



In the name of Allah, the Most Gracious, the Most Merciful

## The B.C. Muslim Association

جمعية مسلمي برتش كولومبيا - كندا

### NOMINATION NOTICE

To: Nominees for the 2015 The B.C. Muslim Association Elections (for term 2015 – 2017)

From: The Election Committee

Date: June 6, 2015

Assalamu Alaykum Warahmatullahe Wabarkatahu,

1. **ALL NOMINEES (Brs. & Srs.) must complete the following forms & SUBMIT together;**

- NOMINATION FORM
- PERSONAL PROFILE
- OATH of OFFICE
- CONFIDENTIALITY AGREEMENT

***(incomplete forms will not be accepted)***

2. **Complete all forms electronically or manually:**

- signed by the NOMINEE and NOMINATORS **in writing**

3. **Send all forms by:**

- FAX to:
  - (604)244-9750 or
- By e-mail
  - [thebcmaelection2015@gmail.com](mailto:thebcmaelection2015@gmail.com)
- Hand delivered to The B.C.M.A head office:
  - 12300 Blundell Rd  
Richmond, B.C.

4. **All forms MUST BE SUBMITTED :**

**Nomination submission closing date: July 4<sup>th</sup> 2015-5:00 PM**

5. **All forms are available on:**

- THE B.C.M.A website
  - <http://www.thebcma.com>
- E-mail by request
- request from the local Branch/Chapter Director

**Please refer to The B.C. Muslim Association Constitution for the required qualifications to be nominated.**

**Any questions please submit to the Election Committee via e-mail**

Jazak Allahu Khairan.

*Khalid Sheergar*

Secretary Election Committee

<http://www.thebcma.com/>

[thebcmaelection2015@gmail.com](mailto:thebcmaelection2015@gmail.com)

#### Established

5 Sha'ban, 1386  
November 17, 1966

#### Head Office

12300 Blundell Road  
Richmond,  
British Columbia  
V6W 1B3  
Canada

#### Mailing Address

P. O. Box 60170  
Fraser Postal Outlet  
Vancouver,  
British Columbia  
V5W 4B5  
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#### Telephone

604 270-2522

#### Infoline

604 270-1967

#### Facsimile

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#### Website

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#### Email

[Info@thebcma.com](mailto:Info@thebcma.com)

#### Branches

Abbotsford  
Burnaby  
Coquitlam  
Kelowna  
Nanaimo  
Prince George  
Richmond  
Surrey / Delta  
Surrey / East  
Vancouver  
Victoria

#### Chapters

Womens  
Youth  
Sports

# THE B.C. MUSLIM ASSOCIATION

NOMINATION FORM for: \_\_\_\_\_ Branch/Chapter for Term: 2015 – 2017

## THE UNDERSIGNED NOMINATE

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
\*\*\*\* Full legal name only \*\*\*\*

Address # : \_\_\_\_\_ Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone # : (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## DECLARATION of NOMINEE

I declare that I

- am a practicing Sunni Muslim
- understand the Constitution of **THE B.C. MUSLIM ASSOCIATION** and its **PURPOSES, CREED and PREAMBLE**
- am a member in good standing as per clause 4.11(e) and am eligible to be nominated as per clauses 5.5, 5.6 and 18.23, and if required, clause 7.10 and 7.11 of **THE B.C. MUSLIM ASSOCIATION CONSTITUTION**.
- am not an **EXECUTIVE, OFFICAL, OFFICER** or **MANAGEMENT** of another Muslim Organization: *If you are, please provide the name of that organization:* \_\_\_\_\_
- am forty (40) years of age or under to meet the qualifications for **YOUTH DIRECTOR** ( YOUR AGE: \_\_\_\_\_ ).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 2015. Membership # \_\_\_\_\_  
\*\*\*\* Signed in front of NOMINATORS\*\*\*\*

**Also PERSONAL PROFILE, OATH of OFFICE and CONFIDENTIALIY AGREEMENT and ATTESTATION FORM must be COMPLETED with this Nomination**

**Must be NOMINATED by two current members of The B.C. Muslim Association**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
\*\*\*\*Full legal name only \*\*\*\*

Address : \_\_\_\_\_ City: \_\_\_\_\_

Phone # : \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 2015. Membership #: \_\_\_\_\_  
\*\*\*\*\*

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
\*\*\*\* Full legal name only\*\*\*\*

Address : \_\_\_\_\_ City: \_\_\_\_\_

Phone # : \_\_\_\_\_ E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 2015. Membership #: \_\_\_\_\_

