

**CONSTITUTION AND BYLAWS OF THE NATIONAL MUSLIM COUNCIL OF
LIBERIA**

In The Name of Allah, The Most Gracious, The Most Merciful

PREAMBLE

We the Muslim Ummah (Community) of Liberia

Having created and established the National Muslim Council of Liberia in 1974 to serve as an umbrella organization of the Ummah (Community) to steer the affairs of Muslims of Liberia, seek their welfare, protect, defend and promote their rights and interests within the spirit of Islamic teachings and mutual collaboration for peace and security of the Liberian State;

Recognizing the estimable sacrifices made by our forefathers, viz: the Muslim Congress of Liberia, Muslim League of Salafiya, the Liberian Muslim Union and the Muslim Community (Council of Muslim Community) leading to the founding of the National Muslim Council of Liberia;

Applauding the achievements of the National Muslim Council of Liberia in the areas of education, peacebuilding, social and cultural advancements of the Muslim Ummah spanning over four (4) decades, and yet acknowledging the imperative need to accelerate the overall transformation of the lots of the Muslim Ummah of Liberia through participation and inclusiveness for the realization of our collective aspirations;

Mindful of our mandate as National Muslim Council of Liberia to undertake meaningful reforms aimed at rebuilding the institutional capacity of the Council relative to its governance, structure, membership, economic sustainability and strengthening accountability mechanism;

Aspiring to fulfill our spiritual and material wellbeing, in keeping with the teachings of the Holy Qur'an and the practices of the Holy Prophet Muhammad (May the Peace and Blessings of Allah be upon him);

Aware that Muslims in Liberia have an inherent right to worship the Almighty Allah in consonance with the rights guaranteed under Chapter III, Article 14 of the Liberian Constitution (1986), and further enshrined and protected in the African Charter on Human and Peoples' Rights and the Universal Declaration of Human Rights;

Having resolved to coordinate our activities and work together as Muslim Ummah in order to fulfill the duty of Ibaadah;

Cognizant of the increasing need for active participation of the Liberian Muslim Ummah in national policy formulation and decision making, particularly in matters affecting the wellbeing of the Liberian State and the body politic; and

Remembering in gratitude to the Almighty Allaah that the National Muslim Council of Liberia is blessed His enormous bounties derived from our diverse ethnic, cultural and social backgrounds and experiences;

Do hereby amend, formulate and adopt this Constitution and Bylaws (2021) for the governance, administration and management of the National Muslim Council of Liberia (NMCL).

CHAPTER I MISSION STATEMENT

Article 1 Vision

The National Muslim Council of Liberia envisions a vibrant and an all-inclusive Muslim Council with solid institutional foundation working to achieve harmony and social cohesion.

Article 2 Mission

The National Muslim Council of Liberia seeks to promote the true teachings of Islam in Liberia, to protect and defend equal rights for all persons in Liberia, enhance the socioeconomic wellbeing of Muslims, foster reconciliation and unification in the Liberia body politic and strengthen the participation of Muslims in national policy formulation and decision-making.

Article 3 Core Values

The National Muslim Council of Liberia in implementing its mission shall uphold:

- a. Moral uprightness
- b. Pragmatism
- c. Respect for the Elderly and compassion for the Young.

CHAPTER II MEMBERSHIP

Article 4 Membership Category

The National Muslim Council of Liberia, consonant with the teaching of the Holy Quran which states that: *“The believers are but brethren, so make peace between your brethren and be careful of (your duty to) Allah that mercy may be had on you”* (49:10), hereby establishes five (5) categories of membership open to all Muslims in good standing in their respective communities and nationally.

The five (5) categories of membership are:

1. County Membership
2. Institution Membership
(Organization, Institution, Mosque, Muslim Professional Organization, Muslim Women Organization, Muslim Youth/Student Organization)
3. Individual Muslim Membership
(Individual Muslim, Distinguished Muslim Personality)
4. Diaspora Muslim Organization
(Liberian Diaspora Muslim/Registered Organization)
5. Honorary Membership
(Muslim Legislator, Cabinet Minister and Eminent Muslim Personality)

Article 5 Membership Qualification Requirements for institutions/Organizations

- a. Must have headquarters in Liberia, except diaspora organization;
- b. Must have general objectives for improving the lots of Muslims of Liberia;
- c. Mosque with a minimum of fifty (50) member-congregation registered with the National Muslim Council through the mosque;
- d. Must be in good standing in the community;
- e. Must pay the annual membership due; and
- f. Must pledge to support and work for the realization of the objectives of the National Muslim Council of Liberia.

Article 6 Application for Membership

Except for Honorary Membership, which shall be conferred by the National Executive Council, a formal application shall be filed by an applicant for every category of membership of the National Muslim Council of Liberia. The application shall be addressed to the Committee on Recruitment, Membership and Mobilization.

Article 7 Annual Dues and Membership Fees

- a. County Membership: a minimum of US\$500 (Five Hundred United States Dollars);
- b. Institution Membership: a minimum of US\$300 (Three Hundred United States Dollars);
- c. Individual Membership: a minimum of US\$12 (Twelve United States Dollars);
- d. Diaspora Muslim Organization and individual: a minimum of US\$500 (Five Hundred United States Dollars) per organization and US\$20 (Twenty United States Dollars) per individual;
- e. Honorary Membership: by donation; and
- f. Membership ID Card: minimum US\$5 (Five United States Dollars).

Note: The Membership Committee is hereby authorized to recommend adjustments in the membership fees to the General Assembly (GA) every two years.

**CHAPTER III
GOVERNANCE STRUCTURE**

Article 8 Governance Structure of the National Muslim Council of Liberia

The Governance Structure of the National Muslim Council of Liberia is hereby established to comprise of three (3) coordinate organs:

- a. General Assembly
- b. Board of Governors
- c. National Executive Council

CHAPTER IV GENERAL ASSEMBLY

Article 9 Authority of the General Assembly

The General Assembly shall be the highest decision-making body of the National Muslim Council of Liberia. It shall exercise the power and authority enumerated below:

- a. Elect/Endorse for a Four-Year Term, Officers of the National Muslim Council of Liberia as provided for under Articles 15 and 19 of this Constitution and By-laws. All elected/endorsed officers shall be subject to a Two-Term Limit;
- b. Appoint, through broad based consultations, the following:
 - 1. Chairperson, Deputy and members of the Ways, Means and Zakaat Collectorate;
 - 2. Chairperson and members of the Internal Control and Audit Committee; and
 - 3. Chairperson and members of the Elections Body.
- c. Elect:
 - i. Officers and members of the Board of Governors;
 - ii. Officers of the National Executive Council; and
 - iii. Budget Compliance Officer and two Deputies (who shall report to the Chairpersons of the Board of Governors and National Executive Council).
- d. Impose fines for **cause**, established by Due Process, on individual member and institution.
- e. Consistent with the Guiding Principles enshrined in this Constitution and By-Laws (2021), suspend, remove from office and expel for **cause**, any member of the National Muslim Council of Liberia.

Note: Except as provided for under Articles 9 and 40 of this Constitution and By-Laws (2021), all Standing Committees/Specialized Bodies established

here under, shall be constituted in their entirety by the National Executive Council, in close consultation with the Board of Governors.

