

Eritrean Muslim Association of Manitoba (EMAM)

By-laws

2026

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Article 1 – Mission Statement

The association shall be an independent, charitable, religious, social, cultural, non-profit, non-political, and non-sectarian organization incorporated under the laws of the province of Manitoba.

The organization strives to fulfill the religious, cultural, social, and settlement needs of Eritrean Muslims in the province of Manitoba, supporting their integration into the broader Muslim community and the Manitoba community at large.

1.1 Aims and objectives

- a) To fulfill the religious, social, and cultural needs of Eritrean Muslims in Manitoba.
- b) To support the integration of Eritrean Muslims into both the Muslim community and the wider Manitoban society.
- c) To promote unity, cooperation, and collective action.
- d) To encourage and support cultural, educational, and recreational activities.

1.2 Vision

Building a future where community members live faithful, stable lives and are empowered to reach their full potential while contributing positively to society.

1.3 Values

- a) Honoring Tradition
- b) Respect for Diversity
- c) Faith and Spiritual Commitment
- d) Integrity and Accountability
- e) Empowerment of Community Members
- f) Partnership and Collaboration

Article 2 - Membership

The membership of the association shall comprise of the following categories:

2.1 Full Member

An Eritrean adult who:

- a) is a Muslim
- b) is residing in Manitoba
- c) has registered his/her name and has duly paid membership fee.

The term “adult” in this context shall be interpreted according to the laws enforced in Manitoba.

Membership fees shall be established and approved by the Board members and may be reviewed periodically. Members shall be provided a designated payment period each year, commencing at the beginning of month of Ramadan and ending on Eid al-Adha. Memberships are non-transferable and non-refundable. The annual membership fees shall be \$100 for an adult individual, and \$150 for a family.

The fiscal year of the association shall end on December 3 of each year. The membership dues shall be approved by the general assembly at the annual meeting.

Article 3 - Rights and Obligations

3.1 Obligations

3.1.1 Compliance with By-laws

All EMAM members shall be guided by and comply with the by-laws of the organization.

3.1.2 Payment of Membership Dues

Members shall pay their annual membership dues in full by the month of Ramadan of each calendar year.

3.2 Members' Rights

3.2.1 Right to vote and stand for election

Each full member has the right to vote in general assembly meetings and to stand for election to any position within the organization, in accordance with the by-law and Article 6.

3.2.2 Right to Access Services

Each full member is entitled to benefit from all programs, services, and support provided by EMAM.

Article 4 - General Assembly

Full members as defined in Article 2 shall constitute the general assembly of the association.

The general assembly shall meet at least once annually. A minimum notice of two weeks by the Executive Board shall be required for calling a meeting of the general assembly.

Article 5 - Amendments to the Constitution

The constitution of the association may be amended at an extraordinary general meeting specifically called this purpose.

Notice of the proposed amendment(s) must be given to the Executive Board, in writing.

The executive board may also initiate amendments to the constitution by calling extraordinary general meetings. Notice of such meeting and proposed amendments must be circulated to members in good standing by the vice chairman one week prior to the date of such meeting.

Article 6 - Executive Board

6.1 Board Members

There shall be an executive consisting of five duly elected full members comprising of the following office-bearers:

- a) Chairman
- b) Vice Chairman
- c) Treasurer
- d) Social Affairs Officers

6.2 Comprehensive Duties of the Executive Board Members

- a) Conduct the affairs of the organization in accordance with the guidelines set in this by-law.
- b) Implement decisions made by the organization.
- c) Coordinate the activities and programs of the organization.
- d) Promote objectives of the organization and process membership applications.
- e) Inform community members of upcoming events and planned activities.
- f) Receive community feedback, suggestions, and improvement proposals, and communicate responses effectively.
- g) If required, create sub-committees to carry out certain functions.

