



STATUTES

AN-NUR AL-ISLAMIYYAH

Sha'ban 1437 AH

May, 2016

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1.0 PREAMBLE

This document defines the rules, rights and obligations that govern the existence of AN-NUR AL-ISLAMIYYAH.

1.1 Definition of Terms

1.1.1 **Institution** - Refers to a tertiary educational establishment such as a university, polytechnic or vocational training school.

1.1.2 **Region** - The physical/political divisions of a country. This is equivalent to “state”, or “province”, depending on the country in question.

1.1.3 **Office** - Used interchangeably with the word “branch”, to denote a grouping or franchise of AN-NUR

2.0 ORGANISATION NAME AND ACRONYM

2.1 The organization shall be known officially as **AN-NUR AL-ISLAMIYYAH** and may be referred to as **An-Nur**.

2.2 Country, regional, institutional, etc. branches shall identify themselves by attaching the country, regional, institutional, etc. name to **AN-NUR AL-ISLAMIYYAH**, or **AN-NUR**. Therefore, the Mali branch of AN-NUR, for example will be **AN-NUR AL-ISLAMIYYAH, MALI, AN-NUR MALI**.

3.0 ORGANIZATIONAL LOGO

3.1 The official logo for AN-NUR shall be a round shield with an inner circle. An-Nur shall be written in the inner circle in Arabic calligraphy, whilst the inscription An-Nur Al-Islamiyyah shall be in the space between the inner and outer circle, at the lower portion of the shield. The year of establishment shall be inscribed on the upper portion of the shield between the inner and outer circles. All inscriptions on the shield, including its boundaries/circles shall all be coloured green.



4.0 BASIC AIMS AND PURPOSE OF ORGANIZATION

AN-NUR aims at

- i. Educating Non-Muslims about Islam, its doctrine, teachings and practicalities.
- ii. Helping Muslims improve upon their knowledge and practice of Islam, as well as improve their *iman* (faith).
- iii. Using current advancements in information and communication technology, in reaching out to both Muslims and Non-Muslims.
- iv. Providing Islamically sound entertainment, through the media and other programs, an alternative to the disturbing ones that have flooded the media today.
- v. Providing welfare support to the needy.

5.0 MISSION STATEMENT

Our mission is to promote kindness, tolerance, good training, and duty to Allah.

6.0 FUNCTIONS

An-Nur seeks to achieve its aims by

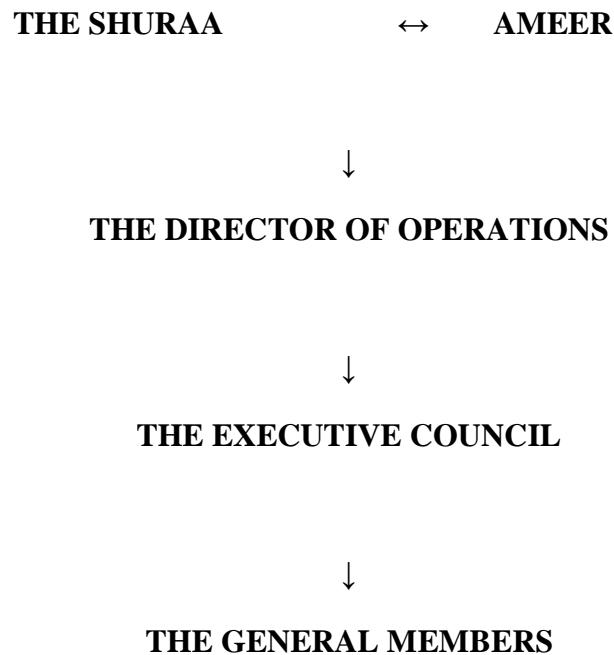
- 6.1 offering Islamic training and knowledge to youths in educational institutions
- 6.2 producing and distributing leaflets on Islamic, as well as contemporary issues
- 6.3 distribution of computer software, audio and video presentations on Islam
- 6.4 organizing talks, video presentations, etc. for youths in educational institutions
- 6.5 reaching out to youths through the internet by the use of e-mails, mail groups and a website
- 6.6 organizing dawah training to youths, to act as carriers of the message of Islam
- 6.7 developing innovative and tailored methods of attracting both Muslims and Non-Muslims to learn more about Islam, and providing them with the knowledge
- 6.8 partnering with individuals and organizations to carry out the above-mentioned activities.