Article 10 Duties of Functions of the General Assembly

The General Assembly shall meet at least once a year between January 1 and March 31 to:

- a. Receive, review and adopt reports from the Board of Governors and the National Executive Council, covering the operating activities for the fiscal year ended, and direct the taking of action(s) where appropriate. All reports and instruments for the consideration of the General Assembly/Conference shall be circulated and published on the National Muslim Council Website and other internet accounts at least **two weeks** prior to the convening of the General Assembly/Conference;
- b. Receive, review and adopt a strategic action plan for the ensuing operating year to include program of activities and a schedule of implementation;
- c. Receive, review and approve the administrative and operating budget for the ensuing year; and
- d. Consider any other matter(s) brought before it by the Board of Governors, the National Executive Council and any aggrieved member.

Article 11 Composition of the General Assembly

The General Assembly of the National Muslim Council of Liberia shall comprise of:

- a. Three (3) delegates representing each member institution of the Council;
- b. Nine (9) delegates per county; and
- c. Two (2) delegates selected by every group of not less than twenty-five (25) individual members.

Note: The Elections Body shall set the delegate threshold every election's year to be approved by the General Assembly. Any change in the threshold shall take effect during subsequent election's year.

Article 12 Convening of the General Assembly

- a. The General Assembly of the National Muslim Council of Liberia shall convene at least once every year, between January 1 and March 31. The Mufti and the Head of the Body of Imaams of the Republic of Liberia shall co-chair the

Opening Ceremonies of the General Assembly and supervise the elections and induction of the Conference Officers.

- b. The Conference, when duly convened, shall elect Conference Officers including the Presiding Officer and Deputy Presiding Officer, who shall appoint rapporteurs. Except in the instance of the Presiding Officer as provided for under Articles 14 and 38 of this Constitution and By-Laws (2021), the authority vested in the Conference Officers shall cease immediately at the conclusion and adjournment of the General Assembly/Conference.

CHAPTER V BOARD OF GOVERNORS

Article 13 Authority of the Board of Governors

The Board of Governors shall have oversight authority and supervision of the National Executive Council.

Article 14 Duties and Functions of the Board of Governors

The Board of Governors shall perform the followings:

- a. Exercise oversight responsibility over the National Executive Council;
- b. In exercising its oversight responsibility, the Board of Governors may at its own discretion, request and shall receive any specific report(s) from the National Executive Council relating to administrative and operational activities/matters;
- c. Have the power to review and approve where applicable, by a simple majority, the appointments of Heads of Standing Committees of the National Executive Council;
- d. Approve entry salary or remuneration, or honorarium for staff of the Permanent Secretariat;
- e. Review the budget and annual work plan prior to its submission to the General Assembly;
- f. Ensure by rigorous supervision and monitoring, full compliance with the constitutional limitations hereby imposed on budgetary appropriations. At no time shall the administrative and operational costs of the National Muslim Council exceed twenty five percent (25%) of the Annual Budget. However, in the case of budget shortfall, the administrative and operational costs shall not exceed twelve and a half percent (12.5%) of the receipt. In such a case, a conference to recast the budget shall be convened by the Board of Governors

to be attended by the Chairman of the Board of Governors, the Chairman of the National Executive Council, immediate past Presiding Officer of the General Assembly, Chairpersons of the Committees on Ways, Means and Zakaat Collectorate, Budget and Finance and the Budget Compliance Officer;

- g. Set a ceiling for payments of per diems, honorarium for persons on Council's mission, both in and without the Republic of Liberia; and
- h. Review status reports prepared and submitted by the National Executive Council and conduct performance appraisal of the National Executive Council.

Article 15 Composition of the Board of Governors

The Board of Governors shall comprise of thirteen (13) Members and officers elected by the General Assembly. The officers of the Board elected by the General Assembly are as follows:

- a. Chairperson
- b. Vice Chairperson
- c. Recording Secretary
- d. Budget Officer

Seven (7) other members of the Board shall be elected on the floor by General Assembly; and the other two members shall be designated by the Religious Affairs (FATWA) and the Women's Affairs Committee.

Article 16 Convening of the Board of Governors

The Board of Governors of the National Muslim Council of Liberia shall:

- a. Convene at least once every quarter to review status reports prepared by the National Executive Council, and carry out a performance appraisal of said Council covering a specified period;
- b. Develop or cause to be developed and approved at its first session, an internal working mechanism to ensure transparency and accountability. Failure by the Board of Governors to develop an internal working mechanism within thirty (30) days following its first session shall constitute a gross breach of duty, which shall attract appropriate disciplinary action(s);
- c. Convene a special call or emergency meeting directed by the Chairman, or requested by one-third (1/3) of the membership of the Board of Governors to discuss pertinent matter(s) relating to the performance of the National Muslim Council and the wellbeing of the Muslim Community in Liberia; and

- d. In the absence of the General Assembly, convene to consider matters of national concern in the interest of Liberia.

CHAPTER VI

NATIONAL EXECUTIVE COUNCIL

Article 17 Authority of the National Executive Council

The National Executive Council is hereby established to serve as the administrative and operational organ of the National Muslim Council of Liberia. The National Executive Council is further vested with the authority to take disciplinary action(s) as provided for under Article 43 “**General Disciplinary Authority and Procedure**” of this Constitution and By-Laws (2021).

Article 18 Duties and Functions of the National Executive Council

The National Executive Council shall perform the following duties and functions:

- a. Coordinate, supervise, monitor and evaluate the activities and performances of all Committees, except those Committees otherwise specified in this Constitution and By-Laws (2021). In this connection, it shall meet monthly to receive and review activity reports of the relevant Standing Committees;
- b. Recruit staff of the Secretariat under the supervision of the Secretary General and the Deputy Secretary General. The Secretariat shall be compensated;
- c. In consultation with the Board of Governors, constitute and appoint Officers of the Standing Committees, except as provided for under Article 9 of this Constitution and By-Laws (2021);
- d. In consultation with the Board of Governors, recruit, appoint, supervise and dismiss for **cause**, consistent with due process of law, any staff of the Secretariat;
- e. Solicit financial and technical assistance for the National Muslim Council of Liberia, through the appropriate Committees;
- f. Enter into joint collaboration with faith-based institutions and organizations for the promotion and maintenance of peace and security in Liberia, the sub region and the world;
- g. Especially during the recess of the General Assembly, act appropriately and promptly on any matter that may meaningfully promote or adversely affect Muslim interests in the country, and make appropriate recommendation(s) to the Board of Governors;

- h. Establish and maintain close contact with government functionaries and public-private partnership and corporations operating in the country, so as to facilitate a smooth working relationship between the National Muslim Council and the Government of Liberia as well as those corporations;
- i. Foster and maintain close contact with reputable Islamic organizations and diplomatic missions;
- j. Create and preserve close contact with major educational institutions and health facilities operating in and out of Liberia;
- k. In consultation with a body of Imaams, organize and conduct workshops for capacity building, set standards for certification of Imaams in Liberia;
- l. In consultation with the League of Islamic Scholars of Liberia (Rabitah), and the Education and Human Resource Development Committee, improve and maintain quality Islamic educational standards;
- m. Prepare short- and long-term Strategic Plan for presentation to the General Assembly for approval;
- n. Prepare the Annual administrative and operating budget for presentation to the General Assembly for approval, ensuring that the administrative and operational costs of running the National Muslim Council shall not at any time exceed 25% of the Annual Budget;
- o. Prepare a Monthly Activity Report for submission to the Board of Governors, highlighting successes and challenges; and
- p. Prepare an Annual Report for submission to the General Assembly, highlighting successes and challenges.

