



# The Constitution Of **THE MUSLIM FORUM** Bayero University, Kano

JIMADA ULA 1413/1992 REVISED IN SAFAR,  
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والصلاة والسلام على أشرف المرسلين سيدنا محمد وعلى آله وصحبه وسلم

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The Muslim Forum  
Bayero University, Kano

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**CONSTITUTION OF THE MUSLIM FORUM  
BAYERO UNIVERSITY, KANO  
(MFBUK)**

**PREAMBLE**

**WHEREAS:**

We, members of the Muslim Forum, Bayero University, Kano, firmly believing in Allah alone as the sole Sovereign Sustainer and Nourisher of the universe and all that it contains; further believing in the glorious Qur'an; and the Sunnah of prophet Muhammad (S.A.W) as the guide and the basis of the Forum recognizing the rules and principles of the Islamic tenets as binding on all Muslims;

Fully committed to holding fast to the cord of unity and brotherhood which Allah has decreed on us; and, realizing, the need for a Forum which will seek to protect the right of all Muslims, ensure peace and harmony for all and insist public authorities to discharge their lawful responsibilities in eradicating crime and social vices;

Do hereby resolve, make, enact and give to ourselves this Constitution as our guide based on the broad provisions of the authentic Islamic rules hereunder provided:

1. 'O you who believe, if you will aid (the cause of) Allah, He will aid you, and plant your feet firmly' (Muhammad: 7)

2. 'And hold fast, all together, by the rope which Allah (stretches out for you) and be not divided among yourselves; and remember with gratitude Allah's favour on you; for you were enemies and He joined your hearts in love, so that by His grace, you became brothers; and you were on the brink of the pit of Fire, and He saved you from it. Thus, does Allah makes His signs clear to you that you may be guided';
3. 'Let there arise out of you a band of people inviting to all that is good enjoining what is right, and forbidding what is wrong. They are the ones to attain felicity';
4. 'Be note like those who are divided amongst themselves and fall into disputations after receiving clear signs. For them is dreadful penalty' (Al-Imran: 103 — 105);
5. 'The messenger of Allah (SAW) said: A Muslim is the brother of a Muslim; he neither lies to him nor does he hold him in contempt. Piety is here, piety is here, piety is here. It is evil enough for a man to hold his brother Muslim in contempt. The whole of a Muslim for another Muslim is inviolable: his blood, his property and his honour' (Abu Huraira-Muslim).

## ARTICLE ONE

1. **Establishment & Name** : There is hereby established a Forum to be known and called "The Muslim Forum,

Bayero University, Kano herein after referred to as "the Forum"

2. **Motto:** : The motto of the Forum shall be "Preservation and Promotion of Islamic ideals and values"
3. **Logo:** : The logo of the Forum shall be the BUK logo and Mosque.

## ARTICLE TWO

- PURPOSE** : The Forum shall be a non-political organization established purely to provide the Muslims in the university community an effective avenue for communicating their stand on all major issues whether local, National or International as they affect Muslims and Islam in general; provision for a warm and cordial atmosphere for effective realisation of the spirit of Islamic brotherhood among the members of the university community and an interactive platform where students and staff may share and benefit from one another's experiences; facilitate for a better understanding

of religious consciousness through Islamic institutions including but not limited to mosque, schools and other social and educational facilities; providing for an avenue for fostering understanding of Islamic Message among other members of the university community.

### **ARTICLE THREE**

**REGISTERED OFFICE** : Unless otherwise determined by the EXCO/Shura Council, the registered office of the Forum shall be within the premises of Bayero University, Kano.

### **ARTICLE FOUR**

#### **OBJECTIVES**

The Forum shall have the following objectives

1. To preserve and promote Islamic Ideals and Values within and outside BUK.
2. To serve as a consultative assembly open to all Muslims, where issues of vital interest to members of the university community may be freely discussed with a view to reaching consensus and adopting a common stand.

