

# **BISMILLAHIR-RAHMANIR-RAHIM**

## **THE CONSTITUTION OF ASTRO-QIBLAH INITIATIVES (ASQIN) (THE ORGANISATION)**

### **PREAMBLE**

BELIEVING in the Qur'an and Sunnah and the general spirit of the Shari'ah as the basic sources of legislation and administration of this Constitution;

HAVING considered it necessary to sustain unity and mutual relationship among Muslims in Nigeria and the World at large, in respect of Prayer Time, Qiblah Direction and Crescent Moon Observation (Moon Sighting);

ACCEPTING the need to have an organisation that will unit Muslims in respect of Prayer Time, Qiblah Direction and Crescent Observation (Moon Sighting); and

FURTHER ACCEPTING the necessity and expediency of having rules and regulations that will govern the affairs of the organisation.

NOW WE THE MEMBERS of ASQIN make enact and give to ourselves this constitution.

### **ARTICLE ONE:**

1. Name: The name of the organisation shall b Astro-Qiblah Initiative (ASQIN).
2. Motto: The faithful are indeed brothers." Q: (49:10)

This constitution is supreme and final and its provisions shall have binding force on all persons who are members of the organisation.

### **ARTICLE TWO:**

#### **MEMBERSHIP**

- i. Membership of the organisation shall be open to any Muslim that accepts its aims, objectives and is ready to abide by this Constitution and other rules and regulations governing it. Provided that any intending member shall be introduced and recommended by a

- registered member of the Organisation.
- ii. Any intending member shall obtain and fill a membership form to be submitted with two passport size photographs and a non-refundable fee as may be fixed by the Executive Committee (EXCO) of the Organisation.
  - iii. All Members shall contribute financially or in any other manner proper and expedient towards the running of the affairs of the Organisation.
  - v. The organisation shall keep an official Register of members.

### **ARTICLE THREE**

#### **VISION STATEMENT OF THE ORGANISATION**

To be in the forefront in advocating the unity of Muslim Ummah in connection with:

- a) Observing the five daily prayers at the correct time;
- b) Ensuring that all Muslims are facing the accurate Qibla direction of the Ka'aba during prayers; and
- c) Unification of the crescent moon sighting by Muslims within Nigeria and across the world.

### **ARTICLE FOUR:**

#### **MISSION STATEMENT**

- a) To create awareness and educate the Muslim Ummah on the correct prayer time;
- b) To determine accurate Qiblah direction of (Ka'aba) for existing and new Masajids; and
- c) To unify sighting of the crescent moon by Muslims using tools and experts in Astronomical, Historical and Geographical methods derived from Islamic perspectives.

### **ARTICLE FIVE:**

#### **AIMS AND OBJECTIVES:**

- i. To create awareness on the proper prayer time and encourage Muslims to adopt it, determine correct Qiblah Direction for existing and new Masajids and unify the sighting of crescent moon.
- ii. To publish Newspaper(s), Magazine(s), Journal(s), Calendar(s), Training Manuals and other relevant reference materials and literature such as documentaries in video, audio and printed materials for achieving the Organisation's aims and objectives.

- iii. To establish Training and Educational Institutions, Libraries, Reading Rooms in communities throughout the country and to organise training programmes for Prayer Time, Qiblah Direction and Moon Sighting.
- iv. To establish synergy between professionals in Moon Sighting, Qiblah Direction and Prayer Time activities.
- v. To collaborate and provide opportunity for other professional bodies or individuals such as Geographers, Civil Engineers, Architects, Builders, Landscapers, Surveyors, Environmental Designers and Satellite Communication Professionals etc, either at the local or international level to achieve the Organisation's objectives.
- vi. To promote the fundamental teachings of Islam as laid down in the Glorious Qur'an and the Hadith of the Holy Prophet Muhammad (SAW).
- vii. To acquire land, buildings and other facilities for Waqaf, running of Masajids, Schools, Colleges, Institutions, and Libraries etc.
- viii. To provide medical assistance, help and shelter facilities for old people, children, disabled persons and people suffering from natural calamities such as Floods, Earthquakes, Fire Disaster and Accident, etc.
- ix. To provide advisory services to individuals or groups in local, national and international communities.
- x. To undertake any other lawful occupation or assignment that can provide financial benefit, peace and welfare to the Organisation and the general public.