Article 19 Composition of the National Executive Council

The National Executive Council shall include the following officers elected/endorsed, where applicable, by the General Assembly:

- a. A Chairman;
- b. Vice Chairperson for Administration;
- c. Vice Chairperson for Religious Affairs/Mufti;
- d. Vice Chairperson for Operations;
- e. Vice Chairlady for Women’s Affairs;
- f. Secretary General and Deputy Secretary General;
- g. A Nine (9)- member Majlis Fatwah and Religious Affairs Committee

- h. Three Representatives per County membership; and
- i. Chairpersons of Standing Committees, except as otherwise provided in this Constitution and By-Laws (2021).

CHAPTER VII

QUALIFICATION REQUIREMENTS, DUTIES AND FUNCTIONS OF OFFICERS OF THE NATIONAL MUSLIM COUNCIL OF LIBERIA

Article 20 Qualification Requirements for the Chairman of the Board of Governors

The Chairman of the Board of Governors shall:

- a. Be fluent in the spoken and written official language of Liberia, with a minimum of a Bachelor's degree from a recognized university/college, including a reasonable knowledge of Islaam. Within this context, reasonable knowledge of Islaam shall mean the ability to read the Holy Quran and the Hadiths;
- b. Be forty (40) years or above;
- c. Be married in accordance with Islamic teachings;
- d. Be under no current criminal prosecution;
- e. Have no proven record of criminal conviction, immorality and all major sins in accordance with Islamic teachings; and
- f. Have resided in Liberia for a minimum of two (2) years consecutively prior to elections.

Article 21 Duties and Functions of the Chairman of the Board of Governors

The Chairman of the Board of Governors shall:

- a. Serve as the Head of the Board of Governors and preside over all proceedings;
- b. In broad consultation with the Board, assign special tasks to Board members who possess specialized training in the subject matter in order to further the Board's oversight duties and functions;
- c. Instruct the Recording Secretary to prepare and circulate citations and agenda for meetings of the Board, including emergency, special and extraordinary;

- d. Authorize the procurement of basic necessities for the administration and operation of the offices of the Board of Governors in accordance with budgetary provisions;
- e. Be a Category 'B' primary signatory to all bank accounts of the National Muslim Council of Liberia, approve and sign all documents relating to financial transactions in line with the Internal Control Mechanism designed by the Internal Control and Audit Committee and approved by the Board of Governors; and
- f. By consensus of the Board of Governors, submit an annual operating budget of the Board for inclusion into the annual operating budget of the National Muslim Council for approval by the General Assembly.

Article 22 Qualification Requirements for the Vice Chairman of the Board of Governors

The Vice Chairman shall:

- a. Be fluent in the spoken and written official language of Liberia, with a minimum of a Bachelor's degree from a recognized university/college, including a reasonable knowledge of Islaam. Within this context, reasonable knowledge of Islaam shall mean the ability to read the Holy Quran and the Hadiths;
- b. Be forty (40) years or above;
- c. Be married in accordance with Islamic teachings;
- d. Be under no current criminal prosecution;
- e. Have no proven record of criminal conviction, immorality and all major sins in accordance with Islamic Teachings; and
- f. Have resided in Liberia for a minimum of two (2) years consecutively prior to elections.

Article 23 Duties and Functions of the Vice Chairman of the Board of Governors

The Vice Chairman shall:

- a. Be the Principal Deputy and Assistant to the Chairman in the performance of his duties and functions;
- b. In the absence of the Chairman, act as Chairman of the Board of Governors;

- c. Be first in the line of succession and shall complete the unexpired term of the Chairman in the event of resignation, removal, death or inability to perform the duties and functions of the office of Chairman; and
- d. In consultation with the Board of Governors, work with the Recording Secretary to prepare the administrative and operating budget of the Board of Governors for inclusion into the Annual Operating Budget.

Article 24 Duties and Functions of the Budget Officer

The Budget Officer shall:

- a. Receive and review all draft budgets and ensure that the National Muslim Council's administrative and operational costs shall not exceed 25% of the total annual budget. However, in the case of budget shortfall, the Administrative and Operational costs shall not exceed twelve and a half percent (12.5%) of the receipt;
- b. Advise the Board of Governors on appropriate actions relating to the implementation of the approved budget; and
- c. In consultation with the Board of Governors, prepare its administrative and operating budget.

Article 25 Qualifications for the Recording Secretary of the Board of Governors

The Recording Secretary of the Board shall:

- a. Be fluent in the spoken and written official language of Liberia with technical skills in secretarial sciences from a recognized institution;
- b. Be thirty (30) years or above;
- c. Be married in accordance with Islamic teachings;
- d. Be under no current criminal prosecution;
- e. Have no proven record of criminal conviction, immorality and all major sins in accordance with Islamic teachings; and
- f. Have knowledge of Microsoft Applications.

Article 26 Duties and Functions of the Recording Secretary

The Recording Secretary of the Board shall:

- a. Be the Chief Scribe of the Board of Governors;

- b. Circulate citations; prepare agenda and minutes of all proceedings of the Board of Governors; and
- c. Have knowledge of Microsoft Application.

Article 27 Qualifications of the Chairman of the National Executive Council

The Chairman of the National Executive Council shall:

- a. Be fluent in the spoken and written official language of Liberia, with a minimum of a Bachelor's degree from a recognized university/college, including a reasonable knowledge of Islaam. Within this context, reasonable knowledge of Islaam means the ability to read the Holy Quran and the Hadiths;
- b. Be forty (40) years or above;
- c. Be married in accordance with Islamic teachings;
- d. Be under no current criminal prosecution;
- e. Have no proven record of criminal conviction, immorality and all major sins in accordance with Islamic teachings; and
- f. Have resided in Liberia for a minimum of two (2) years consecutively prior to elections.

Article 28 Duties and Functions of the Chairman of the National Executive Council

The Chairman of the National Executive Council shall:

- a. Chair Proceedings of the National Executive Council with no right to vote, except in the case of a tie;
- b. Serve as Chief Executive Officer and Chief Spokesperson of the National Muslim Council of Liberia;
- c. Coordinate the activities of the Vice Chairpersons and Secretary General of the National Muslim Council of Liberia;
- d. In consultation, and with the approval of the Board of Governors, lead negotiations and sign agreements between the National Muslim Council of Liberia and any other party;
- e. Be a Category 'B' primary signatory to all bank accounts of the National Muslim Council Liberia;

- f. Ensure preparation of an annual work plan and budget of the National Muslim Council of Liberia for submission to the General Assembly for approval;
- g. Approve procurements in accordance with Internal Control Mechanism and budgetary provision;
- h. Approve Vouchers in accordance with the approved budget;
- i. Ensure preparation and submission of monthly activity and financial reports to the Board of Governors;
- j. Provide monthly briefing to members of the National Executive Council.
- k. In collaboration with the Board of Governors, prepare and present an Annual Report to the General Assembly on behalf of the National Muslim Council of Liberia; and
- l. Cause the convening of the Annual General Assembly in keeping with this Constitution and By-Laws (2021).

Article 29 Qualification Requirements for the Vice Chairman for Administration/National Executive Council.