3. To provide Muslims in the university community with an effective avenue for communicating their stand on all major issues, local, National or International, as they affect the Muslims and Islam in general.
4. To enhance a warm and cordial atmosphere for effective realization of the spirit of Islamic brotherhood, understanding and mutual assistance among the members of the university community.
5. To foster friendly relations on the basis of mutual understanding and tolerance among members of the immediate and wider community.
6. To provide a basis for Da'awah based on the authentic teaching of Islam and to facilitate better understanding of Islamic message amongst other members of the community.
7. To provide an interactive platform where students and staff may share and benefit from one another's experiences.
8. To provide, promote and facilitate an avenue for a better understanding of the roles of Islamic institutions like Mosques, schools, and to provide for an Islamic recreation or leisure activities in the interest of social welfare.
9. To do any other thing incidental and necessary towards achieving the objectives of the Forum.

## **ARTICLE FIVE**

### **MEMBERSHIP OF THE FORUM**

1. Membership of the Forum is open to all Muslim staff in the employment of the University.
2. Associate Membership of the Forum is open to Muslim students undergoing programmes of study in the University.
3. Membership of the Forum shall be voluntary not automatic by virtue of one's appointment/studentship in the University.
4. Every financial member of the Forum shall have the right to have a copy of this Constitution.

### **DUTY OF CONTRIBUTION TO THE FORUM**

Every member shall voluntarily pay membership contribution to the Forum as may be determined periodically.

## **ARTICLE SIX**

### **STRUCTURE AND ORGANIZATION**

1. The Forum shall have an Executive Council and Shura.
2. The Executive Council shall comprise of the Amir, Deputy Amir, Secretary General, Assistant Secretary General, Legal Adviser, Financial Secretary, Auditor, Treasurer and two Public Relations Officers. The Executive Council shall be

appointed by the Shura upon nomination by the EXCO for a term of two years, renewable once.

3. There shall be appointed Amira and her secretary as members of the executive council who shall assist the Amir in coordinating the activities of the Forum among Muslim female members. The Amira shall be appointed by the Shura upon nomination by the EXCO for a term of two years, renewable for one more term.
4. There shall be Ex-official members as follows:
  - i. Immediate past Amir and Secretary General of the Forum.
  - ii. Secretary of the BUK Mosques Committee.
5. The Shura shall comprise of all the members of the Executive Council and representatives from the various Faculties, Centers, Units and the University Administration appointed or nominated by the EXCO ratified by the outgoing Shura. The Shura shall be the highest advisory body of the Forum.

## **ARTICLE SEVEN**

### **FUNCTIONS OF THE EXECUTIVE COUNCIL (EXCO)**

- i. The Executive Council shall be responsible for the general conduct of the Forum's activities within and outside the University Campuses.

- ii. The Executive Council Shall appoint and determine the number of Standing Committees and their members for the Forum.
- iii. The Executive Council shall from time to time meet and assess the performance of the Forum.
- iv. The Executive Council shall have the power to review decision(s) or action(s) taken by the Standing Committees of the Forum.
- v. The Executive Council Shall have the power to take any interim measure(s) or action(s) in case of emergency or urgency on any matter concerning the Forum and shall thereafter inform the Shura.
- vi. The Executive Council shall operate a Bank Account with any Bank that operates non-interest account, and or any Bank of its choice subject to approval of the Shura.
- vii. The Executive Council shall have the power to, where the circumstances warrant, cause for the review of this Constitution. In this regard, the Amir of the Forum shall constitute a sub-committee for that purpose which shall forward its report to the EXCO for onward submission to Shura for approval.
- viii. The Executive Council shall ensure the accurate keeping of record of all income and expenditure.
- ix. The Executive Council shall reserve the right to add, modify and or change functions/Terms of reference of Standing Committees as it may deem fit.

- x. The Executive Council members comprising of Amir, Na'ibul Amir, Treasurer and Secretary General shall be the signatories to the Forum's bank account(s).

### **FUNCTIONS OF THE SHURA**

The functions of Shura shall be:

- i. To appoint the Executive Council of the Forum.
- ii. To deliberate on issues that may be forwarded to it by the Executive Council and to work in the direction of achieving the purpose of the Forum.
- iii. To discuss issues, articulate policies and ratify programmes of activities.

### **COLLECTIVE FUNCTION(S) OF THE SHURA AND EXECUTIVE COUNCIL**

The Executive Council and Shura shall, at a General Meeting of the Forum, appoint Sub-Committee, Permanent or *Ad-hoc* Committee where feasible for the Forum. For now, there shall be six standing sub-Committees as provided in article Twelve (12) of this Constitution.