#### **ARTICLE SIX:**

#### **ORGANS OF THE ORGANISATION:**

The Organisation shall have the following organs:

- a. The Patrons
- b. The Board of Trustees
- c. The Executive Council
- d. The General Assembly
- e. Standing committees

#### **ARTICLE SEVEN:**

#### **THE PATRONS**

- 1. The organisation shall have not less than five (5) Patrons who are enlightened statesmen, learned and known to be conscious and committed to the cause of Islam.

2. The appointment of a Patron shall be made by a simple majority of the Board of Trustees on the recommendation of Executive Committee.
3. The Patrons shall be the moral fathers of the Organisation.

### **ARTICLE EIGHT:**

#### **SECTION A: THE BOARD OF TRUSTEES**

1. There shall be a Board of Trustees for the organisation which shall be the highest decision making body of the Organisation responsible for out-lining broad policies of the Organisation.
2. The Board of Trustees shall :
  - a. Be appointed by the Executive Committee subject to ratification of the members of the organisation at a general assembly meeting.
  - b. Consist of a minimum of two (2) and a maximum of twenty (20) members. The Chairman and Secretary General of the Organisation shall at all times be members of the Board of Trustees.
  - c. Appoint a Chairman for and from among its members.

#### **SECTION B: FUNCTIONS AND POWERS OF THE BOARD OF TRUSTEES**

1. The Board of Trustees shall:
  - a. Apply to the Registrar-General, Corporate Affairs Commission for incorporation of the Organisation under Part C of the Companies and Allied Matters Act;
  - b. Accept and hold in trust all the assets belonging to the Organisation;
  - c. Acquire land and other assets on behalf of the Organisation subject to such conditions as may be prescribed or imposed by law;
  - d. Engage, employ or contract with, any person or persons whom it considers fit to help in the attainment of the aims and objectives of the Organisation.
  - e. Subject to the provision of the Companies and Allied Matters Act and of any rule made pursuant thereof, delegate any of its functions to the Executive Committee. Provided always that where any

document is to be executed by the Board of Trustees, such document shall be signed by the Chairman of the Board.

- f. Subject to the provisions of Article 18 of this constitution, the Board of Trustees shall be responsible for consideration and approval of a motion to amend any part of this constitution.
- g. Advise the Organisation on all matters relating to its activities.
- h. Meet at least two times annually.

2a. The organisation shall have a common seal. The common seal shall be kept in the custody of the Secretary General who shall produce it when required for use by the Board of Trustees.

b. All documents to be executed by the Trustees shall be signed by all of them and sealed with the common seal of the organisation.

c. All decisions of the Board of Trustees shall be implemented by the Executive Council.

## **SECTION B: TENURE OF OFFICE**

- 1. The Trustees shall hold office for life provided that a Trustee shall cease to hold office if he:
  - a. Resigns from his office;
  - b. Is adjudged insane;
  - c. Ceases to be a member of the Organisation;
  - d. Is deceased;
  - e. Is declared bankrupt;
  - f. Is convicted of an offence involving dishonesty by a court of competent jurisdiction;
  - g. Is for any other reason, recommended for removal by the Board of Trustees and approved by a simple majority vote at the meeting of the General Assembly of the Organisation.

## **SECTION C: VACANCY IN TRUSTEES**

Upon a vacancy occurring in the Board another eligible member of the organisation shall be appointed to fill the vacancy.

### **ARTICLE NINE:**

#### **SECTION A: THE EXECUTIVE COUNCIL (EXCO)**

1. There shall be for the Organisation an Executive Council to be appointed from members of the Organisation, whose services or functions are considered desirable or expedient for the attainment of the objectives of the Organisation.
2. The Executive Council shall consist of:
  - a. The Chairman;
  - b. The Vice Chairman;
  - c. The Secretary General;
  - d. Assistant Secretary General;
  - e. The Treasurer;
  - f. The Financial Secretary;
  - g. The Internal Auditor;
  - h. The Public Relations Officer;
  - i. The Chief Whip/Time Keeper;
  - j. The Imam; and
  - k. The Deputy Imam.

