



President: Dr. Liaket Dewji

Secretary: Mohsin Asaria

Date: 27/09/2020

786/110

NOTICE OF ANNUAL GENERAL MEETING TO BE HELD VIRTUALLY ON
SATURDAY 31st October 2020

AGENDA

Pursuant to Clause 6.1 of the Constitution, notice is hereby given that an Annual General Meeting (the “AGM”) of the Khoja Shia Ithna-Asheri (South London) Jamaat will be held on Saturday 31st October at 8.30pm Virtually for the purpose of transacting the following business:

8:30pm: Registration

9:00pm: AGM commences

Item No	Topic	Time
1	Recitation of the Holy Quran	5min
2.a	Confirmation and adoption of the minutes of the AGM held on 03/03/2019 & matters arising therefrom	10min
2.b	Confirmation and adoption of the minutes of the SGM (Burial membership) held 02/05/2019 & matters arising therefrom	5min
2.c	Confirmation and adoption of the minutes of the SGM (Hyderi Islamic School-Tablets) held 18/01/2020 & matters arising therefrom	5min
2.d	Confirmation and adoption of the minutes of the SGM (New Addington property purchase) held 18/01/2020 & matters arising therefrom	5min
3	Executive Committee report: Presidents Report: Present and New Hyderi Report, Treasurer Report, Secretary Report	15min
4	Presentation and approval of the audited accounts for the year ending	15min

	31 st December 2019	
5	Appointment of Auditors	5min
6	Presentation and approval of the budget for 2021	10min
7	Election of the Electoral Team	5min
8	Set the amount of subscriptions	5min
9	Motions of which due notice is given: Motion #1: Terms of the projects team-Proposed by Br Aqeel Noorali Motion #2: Appointment of Projects Team Chair-Proposed by Br Salim Master	20min
10	Motions without Notice	15min
11	Any Other Business	15min
12	Information Documents: Management Accounts six months to June 2020	

Mohsin Asaria
Hon. Secretary

NOTE:

- This AGM will be conducted virtually via Zoom due to the ongoing COVID 19 pandemic.
- To be admitted to the meeting, you must display your name & surname and be a member of the Hyderi Islamic Centre. You will be required to switch you video on in order to be identified.
- The AGM will be conducted according to the revised Hyderi constitution adopted in 2019 as per clauses 6 and 7
- Voting will be conducted electronically via Zoom poll

MOTIONS WITH NOTICE

MOTION 1

Proposed by Br Aqeel Noorali

It is hereby resolved that the terms of reference (project committee) presented to the meeting are hereby approved.

MOTION 2

Proposed by: Br Salim Master

It is hereby resolved that Dr Liaket Dewji be appointed as Chair of the Project Committee.

APPENDIX 1: Terms of Reference

Terms of reference for the Project Committee (the “Terms”)

Terms defined in the Constitution of the Khoja Shia Ithna-Asheri South London Jamaat shall, unless otherwise defined in these Terms, have the same meaning in these Terms.

1. General

- a. For the purposes of these Terms, the “**Project**” is defined as the purchase and development of the new Hyderi premises located on Featherbed Lane.
- b. For the avoidance of doubt, day to day running of the Jamaat shall remain the remit of the Executive Committee.
- c. In these Terms, the “**Project Committee**” means the committee constituted in accordance with these Terms with overall management and responsibility for the Project.
- d. These Terms shall take effect from the date that they are approved by the Members of the Jamaat and shall remain in force for a period of ten years.

2. Composition of the Project Committee

- a. The Project Committee will formally comprise of a chairperson (the “**Chairperson**”), one nominee from the then current Executive Committee (the “**EC Nominee**”), as such Executive Committee may change from time to time, and one nominee of the Chairperson (the “**Chair Nominee**”).
- b. The Chairperson will be a permanent role. The Chairperson shall be elected by the general body of the Jamaat and shall only be removed by a resolution of the general body of the Jamaat, in each case on a simple majority vote.
- c. Within seven days of election of the Chairperson, the Chairperson shall appoint a Chair Nominee. The Chairperson shall have the right to replace the Chair Nominee at their

discretion. In the event that the Chairperson is removed by the Members of the Jamaat, the Chair Nominee shall be automatically removed.

- d. Within seven days of election of a new Executive Committee, the new Executive Committee shall appoint a new EC Nominee. From the date the new EC Nominee has been appointed, the previous EC Nominee shall no longer be a member of the Project Committee. The Executive Committee shall have the right to replace the EC Nominee at their discretion.
- e. The Project Committee may co-opt other members as and when necessary for specific tasks and/or projects, provided that any such co-opted members shall not have the right to vote at Project Committee meetings.

3. Role and Procedure of the Project Committee

- a. The Project Committee shall be responsible for all matters relating to the Project and shall, subject to the remaining provisions of these Terms, take decisions in their sole discretion.
- b. At the commencement of the Project, the Chairman shall present a budget to the general body of the Jamaat for approval (the “**Budget**”). Once approved, the Project Committee shall be entitled to take all necessary steps to implement the Budget.
- c. The Project Committee may bring an amended Budget to the Members for approval as and when required.
- d. The Project Committee may make amendments to the constituent parts of the Budget at their absolute discretion provided that the overall amount of the Budget does not change.
- e. The Project Committee shall determine its own rules of procedure and shall meet as and when it considers necessary. Meetings may be physical or virtual.
- f. The Project Committee shall make all decisions by voting. Votes of the Project Committee shall be on a simple majority basis of the three members.
- g. All three members must vote.
- h. Votes may be at in person or virtual meetings or may be in writing.

4. Relationship between the Project Committee and the Executive Committee

- a. The Project Committee shall have delegated authority of the Jamaat to act in all matters relating to the Project provided that it is in accordance with the Budget and these Terms.
- b. The Executive Committee shall use their reasonable efforts to ensure that the Project Committee is able to implement the Budget without hindrance.
- c. The Project Committee shall provide regular updates to the Executive Committee as to the progress of the Project and shall attend quarterly meetings with members of the Executive Committee. The Project Committee shall provide an annual update to the Members at each AGM.

- d. In the event of a material change to the Budget, or the allocation of funds within the Budget whether or not the overall amount of the Budget changes, the Project Committee shall first discuss the matter with the Executive Committee.
- e. Should the Project Committee require emergency assistance from the Executive Committee, they shall be entitled to request the Secretary to call a meeting of the Executive Committee on 24 hours' notice.

5. Dispute Resolution

- a. In the event that there is a disagreement the Project Committee and the Executive Committee, the two shall convene a meeting to discuss the matter with a view to achieving resolution.
- b. In the event that the disagreement between the Project Committee and the Executive Committee cannot be resolved, upon a written request from the Project Committee to the Executive Committee, the Executive Committee must call a Special General Meeting, in accordance with Clause 10 of the Constitution, where the general body shall finally determine the disagreement. This does not affect the right of the Executive Committee to itself call a Special General Meeting in accordance with Clause 10 of the Constitution.

These Terms were approved by the Members at a general meeting of the Jamaat on _____

Signed: _____ Hon. Secretary