7.0 ORGANISATIONAL STRUCTURE OF AN-NUR

The work of the organisation shall be organised through the following levels:

- Level 1: The Shuraa and Ameer
Level 2: The Director of Operations
Level 3: The Executive Council
Level 4: General Members

7.1 Organogram



8.0 THE SHURAA/BOARD

8.1 Definition

- 8.1.1 It is the highest decision making body of An-Nur
- 8.1.2 It will be constituted of trusted and committed members of the organisation
- 8.1.3 It shall be headed by the Ameer
- 8.1.4 The Ameer shall on consultation appoint / employ five or more (odd number) national members to constitute it. Shuraa members may or may not hold executive positions
- 8.1.5 It will have a term of office equivalent to 2 Gregorian calendar years
- 8.1.6 An-Nur Members wishing to join or remain the Shuraa shall make their intentions known to the outgoing Shuraa in writing through the Ameer.

8.2 Role and functions of the Shuraa

8.2.1 It shall serve as advisors to the organisation.

8.2.2 Reports of the organisation's activities, including its finances shall be presented to the Board twice annually, i.e. after every six months, for review, and recommendations.

8.2.3 It shall organize auditing of budget.

8.2.4 It shall appoint the Ameer. It shall also appoint/employ people to fill administrative/executive positions of the national office.

8.2.5 It shall vet applicants/nominees for executive positions and subsequently appoint people to these positions.

8.2.6 It shall screen and appoint succeeding Shuraa members.

8.2.7 It shall consider, endorse or disapprove of admission or termination of membership to An-Nur in general.

8.2.8 It shall serve as the final point of consideration, endorsement, or rejection of whatever accounts and / or reports forwarded to the organisation through an initial consideration by the Director of Operations and / or the board.

8.3 Definition of activeness

The following will be our terms of who an active member is and it will be reviewed after every Ramadhan (i.e. 10th Shawal):

8.3.1. Showing interest in Shuraa meetings. At least, indicate presence for the meeting.

8.3.2. Must be present for at least 2/3 of all Shuraa meetings and other An-Nur public programs where he or she is expected to attend.

8.3.3. Any other criteria that comes up in the future can be considered.

8.4 Authority of the Shuraa

8.4.1 The Shuraa will have the authority to terminate the appointment or membership of the national Ameer if found incapable of performing his duties, or his conduct or actions undermine the goals for which the organisation was established, or threaten its very existence or relationship with other organisations.

8.4.2 It will also have the authority to call for the sanctioning of any office-holder or member whose actions or conduct undermine the goals for which the organisation was established, or threaten its very existence or relationship with other organisations.

9.0 AMEER

9.1 Functions of the Ameer

9.1.1 He is the overall leader of the organisation and responsible for leading and managing the entire organisation through various levels within the organisation's structure.

9.1.2 He is the foremost leader in terms of religious and social activities or responsibilities defined within the framework of An-Nur and consistent with the principles of Islam.

9.1.3 He is a statutory member of both the Shuraa.

9.1.4 He convenes and presides over the Shuraa and general meetings but he may not chair the Board.

9.1.5 He is to serve as an exemplar / role model for others to emulate.

9.1.6 Representation of An-Nur to other Parties.

9.1.7 Ensure adherence to the fundamental statutes that govern the organisation.

9.2 Power & Term of Office of the Ameer

9.2.1 He has the final say (veto) in all matters at the highest level of decision making within the structure of An-Nur.

9.2.2 The Ameer shall serve for a lifetime, unless conditions in item 8.4.1 are fulfilled.

10.0 FELLOWS

Information coming soon

11.0 THE EXECUTIVE COUNCIL

11.1. Definition and roles

11.1.1 It is the organ responsible for the day-to-day activities of the organisation.

11.1.2 It shall be headed by the Director of Operations.

11.1.3 It shall comprise of the Director of Operations and the heads of department/committee mentioned under this structure, and Ameers from all branches.

11.1.4 It has the mission to implement the decisions and orientations of the Shuraa and the Board.

11.1.5 It provides an interface between An-Nur and other parties/organisations.

11.1.6 Positions in the Executive Council will be advertised like job recruitment. The work of this council, except that of the Director of Operations shall be voluntary though.

11.1.7 Members of this secretariat/council shall be vetted and appointed for their respective positions following nominations or applications forwarded to the Shuraa.

11.1.8 It shall have a term of office equivalent to 2 Gregorian calendar years which should not coincide with that of the Shuraa. The terms of office of the Shuraa and the Executive shall therefore expire at different periods of time. This is to ensure continuity of leadership without creating any vacuum.

11.1.9 Executive meetings shall be held quarterly and a report of this submitted to the Shuraa. Additional executive meetings may be called based on need.