#### **SECTION B: APPOINTMENT**

1. Appointment of members into the Executive Council shall be by voting in a meeting of the General Assembly of members of the Organisation, by at least two thirds majority of the General Assembly of the members of the Organisation present at the meeting.

#### **SECTION C: TENURE OF OFFICE**

1. An Executive Council member shall hold office for a period of three (3) years in the first instance, and shall be eligible for re-election for another term of three years.

## **SECTION D: DUTIES AND RESPONSIBILITIES**

1. The Executive Council shall:

- a. Be responsible for appointing fit and proper persons as Patrons, Trustees, and Advisers of the Organisation.
- b. Ensure that the activities of the Organisation are geared towards achieving the set objectives of the Organisation.
- c. Without prejudice to the generality of the foregoing provision or of any other provision of this constitution, the responsibilities of each member of the Executive Council shall be as follows:

### **a. THE CHAIRMAN**

The Chairman shall:

- i. Be the administrative head of the Organisation;
- ii. Preside over all Executive and General Meetings of the Organisation;
- iii. Represent the interest of the Organisation;
- iv. Direct the Secretary-General of the Organisation to convene meetings;
- v. Sign and execute all documents on behalf of the Organisation;
- vi. In consultation with the Secretary-General and the Organising Secretary prepare Annual Progress Report of the activities of the Organisation and present it at general meetings.

### **b. DEPUTY CHAIRMAN**

The Deputy Chairman shall:

- i. Assist the Chairman in all his official duties
- ii. Act for the Chairman in his absence.
- iii. Perform such other functions as may from time to time be assigned to him by the Chairman or the EXCO

### **c. THE SECRETARY GENERAL**

The Secretary General shall:

- i. Be in charge of the secretariat and administrative functions of the Organisation.
- ii. Prepare minutes of every meeting and do all correspondence for and on

behalf of the Organisation.

- iii. In consultation with the Chairman prepare agenda for all meetings.
- iv. Prepare and present annual reports and activities of the development of the Organisation to members.
- v. Maintain records, correspondences, prepare notices, circulars and reports of the Organisation.
- vi. Conduct and deal with official correspondence of the Organization.
- vii. Ensure effective implementation of the decisions of the executive council.

To that effect the Secretary-General shall constitute an Implementation Committee consisting of the following members: -

- a. The Secretary-General who shall be the Chairman
- b. Deputy Secretary-General
- c. Treasurer
- d. Such other members of the Organisation not exceeding three (3) as the Executive Council may deem fit to appoint.
- vii. Perform any other duties or functions assigned to him by the Chairman or the EXCO.

#### **d. THE ASSISTANT SECRETARY GENERAL**

The Assistant Secretary General shall:

- I. Perform such duties as may be assigned to him by the Secretary-General or the EXCO.
- ii. Assist the Secretary-General and work hand-hand with him.

#### **e. THE TREASURER**

The Treasurer shall:

- i. Subject to Article 14(3), be one of the signatories to the Organisation's account.
- ii. Keep the Organisation's books of account.
- iii. In conjunction with the financial secretary prepare and present statement of account of the Organisation every month.
- iv. Collect the entire Organisation's money from the Financial Secretary and



deposit same into the Organisation's account within 48 hours of receipt of such money.

- v. Perform such other functions as may be required by the Executive Council.

#### **f.THE FINANCIAL SECRETARY**

The Financial Secretary shall:

- i. Collect all monies, donations, gifts etc. on behalf of the Organisation and issue receipt for same;
- ii. Work with the treasurer to keep records of the Organisation's finance.
- iii. Be the Chairman of Finance Committee.
- iv. Hand-over all monies collected to the Treasurer within 48 hours of receipt.
- v. Subject to Article 14(3), be one of the signatories to the Organisation's account.
- vi. Keep record of all income and expenditure of the Organisation.
- vii. Perform such other functions as may be required by the Executive Council.

#### **g.THE INTERNAL AUDITOR**

The Internal Auditor shall:

- i. Audit the account of the Organisation and present periodic reports to the Executive Council.
- ii. Cross-check all payments made by the Organisation.
- iii. Ensure that due process is complied with in all expenditures of the Organisation.
- iv. Perform such other functions as may be required by the Executive Council.