**Opens from Friday May 15<sup>th</sup>, to Saturday July 4<sup>th</sup>, 2015-5.00PM – fax to 604-244-9750 or email [thebcmaelection2015@gmail.com](mailto:thebcmaelection2015@gmail.com) or hand deliver to Head office**

**ALL FIELDS must to be completed BEFORE SUBMITTING**

# THE B.C. MUSLIM ASSOCIATION - PERSONAL PROFILE FORM

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
*\*\*\*\* Full legal name only \*\*\*\**

E-mail Address: \_\_\_\_\_

## Personal Profile Summary (Please summarize your profile-short 3 lines)

### 1. Skills / Knowledge:

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### 2. Vision for BCMA/Branch/Chapter:

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### **3. This section to BE COMPLETED if you are seeking the position as YOUTH DIRECTOR in Branch/Chapter**

I am seeking the position as YOUTH DIRECTOR and I am 40 years of age or under and my vision for the YOUTH is;

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Signature \_\_\_\_\_ Date \_\_\_\_\_, 2013. Member # \_\_\_\_\_

***NOMINATION FORM, PERSONAL PROFILE FORM, OATH of OFFICE & CONFIDENTIALITY AGREEMENT to be submitted together.***

## Confidentiality Agreement

***Upon taking OFFICE and/or serving as a COMMITTEE member***

I, \_\_\_\_\_, \_\_\_\_\_  
(Print Full LEGAL Name) (Member #)

Agree that during my term of office in The B C Muslim Association as an Official, I shall adhere strictly to and abide by the following terms and conditions:

1. I acknowledge that I have been advised that all information and documents that I may have knowledge of or access to through my term of office with **The BC Muslim Association** are strictly confidential.

2. I further undertake and agree at all times to treat as confidential all information acquired through my term of office, and not to disclose same except as authorized in the course of my term of office. I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of The B C Muslim Association. I will not discuss such information with any party, nor will I participate in or permit the release, publication or disclosure of such information, nor will I copy, distribute, or disseminate such information, except as authorized in the course of my term of office or by law.

3. I understand that this agreement and undertaking includes:

(a) never discussing Minutes, Letters or any other matters or any details thereof with anyone other than the Executives or Branch / Chapter officials directly concerned;

(b) ensuring that disclosures of information are made only to persons entitled to that information;

(c) ensuring that confidential or personal matters concerning salaried employees are not divulged or discussed unnecessarily with other members.

4. I understand and acknowledge that, as an Official of The BC Muslim Association I am required to honour and be bound by those provisions in the same manner, even after I have completed my term of Office.

5. I understand that compliance with the confidentiality requirements of THE BCMA is a required criterion for my term of office and that failure to comply will result in my suspension and or expulsion from THE BC Muslim Association.

6. Upon request by the BC Muslim Association, I shall forthwith hand over all documents in my possession relating to the position occupied at said time. I shall bear any and all costs related to not fulfilling this requirement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)

Witness by: \_\_\_\_\_, \_\_\_\_\_  
(Print Full LEGAL Name) (Member #)

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_



In the name of Allah, the Most Gracious, the Most Merciful

## The B.C. Muslim Association

جمعية مسلمي برنتش كولومبيا - كندا

# OATH OF OFFICE

### Established

5 Sha'ban, 1386  
November 17, 1966

### Head Office

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### Branches

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Burnaby  
Coquitlam  
Kelowna  
Nanaimo  
Prince George  
Richmond  
Surrey / Delta  
Surrey / East  
Vancouver  
Victoria

### Chapters

Womens  
Youth  
Sports

**Upon taking OFFICE and/or serving as a COMMITTEE member**

I, \_\_\_\_\_, Membership No. \_\_\_\_\_  
(Print Full LEGAL Name)

do hereby solemnly declare in the name of Allah that I will:

- (i) Adhere to Islamic Principles at all times.
- (ii) Discharge the duties diligently assigned to my office.
- (iii) Act honestly and impartially at all times.
- (iv) Not do anything in the name of the Association directly or indirectly for personal gain or to enhance the interest of my families, associates and or friends.
- (v) Not associate with any apostate(s) or an apostolically movement.
- (vi) Act at all times in accordance with the Constitution and By-laws of the Association.
- (vii) Acknowledge that all documents acquired during my term of office belong to the BCMA and will upon request be returned forthwith. I shall bear any and all costs related to not fulfilling this requirement.
- (viii) If during my term of office, BCMA is named a defendant in any legal actions I commence against it, it is clearly understood that I have immediately vacated my office and all rights and privileges associated with being a member cease until reinstated at the discretion of the BCMA.

