meeting the draft minutes will be considered, approved and signed for placement in the Minute Book.**
22. **The quorum for meeting of the Board of Trustees/Directors shall be six and in determining quorum the presence of co-opted members shall not be counted.**
23. **The Board of Trustees/Directors shall conduct its meetings in such manner as will facilitate mutual trust and respect and make best use of individual skills and abilities of each with due regard for team work and delivery of high quality outcomes.**
24. **The Board meetings shall start on time except in exceptional circumstances.**
25. **The Trustees/Directors shall at all times remain mindful of their responsibilities under the law and shall conduct themselves in Islamic manner.**