The Vice Chairman for Administration shall:

- a. Be fluent in the spoken and written official language of Liberia, with a minimum of a Bachelor's degree from a recognized university/college, including a reasonable knowledge of Islaam. Within this context, reasonable knowledge of Islaam means the ability to read the Holy Quran and the Hadiths;
- b. Be the Principal Deputy to the Chairman of the National Executive Council and first in the line of succession. He shall complete the unexpired term of the Chairman in the event of resignation, removal, death or inability to perform the duties and functions of the office of the Chairman;
- c. Be forty (40) years or above;
- d. Be married in accordance with Islamic teachings;
- e. Be under no current criminal prosecution;
- f. Have no proven record of criminal conviction, immorality and all major sins in accordance with Islamic teachings; and

- g. Have resided in Liberia for a minimum of two (2) years consecutively prior to elections.

Article 30 Duties and Functions of Vice Chairman for Administration/National Executive Council.

The Vice Chairman for Administration shall:

- a. Coordinate the activities of the Office of the Secretary General of the National Muslim Council;
- b. Be a Category “B” Primary Signatory to all bank accounts of the National Muslim Council;
- c. Coordinate and supervise the activities and functions of specified Committees consistent with this Constitution and By-laws; and
- d. Perform any other duty that the Chairman and the National Executive Council, as a Body, shall deem necessary and appropriate for the smooth functioning of the National Muslim Council of Liberia.

Article 31 Qualification Requirements for the Vice Chairman for Religious Affairs/Mufti

The Vice Chairman for Religious Affairs (Majlis Fatwah), who shall be the Mufti of the National Muslim Council of Liberia, shall:

- a. Be fluent in both the English and Arabic languages with a minimum of Bachelor’s Degree in at least one of the sciences of Islamic Sharee’ah or must have demonstrable knowledge of Islaam, certified by the League of Islamic Scholars (Rabitah), or by an Ad Hoc Committee of Islamic Scholars constituted by the National Executive Council for that singular purpose;
- b. Be second in the line of succession;
- c. Be the Mufti of the National Muslim Council of Liberia;
- d. Be forty years (40) or above;
- e. Be married in accordance with Islamic teachings;
- f. Be under no current criminal prosecution;
- g. Have no proven record of criminal conviction, immorality and all major sins in accordance with Islamic teachings; and

- h. Have resided in Liberia for a minimum of two (2) years consecutively prior to selection/elections.

Article 32 Duties and Functions of the Vice Chairman for Religious Affairs/Mufti

The Vice Chairman for Religious Affairs/Mufti shall:

- a. Through consensus reached by the Religious Affairs Committee, the Vice Chairman for Religious Affairs/Mufti, shall guide and advise the National Executive Council on religious matters affecting the wellbeing of the Muslim Community;
- b. Through consensus reached by the Majlis Fatwah/Religious Affairs Committee, announce the commencement of Ramadhaan and the Days of Eid Al Fitr and Al' Ad haa; and
- c. Following consultations with the Majlis Fatwah/Religious Affairs Committee, serve as the spokesperson for announcing Fatwah in the National Muslim Council of Liberia.

Article 33 Qualification Requirements for Vice Chairman for Operations/National Executive Council

The Vice Chairman for Operations shall:

- a. Be fluent in the spoken and written official language of Liberia, with a minimum of Bachelor's degree from a recognized university/college, including a reasonable knowledge of Islaam. Within this context, reasonable knowledge of Islaam shall mean the ability to read the Holy Quran and the Hadiths;
- b. Be third in the line of succession;
- c. Be forty (40) years or above;
- d. Be married in accordance with Islamic teachings;
- e. Be under no current criminal prosecution;
- f. Have no proven record of criminal conviction, immorality and all major sins in accordance with Islamic teachings; and
- g. Have resided in Liberia for a minimum of two (2) years consecutively prior to elections.

Article 34 Duties and Functions of the Vice Chairman for Operations/National Executive Council

The Vice Chairman for Operations shall:

- a. In consultation with the Chairman, coordinate the activities of specified committees consistent with this Constitution and By-laws; and
- b. Perform any other duty that the Chairman and the National Executive Council, as a Body, shall deem necessary and appropriate for the smooth functioning of the National Muslim Council of Liberia.

Article 35 Qualification Requirements for Vice Chairperson for Women’s Affairs/National Executive Council

The Vice Chairperson for Women’s Affairs/National Executive Council shall:

- a. Be fluent in the spoken and written official language of Liberia, with a minimum of a Bachelor’s degree from a recognized university/college, including a reasonable knowledge of Islaam. Within this context, reasonable knowledge of Islaam means the ability to read the Holy Quran and the Hadiths;
- b. Be the fourth in the line of succession within the National Executive Council;
- c. Be forty (40) years or above;
- d. Be married in accordance with Islamic teachings;
- e. Be under no current criminal prosecution;
- f. Have no proven record of criminal conviction, immorality and all major sins in accordance with Islamic teachings; and
- g. Have resided in Liberia for a minimum of two (2) years consecutively prior to elections.

Article 36 The Vice Chairperson for Women’s Affairs shall perform the following :

- a. Consult members of the Women’s Affairs Committee and constitute sub-committees to assist in the performance of the duties of the Committee;
- b. Spearhead the development of a strategic plan for the achievement of the Muslim Council’s overall goal in the development of Muslim women in Liberia;
- c. Work with the Planning Committee to mainstream Muslim Women empowerment issues;
- d. Report directly to the Chairman; and

- e. Prepare and present a monthly activity report to the National Executive Council.

Article 37 Secretary General of National Muslim Council of Liberia/National Executive Council

The Secretary General of the National Muslim Council of Liberia/National Executive Council shall:

- a. Be fluent in the spoken and written official language of Liberia, with a minimum of Bachelor's degree from a recognized university/college, including a reasonable knowledge of Islaam. Within this context, reasonable knowledge of Islaam shall mean the ability to read the Holy Quran and the Hadiths;
- b. Be thirty (30) years or above;
- c. Be under no current criminal prosecution;
- d. Have no proven record of criminal conviction, immorality and all major sins in accordance with Islamic teachings; and
- e. Have resided in Liberia for a minimum of two (2) years consecutively prior to elections.

Article 38 Deputy Secretary General of the National Muslim Council/National Executive Council

The Deputy Secretary General of the National Muslim Council/National Executive Council shall:

- a. Be fluent in the spoken and written official language of Liberia, with a minimum of Bachelor's degree from a recognized university/college, including a reasonable knowledge of Islaam. Within this context, reasonable knowledge of Islaam shall mean the ability to read the Holy Quran and the Hadiths;
- b. Be thirty (30) years or above;
- c. Be married in accordance with Islamic teachings;
- d. Be under no current criminal prosecution;
- e. Have no proven record of criminal conviction, immorality and all major sins in accordance with Islamic teachings;

- f. Must have resided in Liberia for a minimum of 2 years consecutively prior to elections;
- g. Report to and assist the Secretary General in the performance of his/her duties;
- h. Complete the unexpired term of the Secretary General;
- i. Perform other duties assigned to him by the Secretary General; and
- j. Have knowledge of Microsoft Applications.

CHAPTER VIII

STANDING COMMITTEES AND SPECIALIZED BODIES

Article 39.0 Establishment of Standing Committee, Functions and Duties within the National Muslim Council of Liberia

The following Standing Committees are hereby established within the National Muslim Council of Liberia:

1. Recruitment, Membership and Mobilization Committee.
2. Women's Affairs Committee.
3. Ways, Means and Zakaat Collectorate.
4. Community Service and Social Welfare Committee.
5. Education and Human Resource Development Committee.
6. Finance and Budget Committee.
7. Planning Committee.
8. Internal Control and Audit Committee.
9. Hajj and Umrah Committee.
10. Youth/Students Affairs Committee.
11. Elections Body.
12. Governmental Affairs Committee.
13. Information and Communication Technology and Public Relations Committee.