11.1.10 Where necessary, specific An-Nur members may be invited to participate in Executive Council meetings by the Director of Operations in consultation with *Ameer*

11.2 Role/functions of the Director of Operations

The Director of Operations shall carry out the following

11.2.1 Managing the database for the various activities of An-Nur in the country.

11.2.2 Managing the membership of the organisation.

11.2.3 Developing an annual draft action plan for the organisation.

11.2.4 Budget implementation.

11.2.5 Directly overseeing, supervising and monitoring the implementation of the activities of departments/committees, through departmental heads and this includes receiving and compiling reports from them. Departmental heads report directly to the Director of Operations

11.2.6 Preparing executive meetings.

11.2.7 Preparing and distributing annual report of An-Nur.

11.2.8 Acting as secretary to the Shuraa

11.2.9 Any other duties assigned by the Ameer and Shuraa.

11.3 Roles of Heads of Department

Heads of department shall be responsible for

11.3.1 All activities defined for/by their departments

11.3.2 Convening departmental meetings

11.3.3 Suggesting competent members for their departments for consideration by the Shuraa

11.3.4 Suggesting competent persons for the position of deputy head of department for consideration by the Shuraa

11.3.5 Preparing reports on programs and projects for submission to the Director of Operations

11.3.6 Preparing annual departmental reports for submission to the Director of Operations for onward submission to the Shuraa

12. THE DEPARTMENTS / COMMITTEES

i. Members of An-Nur constitute the departments

ii. Each department shall be led by a departmental head who will report directly to the Director of Operations

iii. Each department shall carry out tasks or functions defined for them per organisational statutes and any other assigned to them by the Director of Operations, the Ameer or Shuraa.

iv. Each department/committee is responsible for developing Standard Operating Procedures (SOPs) for their work. This will be presented to the Shuraa for approval through the Executive Committee.

v. Each department/committee shall perform any additional functions specified by the Shuraa

12.1 Information Technology (I.T.) Committee:

12.1.1 Maintenance and management of the website.

12.1.2 Development, reproduction and distribution of multimedia materials, such as software, screensavers, wallpapers, Qur'an recitation, music, etc.

12.1.3 Managing social media and mass mailing accounts.

12.1.4 Spearheading/ running IT training programs organised for members and the general public.

12.1.5 Providing technical support to all departments

12.2 Programmes & Events Management Department

12.2.1 Organising proposed and / or confirmed internal programmes of An-Nur

12.2.2 Organising external programs in collaboration with other departments / committees and / or organisations / sectors outside An-Nur. 12.2.3 Obtaining suitable venues (campuses and elsewhere), dates & time and other logistics for programs.

12.2.4 Arranging for the appropriate resource person(s).

12.3 Publicity & Publication Department

12.3.1 Concerned with all aspects of An-Nur related to publicity and public relations, except areas that have been specified under the activities of other departments.

12.3.2 Responsible for collaborating with media houses to get relevant information about An-Nur activities to the general public.

12.3.3 Ensuring timely mobilization of objects/ paraphernalia needed for publicizing An-Nur activities before the commencement of any program.

12.3.4 Searching for strategic places / locations where An-Nur billboards, banners and / or notices could be erected or posted for public consumption.

12.3.5 Putting together an Editorial Board, made of one or more Islamic Scholars, to screen all materials for publication.

12.3.6 Publishing dawah publications such as leaflets, proposed Newsletter / magazine and Daily Spiritual Guidance Books in collaboration with the Dawah Department. These materials may also be published on the website in collaboration with the IT Department.

12.3.7 Designing and printing the above-mentioned literature, as well as distributing them.

12.3.8 Managing An-Nur media houses such as An-Nur TV, An-Nur Radio

12.4 Sponsorship & Finance

12.12.1 Preparation of short and long-term budgets, auditing and other accounting tasks.

12.4.2 Seeking for and managing sponsorships.

12.4.3 Regulating An-Nur's sources of income.

12.4.4 Managing An-Nur's financial institutions.

12.4.5 Possible sources of funds

- i. Donations, grants, subsidies or other contributions in cash or in kind from public or private sources.
- ii. Fees for payable services rendered.
- iii. Savings and investments.
- iv. From sale of An-Nur assets and paraphernalia.
- v. Products generated during activities organized by An-Nur.
- vi. All other resources in line with objectives of An-Nur authorized by law and consistent with shariah as determined by the Shuraa
- vii. **Membership Fees/Dues:** When the need arises, the organisation shall institute the payment of periodic membership fees, to help run the organisation. The amount

shall be agreed upon with members. This may be a criterion for the maintenance of one's membership.

12.5 The Callers (Da'wah Department)

12.5.1 Aim: To effectively spread the message of Islam, both Muslims and non-Muslims, and others within our reach.

12.5.2 Objectives:

1. To use verbal da'wah, publicly and privately, to spread the message of Islam.
2. To be foremost in the practice of the message we preach.