#### **h.THE PUBLIC RELATIONS OFFICER**

The Public Relations Officer shall:

- i. Be the Chairman of the Publicity and Publications Committee of the Organisation.
- ii. Be responsible for all internal and external publications of the

Organisation.

- iii. Circulate news and information of the Organisation to all its members.
- iv. In conjunction with the Organising Secretary be responsible for publicising all public activities of the Organisation.
- v. Inform the public on times of any special activities as may be agreed upon by the Executive Council.
- vi. Perform such functions as may be required by the Executive Council.

**i. THE CHIEF WHIP/TIME KEEPER SHALL:**

- i. Install and maintain discipline and observe law and order during the meetings of the Organisation.
- ii. Enforce penalty on any member of the Organisation for misconduct during meeting or lateness to meeting according to laid down rules.
- iii. Be the timekeeper of meeting of the Organisation.
- iv. Be the Chairman of Disciplinary Committee of the Organization.

**j. THE IMAM SHALL:**

- i. Be the spiritual leader for the Organisation, and shall be appointed by the Board of Trustees on the recommendation of the Executive Council.
- ii. Lead prayers during all meetings and other activities of the Organisation
- iii. Guide and coordinate all Da'awah Activities of the Organisation;
- iv. Guide the Board of Trustees in its role of policy making;
- v. Offer spiritual guidance to all Standing Committees, and
- vi. Carry out any other assignment to be given from time to time by the Board of Trustees.

**k. THE DEPUTY IMAM**

There shall be a Deputy Imam, who shall be appointed by the Board of Trustees to act as the Imam in the absence of the Imam.

**ARTICLE TEN:**

**THE GENERAL ASSEMBLY**

- i. The general assembly of the Organisation shall be the General Meeting of all members.

- ii. The general assembly shall recommend all appointments and elections of the Organisation's officials.

## **ARTICLE EL VEN**

### **SECTION A: AD-HOC/STANDING COMMITTEES**

The Organisation shall have the following Standing Committees:

- i. The Education, Enlightenment and Da'awah Committee;
- ii. The Special Activity and Community Service Committee; and
- iii. The Finance and Investment Committee.

### **SECTION B: THE EDUCATION, ENLIGHTENMENT AND DA'AWAH COMMITTEE**

The Education, Enlightenment and Da'awah Committee for the organisation shall:

- a. Be in charge of organizing lectures symposia, workshops, and other public enlightenment programmes of the Organisation.
- b. Map out and prepare lectures to be delivered, arrange sensitization visits to villages, for rural Da'awah activities.
- c. Co-ordinate any special visit of scholars (in conjunction with the General Secretary)
- d. Present a copy(s) of necessary documents of the committee to the Secretary – General for documentation.
- e. Work hand-in-hand with the Organising Secretary.
- f. Perform such other functions as may be required by the Executive Council.

### **SECTION C: THE SPECIAL ACTIVITY AND COMMUNITY SERVICE COMMITTEE**

The Special Activity and Community Service Committee for the organisation shall:

- a. Be in charge of organising the activities and services to be carried out in communities.

- b. Be the Chairman of Organising special activities
- c. Work hand-in-hand with the Secretary General, Public Relations Officer in the discharge of their duties.
- d. Perform all such functions as may from time to time be assigned to it by the Executive Council.

**SECTION D: THE FINANCE AND INVESTMENT COMMITTEE.**

The Finance and Investment Committee shall:

- a. Be in charge of organising fund raising activities for the organisation
- b. Determine sources of finance and investment opportunities for the organisation
- c. In conjunction with the Financial Secretary Prepare and Present Annual Budget and Statement of all Accounts of the Organization.
- d. Be Responsible for Maintaining all Assets and Liabilities of the Organization
- e. Perform such other functions as may be required by the Executive Council

The Executive Council may establish additional Sub-committees if it deems it necessary for smooth running of the Organisation's activities and programmes.

The Executive Council or the General Assembly may from time to time appoint Ad-hoc Committees to carry out assignments. Provided that such Committees shall cease to exist on completion of their assignments.

The standing Committee shall communicate with the Chairman and Secretary General of the Organisation and in accordance with the Set Objectives of the Organisation.