Notwithstanding the establishment of the Standing Committees, the National Executive Council is further authorized to create ad hoc committees in carrying out its duties and functions.

Article 39.01 Duties and Functions of the Recruitment, Membership and Mobilization Committee

The Recruitment, Membership and Mobilization Committee shall perform as follows:

- a. Recruit, register, and maintain an update of membership roster of the National Muslim Council of Liberia;
- b. Compile and maintain an update list, addresses and contacts of members of the National Muslim Council of Liberia;

- c. Collect registration fees and Annual Membership Dues, and within twenty-four hours, deposit same and present proof thereof to the Ways, Means and Zakaat Collectorate;
- d. Issue membership Identification Cards; and
- e. Report directly to the Vice Chairman for Operations.

Article 39. 02 Chairperson, Recruitment, Membership and Mobilization Committee

The Chairperson shall perform as follows:

- a. In consultation with members of the Committee, constitute sub-committees to assist in the performance of the duties and functions of this Committee;
- b. Prepare and present a monthly activity report to the National Executive Council;
- c. Supervise the collection of Registration Fees and Annual Dues; and
- d. Report directly to the Vice Chairman for Operations.

Article 39. 03 Duties and functions of the Women’s Affairs Committee

The Women’s Affairs Committee shall perform as follows:

- a. Mobilize Muslim women and encourage their active participation in the affairs of the National Muslim Council of Liberia;
- b. Coordinate and supervise the selection process of women’s representation and participation in the various organs of the National Muslim Council of Liberia;
- c. Promote specific women development and welfare agenda;
- d. The Chair of this Committee shall occupy the office of Vice Chairperson of the National Executive Council, and
- e. Mobilize and encourage women participation in the propagation of Islaam.

Article 39. 04 Chairperson of the Women’s Affairs Committee

The Chairperson shall perform as follows:

- f. In consultation with members of the Women’s Affairs Committee, constitute sub-committees to assist in the performance of the duties of the Committee;
- g. Spearhead the development of a strategic plan for the achievement of the Muslim Council’s overall goal in the development of Muslim women in Liberia;
- h. Work with the Planning Committee to mainstream Muslim Women empowerment issues;
- i. Report directly to the Chairman; and
- j. Prepare and present a monthly activity report to the National Executive Council.

Article 39. 05 Duties and functions of the Ways, Means and Zakaat Collectorate

The Ways, Means and Zakaat Collectorate shall perform as follows:

- a. Organize and implement fund-raising programs and benefit dinners, solicit contributions and receive donations for and on behalf of the National Muslim Council of Liberia and promptly deposit same into the account(s) of the National Muslim Council;
- b. Working under the supervision and direction of the Majlis Fatwah/Religious Affairs Committee, establish a National Zakaat Collectorate; and
- c. Be the sole collector of all funds or monies for the National Muslim Council, except Annual Membership Dues and Fees for ID cards as provided for in this Constitution and By-Laws (2021).

Article 39. 06 Chairperson of the Ways, Means and Zakaat Collectorate

The Chairperson of the Ways, Means and Zakaat Collectorate, who shall be the National Treasurer of the National Muslim Council of Liberia, shall:

- a. In consultation with members of the Committee, cause the execution of the duties and functions assigned to this Committee;
- b. Consult and collaborate with members of this Committee to establish sub-committees to assist in the performance of the duties and functions assigned to the Committee;
- c. Be a Category “A” Primary Signatory to all bank accounts of the National Muslim Council of Liberia;
- d. Ensure disbursements of funds based on processed vouchers as approved by the appropriate authorities. Every such payment shall be consistent with the approved Annual Administrative and Operating Budget of the National Muslim Council of Liberia;
- e. Report directly to the Chairman of the National Executive Council
- f. /National Muslim Council of Liberia; and
- g. Prepare and present regular monthly financial report to the National Executive Council.

Article 39. 07 Deputy Chairperson of the Ways, Means and Zakaat Collectorate

The Deputy Chairperson, who shall be the Deputy National Treasurer of the National Muslim Council of Liberia, shall perform as follows:

- a. Assist the National Treasurer in the performance of the duties and functions of the Committee;
- b. Be a Category “A” Secondary Signatory to all accounts of the National Muslim Council of Liberia; and

- c. Act as Treasurer in the absence of the National Treasurer.

Article 39. 08 Duties and Functions of the Community Service and Social Welfare Committee

The Community Service and Social Welfare Committee shall perform as follows:

- a. Coordinate outreach programs and humanitarian services for and on behalf of the National Muslim Council of Liberia;
- b. Establish and maintain regular contact with Imaams and leaders of major mosques, institutions and organizations (both national and international) aimed at improving the wellbeing of the Liberian people;
- c. Organize and conduct periodic surveys to determine the status and wellbeing of Muslims in the country and recommend remedial actions for improvement; and
- d. Prepare a year-end report to form part of the comprehensive Annual Report of the National Executive Council.

Article 39. 09 The Chairperson of the Community Service and Social Welfare Committee

The Chairperson of the Community Service and Social Welfare Committee shall perform as follows:

- a. Supervise and coordinate outreach programs and humanitarian services, including provision of Iftaar (breaking of fast) during Ramadhaan, for and on behalf of the National Muslim Council of Liberia;
- b. Ensure that regular contacts with Imaams and Muslim Community leaders are maintained;
- c. Cause the organization and conduct of periodic surveys for the purpose of determining the status and wellbeing of Muslims in Liberia;
- d. Report directly to the Vice Chairman for Operations; and
- e. Cause a year-end report to be prepared to form part of the comprehensive Annual Report of the National Executive Council.

Article 39. 10 Duties and Functions of the Education and Human Resource Development Committee

The Education and Human Resource Development Committee shall perform the following duties and functions:

- a. Prepare a comprehensive directory of Islamic learning institutions, including Islamic schools operating in Liberia;
- b. In coordination with the Majlis Fatwah and league of Islamic Scholars (Rabitah), develop a curriculum to standardize Islamic education and

- undertake research and prepare educational materials for use in Islamic learning Institutions/Centers in Liberia;
- c. Work with Islamic school administrators in Liberia to ensure adherence to the regulatory framework of the Ministry of Education;
- d. Establish and coordinate scholarship program for the National Muslim Council of Liberia; and
- e. Prepare a year-end report to form part of the comprehensive Annual Report of the National Executive Council.

Article 39. 11 Chairperson of the Education and Human Resource Development Committee

The Chairperson of the Education and Human Resource Development Committee shall perform the following duties and functions:

- a. Supervise the compilation of a comprehensive directory of Islamic learning institutions operating in Liberia;
- b. Coordinate research and publication of Islamic educational materials for use in Islamic learning Institutions/Centers in Liberia;
- c. Foster working relationship with Islamic school administrators in Liberia in consultation with members of this Committee to ensure adherence to the regulatory framework of the Ministry of Education;
- d. Coordinate scholarship program for the National Muslim Council of Liberia; and
- e. Report to the Vice Chairperson for Administration.

