



Membership Policy

Approved by Executive Committee: 3rd December 2018



1. INTRODUCTION

- 1.1. Harrow Central Mosque (HCM) maintains membership in accordance with its constitution. Membership offers eligible individuals the opportunity to support the charity and influence its future.

2. PURPOSE AND SCOPE

- 2.1. The policy is set out to detail:
 - Membership criteria
 - Membership duration
 - Membership fees
 - Application and renewal processes
 - The rights and obligations of membership

3. COMPLIANCE

- 3.1. This policy is in compliance with HCM constitution updated 25th November 2018 and the Charity Commission rules.

4. POLICY DETAILS

4.1. Membership Criteria

- 4.1.1. As per the constitution membership is open to any person who:
 - is aged 18 years or over on the application date for membership
 - is Muslim and holds the fundamental belief that there is no God but Allah (subhana wa ta'ala) and His beloved, Muhammad (peace be upon him) is His final Prophet
 - believes in Quran Sunnah and Hadith
 - resides within the area comprising of Harrow & the neighbouring districts (as delineated in the map attached to the constitution)
 - has signed the prescribed membership application form and paid the annual membership fee as laid down from time to time by the Executive Committee



- supports the charity's objectives and abides by the HCM constitution

4.1.2. As per the constitution:

- the Executive Committee may by a two thirds majority vote of those Executive Committee members present at the relevant meeting and for good reason terminate the membership of any individual, provided the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend before a final decision is made.
- If a member ceases to reside in the required area, his/her membership will automatically terminate when he/she leaves the area.

4.1.3. Implicit in the Membership criteria is also general compliance on matters of English law; requiring, amongst other things, members:

- to be legally entitled to reside in the United Kingdom
- "do not promote or support terrorism or extremism, or other illegal Conduct, such as racial or religious hatred. Nor have any affiliation to any group that harbours such view"¹

4.1.4. By extension, in preserving the primary and core interests of the charity, HCM will actively seek to prevent the promoting of controversial views which adversely impact the repute of the mosque and its community. Charity Commission Guidance seeks to elaborate on this:

"Expressing strongly controversial or partisan views is not illegal or unacceptable under charity law in itself, unless they are criminal. However, whether they are unacceptable for a charity to promote or condone under charity law will depend on the circumstances, what is said, when, who to and why, as well as how, if at all, they can be said to further the charity's purposes.

Trustees must not allow the charity to be used as a vehicle for the expression of the political views of any individual trustee or staff member (in this context this means personal or party political views) or as a vehicle for the expression of extremist, radicalising or other views which promote or support terrorism.

The trustees must be able to show that an activity is in furtherance of the charity's purposes. Even



if this can be shown, expressing or promoting extreme, partisan or controversial views on a particular issue as part of that activity may compromise the charity's integrity, purposes or public trust and confidence in it. It may pose or result in risks to the charity's operations and other activities, or safety of its staff and volunteers."

4.2. Membership Duration

- 4.2.1 "Membership of the Mosque shall be valid for any calendar year starting from the date when membership is approved and shall expire after 12 months but if a member renews his membership in accordance with the requirements of the Constitution at the commencement of a new calendar year and has paid the membership fee due for such year his membership will be regarded as a continuing membership.
- 4.2.2 For the renewal of the membership the onus is on the members to ensure that they have valid and up to date membership. Application for renewal can be submitted 14 days prior to the expiry of their current membership.

4.3. Membership Annual Fee

- 4.3.1. The constitution provides that the executive committee should set the Membership annual subscription fee, to be reviewed "from time to time". The membership fee is determined taking into consideration, in part, the financial demands including the running costs of the mosque and associated services delivered to the public as a registered charity.
- 4.3.2. The membership fee is reviewed by executive committee from time to time.
- 4.3.3. The current annual membership fee is set at **£50.00**.
- 4.3.4. All applicants will be required to make a non-refundable payment of the membership fee for a valid application to be made.
- 4.3.5. Fee Exemption: Applicants aged 65 years and above will have the option to request an exemption of the fee by completing the form accordingly. Age is deemed as at the date of the application.



4.4 Application Process

4.4.1. The application process is designed to ensure all membership is fully validated.

4.4.2. Applicants seeking membership will be required to:

- Collect the official form from the Mosque Madrassah office located on second floor during Monday – Thursday 16:00 -19:00 and Saturdays 11:00 – 13:00.
- A person can only collect forms for his own one household and must provide a valid proof of address.
- All applications will be accepted for processing during the specified times - Tuesdays 18:00 till 20:00 on the first floor in Imam Sahibs Old office.
- Submit the application forms for processing as indicated on the form providing the required supporting documentation and fee. (Applications will not be processed unless the form is correctly completed, the required fee and documentation are provided, and the form is signed by the applicant).
- Valid applications will be processed and a membership card will be issued as soon as practicable which would usually not exceed 30 days unless enhanced checks are necessary.
- Commencement of membership will be upon successful validation and the issuance of a membership card and not based on the submission of an application nor a payment receipt.
- Upon the announcement of any AGM and/or SGM new membership processing will be closed for 21 days prior to the AGM and/or SGM date.



4.4.3. **All personal information will be maintained in compliance with the General Data Protection Regulation (GDPR).** . .

4.4.4 Harrow Central Mosque may share the data with external bodies, including reference agencies and/or relevant authorities for membership verification, membership processing or other similar purposes which are deemed to be necessary by the management committee from time to time.

4.4.5 Photograph of individuals will be securely destroyed once the application has been fully validated and vetted.

4.4.6 All personal data held for members will be done so securely and in accordance with data protection policies.

4.4.7 Any membership applicant who has failed the verification may be rejected.

4.4.7 Fraudulent applications will be reported to relevant authorities.

4.5 **Voting**

4.5.1 In order to vote a member must produce a valid membership card and have continuous, uninterrupted membership for a minimum of 6 months.

This policy precedes any previous Membership policies.

END.