6.3 Duties of Elected Board Members

a) Chairman

1. Oversees the general affairs of the community. Provides overall leadership and supervision to ensure the smooth functioning and effective management.
2. Represents the community in all official matters, communicating its goals, values, and achievements to members and external stakeholders.
3. Monitors and guides the work of the Board and subcommittees to ensure all actions align with the community's constitution, bylaws, and established objectives.
4. Builds and maintains strong relationships with governmental bodies, non-governmental organizations, and other partners to advance the interests of the community.
5. Leads the community in decision-making, inspires participation, and ensures collaboration among members to achieve common goals.
6. Works in cooperation with the Board and members to formulate strategic plans, set priorities, and oversee the delivery of community services and programs.
7. Actively explores potential grants, partnerships, and other funding sources to support and sustain community projects and activities.
8. Must possess strong communication skills and proficiency in both **English** and **Arabic** to effectively engage all members of the community.

b) Vice Chairman

1. Assumes the role of chairman and oversees meetings when the chairman unavailable, ensuring that discussions and decisions proceed smoothly.
2. Schedules meetings, prepares and distributes agendas, records accurate minutes, and maintains official documentation of all decisions and resolutions.
3. Acts as one of the designated signatories for cheques, contracts, and other official documents, in coordination with the Chairman or Treasurer.
4. Provides administrative assistance to the chairman, Board, and subcommittees, helping to coordinate meetings, reports, and action items.

b) Treasurer

1. Manages all financial operations of the community, ensuring accuracy, transparency, and accountability in all monetary transactions.
2. Keeps detailed and up-to-date records of income, expenses, assets, and liabilities. Ensures all transactions are properly documented and supported by receipts or invoices.
3. Provides regular financial statements to the Executive Board and the community, including membership fees and other incoming funds.
4. Works in collaboration with the chairman, vice chairman, and relevant committees to prepare the annual budget, monitor expenditures.
5. Serves as one of the designated signatories for cheques, contracts, and other official financial documents, in coordination with the chairman and/or vice chairman.
6. Maintain control over the receipt and disbursement of the organization's funds.

c) Social Affairs Relations Officers & Community Engagement

1. Plans, coordinates, and implements programs and activities that strengthen social ties, promote unity, and enhance the overall welfare of community members.
2. Organizes Social and Cultural Events. Initiates and manages community events such as celebrations, cultural festivals, outreach programs, and social gatherings that reflect the community's values and identity.
3. Identifies and responds to the social needs of members, including welfare, support, and integration issues, and coordinates assistance when necessary.
4. Provides input to the Executive Board on matters related to social development, community engagement, and public relations strategy.
5. Collaborates with the Treasurer and Chairman to plan and promote fundraising activities, sponsorships, and community campaigns.
6. Acts as the main point of contact for media, organizations, and the public, representing the community's image in a positive and professional manner.
7. Builds and nurtures partnerships with governmental bodies, non-governmental organizations, and other community groups to advance the community's interests and visibility.

6.4 Eligibility for Election to the Executive Board

To qualify for election to the Executive Board, a full member must satisfy the following criteria:

a) **Active Participation**

The member must be an active participant in the organization, regularly attending meetings and community gatherings.

b) **Compliance with By-laws**

The member must abide by the by-laws of EMAM.

c) **Competence and Capability**

In addition to meeting the membership requirements outlined in Article 2, the candidate must demonstrate competence and ability necessary to effectively perform the duties of the position for which he/she is being nominated.

d) **Willingness to Serve**

The member must be willing and able to dedicate time to the organization's activities and meetings, typically during evening hours or weekends.

e) **Islamic Conduct**

The member must demonstrate good Islamic conduct, whose belief is according to Qur'an and Sunnah.

The term of office of the Executive Board shall be two years. However, any member of the Executive Board may seek re-election for more than one term.

The Executive Board shall meet on a regular basis, at least once every month. The meeting shall be called by the chairman or vice chairman. The members shall be informed about the time and place of a meeting.

In the event of an executive position becoming vacant for whatever reason, it may be temporarily filled by the executive board until the next general assembly meeting.

When a new Executive Board member takes office, the outgoing executive member(s) shall hand over to the incoming executive member(s), all documents, files, and other assets of the organization that they have in their possession within one month after the elections.

All cheques and withdrawal of the association bank account shall be signed by any two of the members of the Executive Board.

Article 7 - Resignation(s) and Removals

A member of the Executive Board who fails to attend five consecutive meetings of the Executive Board without prior notification to the vice chairman or chairman shall be considered to have resigned from the Executive Board.

Article 8 - Quorum

Fifty-five (55%) percent of members shall constitute quorum.