Signed: \_\_\_\_\_

Dated : \_\_\_\_\_

Witnessed by: Name: \_\_\_\_\_ Initial \_\_\_\_\_  
(Print Full LEGAL Name)

Name: \_\_\_\_\_ Initial \_\_\_\_\_  
(Print Full LEGAL Name)

## **The B. C. Muslim Association Constitution and Bylaws Related to Election:**

### **4.11 Voting Rights of Members. The following rules apply to member voting:**

- (a) Voting Age – The minimum voting age shall be sixteen (16) years;
- (b) Who Shall Vote – All ordinary members in good standing and Life Members have one (1) vote in any meeting of the Association where a member is qualified to attend such meeting. Honorary Members are not eligible to vote in any meeting of the Association.
- (c) New Members – All approved members with membership identification shall be eligible to vote.
- (d) Existing Members – Shall be eligible to vote provided membership is renewed. The cut off date for renewal of membership shall be fifteen (15) days prior to start of meeting or Election Day of the Association, Branch or Chapter.
- (e) Members in Good Standing – A member shall be deemed in good standing when he has paid his Annual Membership Fee by December 31st of the year of expiration as well as any debt and obligation due to the Association.
- (f) No proxy voting shall be allowed.

### **5.5 Eligibility for Election on a Branch and Chapter Management Committee. The members of the Branch and Chapter Management Committee shall:**

- (a) Have maintained his membership current for the last three (3) consecutive years;
- (b) Meet Branch and Chapter residency requirement and shall have landed Immigrant or citizenship status in Canada;
- (c) Not be an office bearer of another Muslim organization with similar aims and objectives of the Association registered in British Columbia;
- (d) Have a sound understanding and aspiration of the community;
- (e) Demonstrate loyalty and dedication to the Association; and
- (f) Contest in one (1) Branch and Chapter only for the term

### **5.6 Qualifications for Branch and Chapter Management Committee. The following shall be the desired qualifications for a Branch and Chapter Management Committee Member:**

- (a) A person of mature disposition;
- (b) Possess leadership qualities;
- (c) Act impartially in all decisions;
- (d) Conduct himself in the best traditions of Islam;
- (e) Conduct himself in the best interest of the B.C. Muslim Association;
- (f) Has sound knowledge and experience in administrative duties;
- (g) Has sound knowledge of the Constitution, community, its needs, resources and aspirations;
- (h) The Secretary shall possess computerized word-processing skills;
- (i) The Treasurer shall possess computerized bookkeeping skills; and
- (j) The Youth Services director shall be forty (40) years of age or less.

### **7.10 Qualifications of Executive Members Generally. The following shall be the qualifications of the President, Eight (8) Vice Presidents, General Secretary, Assistant General Secretary, General Treasurer and Assistant General Treasurer:**

- (a) A person of mature disposition;
- (b) Possess leadership qualities;
- (c) Act impartially in all decisions;

- (d) Conduct himself within the guidelines of Islam;
- (e) Conduct himself in the best interest of the B.C. Muslim Association;
- (f) Has preferably served as a Director, Trustee, Branch and Chapter official or a member of Executive or any Board for at least one (1) term;
- (g) Has sound knowledge of Association's Constitution, Bylaws and experience in administrative duties;
- (h) Has sound knowledge of the community, its needs, resources and aspirations; and
- (i) Shall not hold official position in any other Muslim organization registered in British Columbia.

**7.11 Additional Qualifications of Certain Executive Members.** The Secretaries, Treasurers and Vice Presidents shall have the following additional qualifications:

- (a) The Secretaries shall possess computerized word-processing skills and be well versed in the application of Constitution and Bylaws of the Association;
- (b) The Treasurers shall possess computerized accounting skills, preparation of small business financial statements and basic knowledge of tax implication for a non-profit organization;
- (c) The Vice President of the Board of Religious Services shall be:
  - (i) A practicing Muslim who is well versed in Shariah;
  - (ii) Well versed in the teachings of Islam and who has maintained an unblemished character and is held in high esteem by the Muslims of British Columbia;
  - (iii) Preferably a graduate of a recognized Islamic Institution; and
- (d) The Vice-President of Education shall be an academically qualified professional.

- **NON-PERFORMANCE**

**18.23 Definition of Non Performance:** An official is deemed to have failed to perform if:

- (a) he/she has not attended three regularly scheduled meetings in sequence without valid reason;
- (b) he/she is found to be incapable of managing his affairs by reason of mental infirmity;
- (c) he/she is found to be a discharged or an un-discharged bankrupt;
- (d) he/she fails to produce required reports and fulfill his regular duties.