**ARTICLE TWELVE**

**MEETINGS**

1. The Organisation shall hold the following meetings:
  - (a) **Executive Council Meeting** which shall; -
    - i. Be held at least once every Month or as the EXCO may decide at convenient time and venue.
    - ii. Transact ordinary business of the Organisation.

- (b) **General Assembly Meeting** which shall: -
- i. Be held quarterly or as may be decided by members of the Organisation.
  - ii. Transact the following special business of the Organisation:
    1. Consideration and adoption of the Annual Financial and Audit Reports of the Organisation' activities.
    2. Consideration and adoption of the Annual Financial and Audit Reports of the Organisation
    3. Consideration and adoption of Action Plan of the Organisation for the year.
    4. Recommendation for appointment of External Auditors.
    5. Determination of the tenure of office of the Executive Council members of the Organisation.
    6. Determination of recommendations to remove a Patron or Trustee from office.
    7. Recommendation for appointment of additional Patron or Trustees for the Organisation.
    8. Election of members of the Executive Council.

**C, Extra Ordinary(Emergency)/Executive/General Meeting** which shall: -

- i. Be convened by the Chairman wherever it appears to the Executive Council expedient to do so.
  - ii. Transact any urgent and crucial business, which cannot await the Regular General Assembly Meeting.
2. **Quorum** at all meetings of the organisation shall be constituted by a simple majority of the members present at the meeting.

**ARTICLE THIRTEEN**

**SECTION A: FINANCE: SOURCE OF FUNDS**

The Organisation shall be sustained by:

1. Subscription, special levies, donations, and grants.

2. Donations, gifts, aids and grants shall be sourced from individuals, corporate bodies, private and government organisations.
3. Membership Registration Fees.
4. Monthly contribution by members as shall be determined by the members.
5. Every EXCO member shall pay to the Organisation, a monthly subscription as may be fixed from time to time by the Executive Council.
6. The funds of the Organisation may be invested in commercial ventures to generate income to be expended solely for the fulfilment of the aims and objectives of the Organisation.
7. Other sources considered legal according to the Shari'ah.

## **SECTION B: APPLICATION OF FUNDS**

1. Without prejudice to the provisions of the SPECIAL CLAUSE in Schedule 3 hereto, all or any income or funds coming to the Organisation shall only be applied and expended towards realization of the aims and objectives of the Organisation as stipulated in Article three.
2. PROVIDED always that nothing contained herein or elsewhere in this Constitution shall prevent the payment of reasonable and proper remuneration to any member of the Organisation for reimbursement of out of pocket expenses reasonably incurred in the discharge of his/her duties and responsibilities for or on behalf of the Organisation.
3. No portion or part of such funds as have accrued to the Organisation shall be paid or transferred whether directly or indirectly or by way of dividend, bonus, profit or otherwise to any member of the Organisation.

## **ARTICLE FOURTEEN**

### **ACCOUNTS**

1. The Organisation shall open and maintain such account or accounts with any bank or banks as shall be agreed upon and selected by the EXCO.

2. All monies belonging or accruing to the Organisation shall be promptly deposited into the account of the Organisation within 48 hours or any longer time necessitated by circumstances.
3. The Signatories to the Organisation's accounts shall be changed at expiration of their tenure in office or as may be decided by the Board of Trustees.
4. The signatories to the Organisation's Accounts shall be the Chairman, the Secretary-General with either the Financial Secretary or the Treasurer of the Organisation.

#### **ARTICLE FIFTEEN**

#### **AUDIT**

1. External Auditors shall be appointed by the General Assembly to audit the accounts of the Organisation annually.
2. The External Auditors shall present Audit reports at the General meeting of the organisation.

#### **ARTICLE SIXTEEN**

#### **DISCIPLINE**

1. Members of the Organisation are expected to maintain a reasonably high standard of discipline in official and private endeavours.
2. The Organisation shall have the power of discipline as appropriate over any erring Member, or Executive Member for non-performance, misdeeds, and anti-Islamic activities and may impose any punishment as it deems fit, subject to fair hearing.
3. Any alleged misconduct shall be referred to a Disciplinary committee to be constituted for proper investigation.

#### **ARTICLE SEVENTEEN**

#### **DISSOLUTION**

1. The Organisation may be dissolved upon the happening of events, which make impossible or unbearably difficult to realise the Organization's set-objectives.