Article 39. 12 Duties and Functions of the Budget and Finance Committee

The Budget and Finance Committee shall perform as follows:

- a. Design and develop Receipts and Expenditure Codes for the execution of the budget;
- b. Receive annual projections of receipts and expenditures from relevant committees and organs of the National Muslim Council to facilitate the preparation of the Annual Budget for submission to the National Executive Council;
- c. Harmonize and consolidate the respective submissions from the various committees and organs of the National Muslim Council for approval by the National Executive Council;
- d. Monitor and ensure rigid compliance with the National Executive Council's approved disbursement policy;

- e. In compliance with constitutional mandate, ensure that the total annual administrative and operating expenditures shall not EXCEED Twenty Five Percent (25%) of the approved Annual Budget for the National Muslim Council of Liberia;
- f. Prepare a Quarterly Budget Performance Report to guide the National Executive Council and the Board of Governors;
- g. Working with relevant committees including the Planning Committee, ensure that an Annual Capital Project is prepared and included in the Annual Draft Budget for approval by the General Assembly;
- h. Assist the Planning Committee in costing the national development plan of the National Muslim Council of Liberia; and
- i. Prepare a year-end budget performance report to form part of the Annual Report of the National Executive Council.

Article 39.13 Chairperson of the Budget and Finance Committee

The Chairperson of the Budget and Finance Committee shall perform the following duties and functions:

- a. Convene meetings of this Committee for the purpose of receiving and reviewing all draft budgets and ensuring that the National Muslim Council's administrative and operational costs shall not exceed 25% of the total annual budget;
- b. Provide financial analysis, advice and oversight of the Organization's budget. In the case of budget shortfall, however, the Chair shall ensure that the Administrative and Operational costs shall not exceed twelve and a half percent (12.5%) of the receipt;
- c. Advise the National Executive Council on appropriate actions relating to the formulation of the annual budget; and
- d. Work in collaboration and coordination with the Planning and other relevant committees.

Article 39.14 Duties and Functions of the Planning Committee

The Planning Committee shall perform the following duties and functions:

- a. Lead the national planning process of the National Muslim Council of Liberia and work with all Standing Committees and organs of the Council as well as relevant national and international stakeholders in ways that support the planning process;
- b. Coordinate the planning activities of all Standing Committees and organs and merge such plans into one national plan for uniformed execution to ensure proper accountability;

- c. Participate in local, national, regional and international development planning efforts on behalf of the Council;
- d. Guide and support all research, survey and planning activities for uniformity and consistency; and
- e. Prepare quarterly activity report to be submitted to the National Executive Council.

Article 39. 15 The Chairperson of the Planning Committee

The Chairperson of the Planning Committee shall perform the following duties and functions:

- a. Cause the convening of a national planning working group comprising relevant Standing Committees and organs;
- b. Supervise the drafting of the national development plan and ensuring that the plan remains within the mandate, vision and mission of the National Muslim Council of Liberia;
- c. Coordinate the conduct of a midterm review of the national development plan to gauge the quality and rate of implementation;
- d. With the consent of the Members of the Planning Committee and in collaboration with the Internal Control and Audit Committee, conduct periodic monitoring and evaluation of project implementation; and
- e. Cause the preparation of a quarterly activity report to be submitted to the National Executive Council.

Article 39. 16 Duties and Functions of the Internal Control and Audit Committee

The Internal Control and Audit Committee shall perform the following duties and functions:

- a. Formulate guidelines to assist the Board of Governors and the National Executive Council in the prudent management of financial resources and assets of the National Muslim Council of Liberia;
- b. Customize and set up a simplified version of Financial Management System and control mechanism for the recording and reporting of financial transactions, in keeping with best practices;
- c. Conduct periodic audits of financial transactions and reporting methods with the aim of determining the effectiveness of the system;
- d. Conduct a comprehensive annual asset and financial audit;
- e. Report to the Chairperson of the Board of Governors and the Chairman of the National Executive Council/National Muslim Council of Liberia; and
- f. Prepare a year-end report to form part of the Annual Report of the National Executive Council.

Article 39.17 Chairperson of the Internal Control and Audit Committee

The Chairperson shall perform the following:

- a. Seek to minimize risks and ensure the protection of the assets of the National Muslim Council of Liberia;
- b. Lead the enforcement of internal control laws, regulations and policy;
- c. Supervise the conduct of periodic audit and submit reports to the National Executive Council through the Office of the Vice Chairman for Administration;
- d. Lead the formulation of detailed internal procedures for compliance and audit and submit same to the Board of Governors;
- e. Verify all financial transactions for compliance with existing institutional laws, policies, procedures, regulations and approved budget;
- f. Clear all transactions exceeding US\$5,000.00 (Five Thousand United States Dollars) or its equivalence at the prevailing market rate;
- g. Issue a written "No Objection" for any funding request for project; and
- h. Ensure that the approved budget is executed as planned.

Article 39.18 Duties and Functions of the Hajj and Umrah Committee

The Hajj and Umrah Committee shall perform the following duties and functions:

- a. Serve as the regulatory body of Hajj Agencies and manage Hajj donations to the Muslims of Liberia;
- b. Prepare a comprehensive directory of Hajj Agencies operating in Liberia;
- c. Establish and maintain active contact with the Ministry of Hajj and Umrah in the Kingdom of Saudi Arabia;
- d. Convene a meeting of Hajj Agencies operating in Liberia at least six (6) months prior to Hajj to prepare a schedule of activities to guide the performance of Hajj;
- e. Provide a copy of the work plan with a covering letter to every Agency of Government in connection with Hajj;
- f. Coordinate the processing of travelling documents and visas for the pilgrims;
- g. Make proper and adequate arrangement in advance for accommodations and travels within the Kingdom of Saudi Arabia;
- h. Prepare and educate the pilgrims for the performance of Hajj rituals; and
- i. Prepare a year-end report to form part of a comprehensive Annual Report of the National Executive Council.

Article 39. 19 Chairperson of the Hajj and Umrah Committee

The Chairperson of the Hajj and Umrah Committee of the National Muslim Council of Liberia shall perform the following duties and functions:

- a. In consultation with members of the Committee, coordinate the activities assigned to the Committee;
- b. Cause the convening of meeting of Hajj Agencies operating in Liberia at least six (6) months prior to Hajj for the purpose of preparing a schedule of activities for the performance of Hajj and Umrah;
- c. Ensure that an Official Copy of the Work Plan is sent to every Agency of Government connected with Hajj and Umrah; and
- d. Report directly to the Vice Chairman for Operations.

Article 39. 20 Duties and Functions of the Youth/Students Affairs Committee

The Youth/Students Affairs Committee shall perform the following:

- a. Rally the active participation of the Muslim Youth/Students in the affairs of the National Muslim Council of Liberia;
- b. Organize National Youth/Students Camp/Conference.
- c. Coordinate representation of Muslim Youth and Students in local and international conferences;
- d. Promote specific Muslim Youth/Students development and welfare agenda; and
- e. Mobilize Muslim Youth/Students participation in Daa'Wa activities.

Article 39. 21 Chairperson of the Youth/Students Affairs Committee

The Chairperson of the Youth/Students Affairs Committee shall perform the following duties and functions:

- a. In consultation with members of the Muslim Youth/Students Affairs Committee constitute sub-committees to prepare a National Muslim Youth/Students Policy for the National Muslim Council; and
- b. Supervise the preparation of a monthly activity report for submission to the National Executive Council, through a designated Board member who shall have the requisite competence.