### **FUNCTIONS OF THE KEY MEMBERS OF THE EXECUTIVE COUNCIL OF THE FORUM**

#### **i. THE CHAIRMAN/AMIR**

- a. He shall be the Chairman and shall preside over the General Assembly and the affairs of the Forum in its entire ramifications and meetings of the Executive Council of the Forum.

- b. He shall always be abreast with all the activities of the Forum and issues affecting the Ummah.
- c. He shall be in constant touch with other National and International Sister Muslim organizations for the improvement and expansion of the scope of activities of the Forum as may be approved by the Shura.
- d. He shall have power to query any erring member or body of the Forum. Where the explanation given is not satisfactory or where the erring member of the body refuses to reply within a specific time to be stated in the query, he may recommend to the Executive Council or the Shura for appropriate action.
- e. He shall have the power to delegate any of his duties or powers to the Vice Chairman/ Na'ibul Amir, the Secretary General or any officer of the Shura as he may deem fit, as at when necessary for the progress of the Forum.
- f. He shall explore ways for soliciting and obtaining all forms of material and moral support for the Forum.
- g. Notwithstanding any other provisions of this Constitution, the Chairman/Amir shall have the power to take any interim measure or action in case of emergency situation on any matter concerning the Forum; he shall thereafter, at the earliest possible time, report to the Executive Council or Shura as the case may be for its ratification and/or final decision.

## **ii. THE VICE CHAIRMAN/NA'IBUL AMIR**

- a. He shall work with and assist the Chairman/Amir in all affairs of the Forum.
- b. He may act on behalf of the Chairman/Amir in the event of indisposition, or in his absence based on express instruction by the Chairman/Amir.
- c. He shall work closely with Chairman/Amir and Secretary General to establish and maintain constant touch with Muslim Ummah in the University and other Islamic organizations in the world.
- d. He shall perform any other responsibility as may be assigned to him by the Chairman/Amir.

## **iii. THE SECRETARY GENERAL**

- a. He shall approve and direct the program of actions of the secretariat by coordinating the activities of its various Standing Committees.
- b. He shall attend, supervise and where feasible, preside over meetings of the Standing and Ad-hoc Committees in the discharge of their functions.
- c. He shall seek to interpret the decision of the Forum to the Muslim community in the University and the general public, and ensure that the local, National and International policies of the Forum are reflected accurately.
- d. He shall be responsible for convening the EXCO and Shura meetings, with the approval of the Chairman/Amir and shall ensure the minutes are duly taken, kept and distributed among members.

- e. He shall call meetings with Secretaries of Standing Committees where the need arises.
- f. He shall present annual report to the general convention subject to approval of the Shura.
- g. He shall be one of the signatories to the Forum's Bank Account(s).
- h. He shall discharge his function(s) for the realization of the Forum's objectives and the implementation of all its decisions.
- i. He shall be responsible for the implementation of all decisions of the EXCO and the Shura Committees.
- j. He shall be the custodian of all records of the Forum.
- k. He shall perform any other duty that may be assigned to him by the Amir from time to time.

#### **iv. THE ASSISTANT SECRETARY GENERAL**

- a. He shall assist the Secretary General in discharging his functions and stand in for the Secretary General in his absence.
- b. He shall assist the Secretary General in ensuring compliance with policies of the Forum and the execution of its decisions.
- c. Shall perform any other duty that may be assigned to him by the Secretary General from time to time.

#### **v. TREASURER**

- a. He shall be responsible for keeping funds of the Forum.

- b. He shall be in custody of all the financial instruments of the Forum.
- c. He shall be one of the signatories to the Forum's Bank Account.
- d. He shall perform any other duty that may be assigned to him by the Amir.

#### **vi. FINANCIAL SECRETARY**

- a. He shall be the Chairman of the Finance Committee of the Forum.
- b. He shall be responsible for keeping records of all financial transactions of the Forum.
- c. He shall prepare the financial report of the Forum.
- d. He shall perform any other duty that may be assigned to him by the Amir.

#### **vii. AUDITOR**

- a. He shall periodically audit the account of the Forum.
- b. He shall perform any other duty that may be assigned to him by the Amir.