2. If upon the dissolution of the Organisation, there remains, after the satisfaction of all its debts and liabilities any property whatsoever, same shall:
  - i. Be given or transferred to other institution(s) or organization(s) having similar objective to those of the Organisation as at or before the time of the dissolution.
  - ii. Where effect cannot be given to (i) above, the property shall be transferred to some charitable organisation(s) that have similar objectives to those of the organisation.

### **ARTICLE EIGHTEEN**

#### **AMENDMENT OF THIS CONSTITUTION**

1. This constitution may from time to time be amended as the need arises.
2. Proposal for amendment may be presented by EXCO members at any meeting of the Board of Trustees.
3. Proposal for amendment shall be moved for adoption by at least three members and shall be seconded by two other members of the Board of Trustees.
4. Amendment may be effected by a resolution of two-third (2/3) majority of the Board of Trustees members present at the meeting called for that purpose.

### **ARTICLE NINETEEN :**

#### **CITATION**

This constitution may be cited as the Constitution of the **ASTRO-QIBLAH INITIATIVE (ASQIN)**.

### **ARTICLE TWENTY**

#### **SECTION A: COMMENCEMENT**

The provisions hereof shall become operative forthwith upon the adoption of same by the members on the 27<sup>th</sup> day of July, 2013.



## **THE SCHEDULES**

### **SCHEDULE 1**

#### **THE PROGRAMMES AND ACTIVITIES OF THE ORGANISATION**

*(Pursuant to Article Five)*

In line with its set-objectives, the Organisation shall engage in the following activities: -

- i. Public lectures, symposia, seminars, workshops, and conferences.
- ii. Sensitisation visits to villages for Da'awah (Islamic Preaching).
- iii. Assisting the less privileged Muslims.
- iv. Ta'aleem/Group Discussion.
- v. Inter-membership visits.
- vi. Courtesy calls on eminent personalities (Ulama')
- vii. Organising Training the Trainers programmes in Dialogue and Comparative Religion and Rural Da'awah for the members.
- viii. Visitations to Hospitals, Prisons, Remands, Motherless babies homes, and graveyards.
- ix. Organising First-Aid Training for members.
- x. Organising refresher course and leadership training programmes for members.

## **SCHEDULE 2**

### **SECTION A:**

### **RULES AND REGULATIONS**

- i. Members must be practicing Muslims.
- ii. Meetings shall be held on last Saturdays of the Month.
- iii. Punctuality is very essential; any late comer to the meeting shall be liable to a fine to be determined by the Exco.
- iv. No member is allowed to speak, or ask questions without obtaining permission from the Chief Whip.
- v. Eating, chewing, murmuring, whispering, phone calls, side talks or disturbances by any member during meetings are prohibited.
- vi. Absence from three (3) meetings consecutively without any written letter shall attract a fine to be determined by the Exco.
- vii. No member shall go out of the meeting venue without the permission of the Chief Whip.
- viii. All members shall be guided by the Islamic Laws (Shari'a) against any misconduct.
- ix. Any member who reveals the Organisation's agenda to outsiders shall be queried.
- x. Negligence of duty by an official or any member of a committee shall attract a fine to be determined by the Exco.
- xi. Making or answering phone calls during meetings is strictly prohibited, which violation of such shall attract a fine to be determined by the Exco.

### **SCHEDULE 3**

#### **THE SPECIAL CLAUSE**

*(PURSUANT TO ARTICLE THIRTEEN)*

1. THE INCOME AND PROPERTY OF THE ASTRO-QIBLAH INITIATIVE  
Wherever so derived shall be solely applied towards the promotion of the objective of the Organisation as set forth in this constitution, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise howsoever by way of profit, to the members of the Organisation.
2. PROVIDED that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any member or servant of the Organisation in return for any services actually rendered to the Organisation, but so that no member of the Executive Council shall be appointed to any salaried office of the Organisation, or any office of the Organisation paid by fees; and that no remuneration or other benefit in money shall be given by the Organisation to any member of the EXCO except re-imburement of out of pocket expenses, or let to the Organisation provided that the provision last aforesaid shall not apply to any payment of any company of a member of the Organisation, may be a company and which such member shall not hold more than one-hundred part of the capital.