13.0 THE AN-NUR LADIES WING

13.1 The Ladies Wing (LW) shall be a sub-group of An-Nur dedicated to Muslim sisters.

13.2 The LW shall be responsible for coming up with programs to among other things,

- i. provide dawah to ladies
- ii. educate ladies on relevant issues
- iii. provide role-models and mentoring to young girls

13.3 The LW may, in consultation with the Shuraa, embark on various fund-raising activities.

13.4 The LW shall be headed by an *Ameera*, who shall be appointed after being vetted by the Shuraa.

13.5 The position of *Ameera* is an executive position.

13.6 The *Ameera* shall be a member of the Shuraa.

13.4 Duties of the Ameera

13.4.1 Maintain a database of all female members of An-Nur

13.4.2 Searching for and putting together innovative programs targeted at the Muslimat

13.4.3 Organising periodic sisters meetings

13.4.4 Recruiting more active sisters into An-Nur especially during activities organized by An-Nur.

13.4.5 Searching for strategic and sound lady scholars in our society to provide women-based services to the female population of our communities

13.4.6 And other task assigned by An-Nur Shuraa

14.0. INSTITUTIONAL BRANCHES

14.1. Institutional branches shall adopt the same organisational structure as the National office.

14.2 Institutional branches may adopt an alternative organisational structure if the laws of their institutions prohibit An-Nur's structure. In this case, approval shall be sought from the National office.

14.3 The *Ameer* of each Institutional branch shall inform the National office of any changes in its executive for approval within one (1) month of those changes taking place.

15.0 MEMBERSHIP

15.1 Definitions and role

15.1.1 Members shall be people who are registered with the organisation, hold a valid membership identification number and are in good standing with the organisation.

15.2 Conditions for Membership:

- A. One must be a Muslim.
- B. Members must fill and submit a membership application form for review. He/she becomes a member upon approval of the application, upon which the individual is bound by all the rules of the organisation.
- C. Must pay dues

15.3 Members shall identify themselves with at least one department/committee under which they will serve the organisation.

15.4 Members within educational institutions/schools would be recognized as members of their institutional branch but may still serve under the national office if they wish to support the national office in its activities.

15.5 Members of institutional branches become automatic members of An-Nur National after completion of / graduation from their respective institutions, as their services would be much needed by the national office. They however would have to confirm their continued affiliation/membership to the organisation with the Director of Operations and subsequently identify themselves with at least one department/committee of An-Nur at the national level.

15.6 Rights and Obligations of Members

15.6.1 Members are bound by the dictates of these statutes.

15.6.2 Members are obliged to abide by and work with all decisions made by the leadership of their institutional and the national organisation.

15.6.3 Members have the right to absent themselves from meetings or project assignment. However this is subject to approval by their branch leadership, upon receipt of a written request for abstention.

15.6.4 Members have the right to forward complaints about issues in their institutional branches to the National Shuraa.

15.7 Termination of Membership

15.7.1 Members have the right to terminate their membership with the organisation. In such a situation, they are obliged to provide an explanation of the reasons for their exit from the organisation.

15.7.2 Termination of membership shall be initiated by a letter of resignation, addressed to the *Ameer* of his/her branch, stating the reasons for which he/she intends to leave the organisation.

15.7.3 An-Nur also has the right to terminate the membership of anyone if his/her conduct or actions undermine the goals of the organisation, or threatens its relationship with individuals, organisations or its very existence. Members are entitled to an explanation of the reasons for expulsion.

15.7.4 Upon an annual review of the membership conditions, An-Nur has the right to terminate the membership of any member(s) if they grossly fail to meet them.

16.0 GENERAL MEETINGS

16.1 General members' meetings shall be held annually, and at other times as emergency meetings convened by national leadership as and when the need arises.

16.2 Departmental, committee or other sub group meetings would be decided on and scheduled by their respective members.

17.0 AMENDMENTS, MODIFICATIONS & REVISIONS OF STATUTES

17.1 Amendment of these statutes shall be made upon request by at least one member branch and seconded by a two others, or upon request by the national office, seconded by the Shuraa.

17.2 The amendment shall be made by a committee, appointed by the national office.

17.3 The new proposals shall become part of these statutes only upon approval by the Shuraa.

18.0 DISSOLUTION OF ORGANIZATION

18.1 Dissolution of branches shall take place only if the laws of the institution or country in which it exists, do not permit its existence.

18.2 The respective local authority (institution, municipality, country or the like) in which an An-Nur branch is located or registered with may be notified of the dissolution according to the laid down procedures for such an action by the said local authority.

18.3 The decision to dissolve country branches shall have to be made by the Shuraa, in order for the action to take place.

18.4 Dissolution of a country branch/office does not mean the dissolution of institutional and other branches, unless otherwise specified by the laid down procedures referred to in 18.2

18.5 All money or property of institutional branches shall be returned to their respective country offices. Assets of country branches/offices shall be returned either physically, or disposed of as determined by the Shuraa, and the proceeds used as agreed upon by the Shuraa.

19.0 CONTACT INFORMATION

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