Article 39. 22 Duties and Functions of the Elections Body

The Elections Body shall perform the following:

- a. Be the Principal Organ for the conduct of elections within the National Muslim Council of Liberia;
- b. Formulate elections guidelines for the approval of the General Assembly;
- c. Draw up schedule of activities for the conduct of elections;
- d. Receive applications consistent with published guidelines and schedule of elections activities;
- e. In accordance with Published Guidelines, screen applications and publish a preliminary list of eligible candidates;
- f. In keeping with the schedule of elections activities, receive complaints and protests, investigate and render impartial judgment;
- g. Publish a final list of eligible candidates in keeping with the schedule of elections activities;
- h. Promptly announce the provisional results of the elections and any complain as to the manner of the conduct of the elections or results thereof, such shall be filed within 24 hours of the announcement of the provisional results. Thereafter, the certification of the winner (s) shall follow within seventy- two (72) hours following the adjudication of all electoral disputes consistent with the elections' guidelines and schedule of activities; and
- i. Prepare a year-end report to form part of a comprehensive Annual Report of the National Executive Council.

Article 39. 23 Chairperson of the Elections Body

The Chairperson of the Elections Body shall perform as follows:

- a. Coordinate and supervise the conduct of elections within the National Muslim Council of Liberia;
- b. Ensure the formulation of Elections Guidelines for the approval of the General Assembly;
- c. Ensure the conduct of elections consistent with Published Guidelines and schedule of elections activities;

- d. Cause the preparation of a year-end report of the Elections Body to form part of a comprehensive Annual Report of the National Executive Council; and
- a. Report jointly to Chairman of the Board of Governors and the Chairman of the National Executive Council.

Article 39. 24 Governmental Affairs Committee

The Governmental Affairs Committee shall perform the following duties and functions:

- a. Advise the leadership of the National Muslim Council of Liberia on engaging the Government of Liberia;
- b. Provide technical, political/ diplomatic or legal support to the leadership of the Council in working with the Government of Liberia in the interest of the Ummah (Muslim Community);
- c. With the approval of the National Executive Council, lobby with all relevant agencies of Government to protect the interest of the National Muslim Council in particular, and the Ummah in general;
- d. Conduct research on the impact of government policies and programs on the Muslim community in Liberia;
- e. Formulate on an annual basis, a government engagement strategy for the leadership of the National Muslim Council of Liberia; and
- f. Maintain an updated directory of all government ministries, agencies, commissions as well as the Legislature and the Judiciary.

Article 39. 25. Chairperson of the Governmental Affairs Committee

The Chairperson shall perform as follows:

- a. Supervise the research work on the impact of the existing government policies, regulations and programs on the Ummah and recommend appropriate course of action;
- b. Regularly brief the leadership of the Council on new policies, regulations and programs and recommend appropriate course of action;
- c. Lead the drafting and updating of the government engagement strategy and submit same to the National Executive Council for approval;
- d. Ensure the establishment of a national directory with the contact details of key officials of the relevant agencies of government; and
- e. Cause the preparation of an annual report.

Article 39. 26. Duties and Functions of the Information and Communication Technology (ICT) and Public Relations Committee

The Information and Communication Technology and Public Relations Committee shall perform the following duties and functions:

- a. Manage and disseminate all information of the National Muslim Council of Liberia;
- b. Construct a website for the National Muslim Council of Liberia; and

- c. Create and manage digital administrative system for the National Muslim Council of Liberia.

Article 39. 27. Chairperson of the ICT and Public Relations Committee

The Chairperson of the ICT and Public Relations Committee shall perform as follows:

- a. Ensure the proper management and dissemination of all information of the National Muslim Council of Liberia;
- b. Coordinate the work of the Committee;
- c. Serve as the Public Relations Officer of the National Muslim Council of Liberia; and
- d. Prepare regular reports and report to the National Executive through the Secretary General.

Article 40.0 Establishment of Specialized Bodies and their Authorities

The following Specialized Bodies are hereby established within the National Muslim Council of Liberia with the authority to independently execute the duties and functions assigned to them under this Constitution and By-Laws:

1. Majlis Fatwah (Council of Islamic Jurists).
2. Grievance, Ethics, Disciplinary and Reconciliation Bodies.
3. Board of Final Appeals.
4. Office of the Legal Counsel.

Article 40. 01. Authority of the Majlis Fatwah

As a Specialized Religious Body, the Majlis Fatwa shall have the sole authority to issue Fatwah in the National Muslim Council of Liberia.

Article 40. 02 Qualification Requirements for Membership of the Majlis Fatwah

All Nine (9) Members of the Majlis Fatwah shall each satisfy the qualification requirements enumerated hereunder:

- a. Shall be fluent in both English and Arabic with a minimum of a Bachelor's Degree in at least one of the sciences of Islamic Sharee'ah, or shall possess demonstrable knowledge of Islamic law as certified by the League of Islamic Scholars, or in its stead, by an Ad Hoc Committee of Islamic Scholars constituted for that purpose; set up by a Joint Conference convened for that singular purpose to be attended by the Board of Governors and the National Executive Council;

- b. Shall be forty years (40) or above;
- c. Shall be married in accordance with Islamic teachings;
Shall have no proven record of criminal conviction, immorality and all major sins in accordance with Islamic teachings; and
- d. Shall have resided in Liberia for a minimum of two (2) years consecutively prior to elections.

Article 40. 03 Duties and functions of the Majlis Fatwah

As part of its sacred religious guidance roles, the **Majlis Fatwah** shall:

- a. Formulate rules and regulations to guide members of the National Muslim Council engaged in active open-air propagation of Islaam, as well as Imaams in the preparation and delivery of Khutbah (sermons) throughout the country;
- b. Under the patronage and guidance of the National Muslim Council of Liberia, it shall organize and supervise Islamic educational programs to help further enlighten Muslims and, educate non-Muslims in the country about the virtues of Islaam and the teachings and practices of the Prophet, (SAW);
- c. Deliberate contemporary issues confronting the Ummah (Muslim Community) and issue Fatwah;
- d. Receive and review Islamic educational materials from relevant committees and make recommendations to the National Executive Council;
- e. Work closely with the Committee on Grievance, Ethics, Disciplinary and Reconciliation, supervise and guide the formulation of a Code of Conduct to regulate the conduct of members of the National Muslim Council of Liberia;
- f. Submit monthly/situational report to the National Executive Council; and
- g. Prepare a year-end report to form part of a comprehensive Annual Report of the National Executive Council.

Article 40. 04 Composition of the Majlis Fatwah

The Majlis Fatwah shall be a body of nine (9) Islamic Jurists. The membership of Majlis Fatwah shall be generated from a poll of applications/nominations by the General Muslim Ummah. The composition of the Majlis Fatwah shall reflect the teachings of the four (4) Schools of Thought of the Islamic Jurisprudence; namely, Maaliki, Shaafi'ee, Hambali and Hanafee.