#### **viii. LEGAL ADVISER**

- a. He shall offer general legal advice to the Forum, any of its organs and committees in relation to the activities of the Forum.
- b. He shall recommend a private legal practitioner that will protect the interest of the Forum in any legal proceedings or inquiries, **PROVIDED** that the Executive Council shall reserve the right to engage the services of a legal practitioner of their choice.



- c. He shall perform any other duty as may be assigned to him by the Amir as may be permissible by the relevant extant laws.

#### **ix. PUBLIC RELATIONS OFFICERS**

- a. Shall be responsible for creating awareness about the activities of the Forum, by communicating decisions, resolutions, etc of the Forum.
- b. Shall be responsible for disseminating information and portraying the good image of the Forum.
- c. Shall be the official mouthpiece of the Forum.
- d. Shall perform any other duty that may be assigned to them by the Amir.

## **ARTICLE EIGHT**

### **1. THE TENURE OF OFFICE FOR THE FORUM**

Subject to the provisions of this constitution, every Executive officer shall continue to serve in the office to which he is elected or appointed under the conditions provided; however, such appointment shall be deemed to be terminated in the event of any of the following incidents:

- i. Resignation
- ii. Death
- iii. Insanity
- iv. Established gross misconduct
- v. Inability to carry out the duties of office as may be determined by the Shura.

### **2. MEETINGS**

The Chairman together with the Secretary General shall summon a meeting; such meeting shall be presided over by the chairman/Amir. In his absence the vice chairman shall chair the meeting; whereas, the Executive Council shall at least be convened for four (4) times in a year, The Shura shall convene its meetings at least twice a year and an annual convention once a year.

### **3. ANNUAL CONVENTION OF THE FORUM**

- i. There shall be an Annual Convention (the supreme decision making body of the Forum) once in every year to be chaired by the Chairman/Ameer of the Forum.
- ii. The quorum at any General Convention shall be as determined by the Executive Council.
- iii. The General Convention shall consist of Executive Council, Shura, Chairmen of all standing committees and their committee members, Ex-official members and the general members of the Muslim faculties in the university community and its administration, Muslim 'students (both Male and Female) and other sister organization drawn from local and International arena.
- iv. The Convention shall be held annually.
- v. The venue and the specific date of the General Convention shall be determined by the Shura of the Forum and shall be communicated to the members by the Secretary General.

- vi. A general meeting may be summoned to deliberate specific issues at such place and time as may be decided by the Executive Council or upon written request of 2/3 majority registered members of the Forum.
- vii. An emergency general meeting shall be called and convened whenever the need arises.
- viii. Decision at the Annual Convention shall be based on simple majority on a show of hand of members present and voting.

#### **A. SHURA MEETING:**

The meeting of the Shura shall hold at least once in every six months or as may be required.

- a. All decisions at this meeting shall be by consensus.
- b. Quorum at the meeting shall be at least one third (1/3) of the Shura members.
- c. Shura shall approve all budgetary and financial commitments of the Forum for the next financial year.

#### **i. B. THE EXECUTIVE COUNCIL MEETING:**

- ii. The EXCO shall have their meetings on quarterly basis, or at any other time when the need arises to respond to emergency and other situations.
- iii. The meeting shall consider and take decision on project implementation of the Forum, and any other matter relating to the Forum.
- iv. The Chairman shall preside over the meetings and in his absence, the Vice Chairman or any person appointed by the meeting.

- v. The quorum of these meetings shall be determined by simple majority of members.

#### **C. FUNCTIONS OF CHAIRMEN OF STANDING COMMITTEES:**

- a. They shall be responsible for achieving and implementing the Committee's terms of reference.
- b. They shall provide progress report to the Secretary General on the schedule of programs.
- c. They shall discharge any other duty that may be assigned to them by the Forum.

#### **D. SECRETARIES OF THE STANDING COMMITTEES:**

- a. They shall be responsible for convening the committee's meetings with the approval of their respective Chairmen, and shall take minutes and distribute same amongst members.
- b. They shall be the custodians of all records of those Committees.
- c. They shall discharge any other duty that may be assigned to them by their respective Chairmen.

## **ARTICLE NINE**

#### **APPOINTMENT OF EXCO AND SHURA**

- a. The outgoing EXCO shall appoint/nominate members of the EXCO and Shura upon recommendation of the outgoing Shura, for a term of two (2) years, renewable once, provided that there shall always be variation of six (6) months in

transition between the appointment of Shura and EXCO.

## ARTICLE TEN

### ARTICLE TEN

#### EXTERNAL AUDITORS OF THE FORUM

- a. There shall be External Auditors of the Forum who shall be appointed by the shura to render external audit services based on the existing global standards.
- b. External Auditors nominated shall audit accounts of the Forum annually and shall submit its reports to the Chairman/Amir of the Executives Council who shall communicate same to the members of the Shura.

## ARTICLE ELEVEN

#### FUNDING OF THE FORUM

The Forum shall source and generate its fund from:

- i. Donations and gifts from other relevant bodies or organizations and individuals both locally and Internationally, **PROVIDED** that such gifts or donations must not bear any attachment, which is in contravention of the objects of the Forum.
- ii. Income from investments or surplus funds of the Forum generated through other lawful ventures.
- iii. Contributions by members of the Forum.

- iv. Income generated to the Forum through launching a particular program towards its development.
- v. Proceeds of grants as well as profits from the business transactions of the Forum such as marketing of merchandise goods, in the University and beyond.

#### FUNDS OF THE FORUM

- i. The financial year of the Forum shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.
- ii. The funds of the Forum not required for immediate use shall be invested in a profitable venture by the Financial Secretary on the directives of and in the name of the Forum.
- iii. Proper record shall be kept of all income and expenditure and the annual account shall be audited by an External Auditor.
- iv. The fund or monies of the Forum shall be used solely towards the development and achievements of aim and objectives of the Forum.
- v. It is prohibited on all the members of the Forum to use its fund for their personal interest.
- vi. All monies of the Forum shall be kept in the bank account of the Forum.
- vii. The Forum shall hold current, savings or deposit accounts where all monies belonging to it shall be lodged.
- viii. The cheques in the name of the Forum shall be signed by any two of the authorized signatories of its Bank Account.

- ix. The Treasurer may hold an impress account, the amount of which shall be determined by the Executive Council
- x. All documents and book of account shall be kept with the Treasurer.
- xi. No expenditure shall be incurred for any purposes unless such expenditure has been provided for and approved in the Annual budget, **EXCEPT** in an emergency situation, where the Executive Council may authorize such expenditure and include same in the annual financial report to the Shura.
- xii. The Executive Council shall submit to the Annual Convention the names of the appointed External Auditors of the Forum for the preceding year for approval.

## **ARTICLE TWELVE**

### **STANDING COMMITTEES OF THE FORUM:**

In the first instance, there shall be six (6) Standing Committees for the Forum namely:

- a. Da'awah Committee
- b. Publicity Committee
- c. Finance/Business Committee
- d. Staff Welfare and Humanitarian Support Committee.
- e. Library Committee
- f. Schools Committee

### **Composition of the Committees:**

Each Standing Committee shall consist of Chairman, Vice Chairman, Secretary, Assistant Secretary and a number of members to be determined by the Shura.

### **FUNCTIONS OF THE STANDING COMMITTEES DA'AWAH COMMITTEE:**

- a. Shall organize annual International symposium in relevant areas of need.
- b. Shall organize annual public lecture for the benefit of the children of university community members on morality and other important issues.
- c. Shall organize sensitization public lecture for the University workers on work ethics annually.
- d. Shall organize Ramadan lecture.
- e. Shall organize relevant training workshops for Staff and Students from time to time.
- f. Shall advise EXCO on sponsoring scholars in relevant peculiar areas of need.
- g. Shall monitor any Da'awah activity on the campuses of the University.
- h. Shall prepare budget for Da'awah activities.
- i. Shall organize any other activity deemed relevant by the Committee to enhance success of Da'awa work.

### **PUBLICITY COMMITTEE:**

- a. Shall be responsible for communicating Muslim Forum's resolutions to the university community and general public.
- b. Shall Publish the Forum's Newsletter at least on quarterly basis.

- c. Shall sustain effective public relations among members of the university community.
- d. Shall keep watch and respond via broadcast and print media to any Local, National and International issues affecting Islam and Muslims.
- e. Shall collate, document and where fit publish all lectures organized by the Forum.
- f. Shall prepare budget for public relations activities.
- g. Shall undertake/advise the EXCO on any relevant activity/issue deemed appropriate for the success of Forum.

#### **FINANCE/BUSINESS COMMITTEE**

- a. Shall be responsible for raising funds for the Forum.
- b. Shall advise the Forum on all financial matters.
- c. Shall enhance and promote commerce by way of balancing social and economic activities beneficial to the members of the Forum.
- d. Shall liaise with governments, local, National and International in all aspects of lawful trading and social security with a view to enlightening members of the Forum to benefit.
- e. Shall perform any other duty assigned to it by the Forum.

#### **STAFF WELFARE AND HUMANITARIAN SUPPORT COMMITTEE**

- a. Shall come up with programs or activities designed to improve the welfare of both Staff and Students on Campuses.

- b. Shall consider possible emergency relief assistance that can be offered to either Staff or Students when the need arises.
- c. Shall help in organizing iftar during Ramadan in all the Campuses and possibly Orphanage Homes.
- d. Shall carry out any other relevant function(s).

#### **LIBRARY COMMITTEE**

- a. Shall take periodic stock of the library books
- b. Shall develop a mechanism for full utilization of the library
- c. Shall advise the EXCO on the possibility of introducing e-library services
- d. Shall prepare annual budget for the library
- e. Shall undertake/ advise the EXCO on any other activities that would enhance the success of the library.

#### **SCHOOLS COMMITTEE**

- a. Shall oversee the general running of the schools owned by the Forum
- b. Shall introduce special classes that will cater for Islamiyya graduates who may wish to continue.
- c. Shall organize special lectures for female students on home management and any other related issue.
- d. Shall advise the EXCO on the establishment of adult Arabic class(es) for the university community.
- e. Shall prepare budget for the schools activities.

- f. Shall advise the EXCO on any other activity that would enhance the success of the schools.

### **ARTICLE THIRTEEN**

#### **CODE OF CONDUCT**

There shall be a code of conduct to be observed by all members of the Forum; which shall be in consistent with Islamic Code of Conduct.

#### **DISCIPLINARY ACTION**

For any alleged misconduct of any official, the Shura or relevant body shall institute a committee to investigate the matter. Where, after duly observing the principles of fair hearing, a member is found wanting, the Shura shall take appropriate disciplinary action.

### **ARTICLE FOURTEEN**

#### **FILLING VACANT OFFICE**

Subject to the provisions of the appointment of EXCO and Shura of this constitution, where any office became vacant either through resignation or by any other reason, the Shura shall appoint any other member of the Forum to fill in the vacancy.

### **ARTICLE FIFTEEN**

#### **PATRONS**

- a. The Shura of the Forum shall appoint National/International Patrons for the Forum as at when due.
- b. The persons and number of such patrons to be appointed shall be as determined by the Shura.
- c. The functions of the patrons shall be determined by the Shura.

### **ARTICLE SIXTEEN**

#### **SPECIAL CLAUSE:**

- a. As at when appropriate, the Forum shall appoint trustees of the Forum in accordance with the provisions under Part C of the Companies and Allied Matter ACT (2020 as amended). The Shura shall reserve the right for the appointment of such trustees.
- b. Such trustees shall be known as **“THE REGISTERED TRUSTEES OF THE MUSLIM FORUM, BAYERO UNIVERSITY, KANO”**
- c. The number of the trustees shall not be more than ten (10) provided that at no time shall there be no less than five (5) or more than ten (10) of the trustees.
- d. Upon resignation or death of any of the trustees, the Shura shall choose and appoint a new trustee to fill the vacancy created.

## ARTICLE SEVENTEEN

### WINDING UP

In the event of dissolution of the Forum, any asset remaining after the settlement of all its debt and liabilities shall be given to other organization having similar objectives to the Forum as the Shura may decide.

## ARTICLE EIGHTEEN

### AMENDMENT OF CONSTITUTION

The Constitution is subject to amendment from time to time. The Secretary General of the Forum shall submit report for the amendment in formal proposals to the EXCO/Shura which shall consider same and make recommendations to the general meeting. The aforesaid proposals shall be deemed amended **PROVIDED** that it is adopted by 2/3 majority of those present and eligible to vote in a constituted meeting of the Forum.



CHAIRMAN



SECRETARY GENERAL

EFFECTIVE FROM **2<sup>nd</sup> OCTOBER, 2020**