Article 40. 05 Selection Process for the Membership of the Majlis Fatwah

- a. A list of candidates for membership of the Majlis Fatwah shall be generated from a poll of applications/nominations by the General Muslim Ummah. All applications/nominations for membership of the Majlis Fatwah shall be addressed to the League of Islamic Scholars (Rabitah), or in its stead, to an Ad Hoc Committee of Islamic Scholars constituted for that purpose by the National Muslim Council of Liberia;
- b. The League of Islamic Scholars (Rabitah), or in its stead an Ad Hoc Committee of Islamic Scholars, shall scrutinize the applications/nominations and thereafter submit to the National Executive Council the names of fifteen (15) qualified candidates. The National Executive Council shall, in coordination with the Board of Governors, select Nine (9) out of the Fifteen (15) qualified candidates for submission to the Board of Governors for onward transmission to the General Assembly for endorsement. However, the General Assembly may exercise its right to withhold endorsement **FOR CAUSE**; and
- c. The Head of the Majlis Fatwah, who shall be the Mufti, shall be selected through consensus reached by the nine (9) members, or elected where consensus is not possible, through a process supervised by a Five-Man Observation Team. The Observation Team shall comprise of the Chairman of the Board of Governors, Chairman of the National Executive Council and the Presiding Officer of the immediate past General Assembly. These three (3) persons (Chairman of the Board of Governors, Chairman of the National Executive Council and the Presiding Officer of the immediate past General Assembly) shall, by consensus, select two Islamic Scholars who did not affiliate nor participate in the vetting process.

Article 41. 0 Authority of the Grievance, Ethics, Disciplinary and Reconciliation Body

The Grievance, Ethics, Disciplinary and Reconciliation Body shall be an independent adjudicatory organ within the National Muslim Council of Liberia. Guided by the Majlis Fatwah and the Office of the Legal Counsel, and adhering to Due Process of law as directed by this Constitution and By-Laws (2021).

Article 41. 01 Qualification Requirements for Members of the Grievance, Ethics, Disciplinary and Reconciliation Body

The Grievance, Ethics, Disciplinary and Reconciliation Body shall comprise of persons who are specialized in Islamic theology/Imaam, legal practitioner, trained/

experienced person(s) in the fields of conflict mediation, conflict management and resolution.

Article 41. 02 Duties and Functions of the Grievance, Ethics, Disciplinary and Reconciliation Committee

- a. The Grievance, Ethics, Disciplinary and Reconciliation Body shall develop a Code of Conduct to govern the conduct of all Officers and members of the National Muslim Council of Liberia;
- b. It shall prepare and publish a procedure for regulating the filing, hearing and disposition of complaints/grievances;
- c. It shall receive formal complaints/grievances from aggrieved members of the National Muslim Council and schedule formal hearing consistent with Due Process of law and Islamic Jurisprudence (Sharee'ah);
- d. It shall receive, through the Chairperson(s) of the Board of Governors and the National Executive Council, formal complaints from a non-member of the Council against the conduct of the National Muslim Council or a member thereof;
- e. It shall cause the submission, through the Board of Governors and the National Executive Council, of a Draft Code of Conduct to the General Assembly for concurrence and approval;
- f. The Chairperson and members of the Grievance, Ethics, Disciplinary and Reconciliation Body shall attend meeting of the Board of Governors/National Executive Council only upon formal invitation from any such body;
- g. The Committee shall prepare a year-end report and submit same to the General Assembly;
- h. The Grievance, Ethics, Disciplinary and Reconciliation Body shall, within ninety (90) calendar days, from the date of its formation/constitution, prepare and submit a Draft Copy of the Code of Conduct to the National Executive Council for its review and comments. The National Executive Council shall, within sixty (60) calendar days, review and forward same along with its comments to the Board of Governors;
- i. Also within sixty (60) calendar days following receipt of these instruments, the Board of Governors shall cause the convening of a Special Joint Sitting of the Board of Governors and the National Executive Council to which the full membership of the Grievance, Ethics, Disciplinary and Reconciliation Body shall be invited to participate for the purpose of reviewing and adopting the Draft Code of Conduct as a **Binding Interim Code** on all members of the National Muslim Council of Liberia, subject to publication thereof on the website of the National Muslim Council of Liberia;

- j. The **Binding Interim Code** shall remain in full force and effect pending the convening of the First General Assembly where same shall be submitted for the approval of the General Assembly; and
- k. Upon approval thereof by the General Assembly, it shall become the Code of Conduct of the National Muslim Council of Liberia.

Article 41.03 Composition of the Grievance, Ethics, Disciplinary and Reconciliation Body

The Grievance, Ethics, Disciplinary and Reconciliation Body comprise of seven (7) members as follows: an Imaam, a legal practitioner, trained and experienced persons in the fields of conflict mediation, conflict management and resolution, the immediate past Chairperson of the National Executive Council, a Designee of the Women’s Affairs Committee and a Designee of the Youth/Students Affairs Committee. The Head of the Grievance, Ethics and Reconciliation Committee shall be elected by the General Assembly provided, however, that the sitting to validate and adopt this Constitution and By-Laws (2021) shall have the authority to elect an interim chairperson and members of this Committee who shall serve pending the election/endorsement of their successors at the First General Assembly.

Article 42.0 Authority of the Board of Final Appeals

The Board of Final Appeals is hereby vested with authority to serve as the final appellate board in all matters of dispute brought before it within the National Muslim Council of Liberia.

Article 42.01 Qualification Requirements and Membership Composition of the Board of Final Appeals

Established as an independent adjudicatory body within the National Muslim Council of Liberia, the Board of Final Appeals shall compose of five members headed by the immediate past Chairperson of the National Muslim Council of Liberia. Others include a designee from Rabitah, a representative from the Office of the Legal Counsel seconded for that purpose, immediate past Chairperson of the Women Affairs Committee or Designee and the immediate Chairperson of the Youth/Students Committee or Designee.

Article 42.02 Duties and Functions of the Board of Final Appeals

The Board of Final Appeals shall:

- a. Receive and adjudicate all matters of appeal brought before it by any member (individual or institution) of the National Muslim Council;

- b. Notwithstanding its appellate jurisdiction, the Board of Final Appeals is authorized also to exercise original jurisdiction over complaint/grievance brought before it by a non-member of the National Muslim Council of Liberia against a member of the National Council;
- c. Expeditiously investigate and dispose of all cases filed before it by affirming the ruling entered, setting it aside, modifying it or remanding the case for further consideration by the Grievance, Ethics, Disciplinary and Reconciliation Committee;
- d. Except as otherwise provided in Article 37 of this Constitution and By-Laws (2021), all cases brought before the Board of Final Appeals shall be disposed of within ten (10) calendar days as of the date of the filing of the Appeal; and
- e. Notify the Board of Governors and the National Executive Council of the rulings or outcomes of investigations conducted by the Body.

Article 43 Office of the Legal Counsel within the National Muslim Council of Liberia

The Office of Legal Counsel is hereby established within the National Muslim Council of Liberia. The Office shall be headed by a Counselor at law with at least two (2) Attorneys-at-law. The Head of this Office shall serve as Chief Legal Counsel to the National Muslim Council of Liberia. The Office shall also serve as Ex-Officio on all committees within the National Muslim Council of Liberia.

**CHAPTER IX
GENERAL PROVISIONS**

Article 44 Guiding Principles

- a. This Constitution and By-Laws (2021) of the National Muslim Council of Liberia shall serve as general guidelines for the governance and administration of the Council. Its provisions shall be binding singularly and collectively on every member of the National Muslim Council of Liberia.
- b. It shall inform the policy framework for decision making and management of the National Muslim Council of Liberia.
- c. It shall provide the foundation for developing guidelines and procedures, both specific and general, for the conduct of business within the National Muslim Council and, for and on behalf of the Council by designated officials, both within and without Liberia.
- d. The National Muslim Council of Liberia, in propagating Islam and promoting brotherhood and solidarity in the Ummah (Muslim Community), shall coordinate Islamic activities throughout the length and breadth of the Republic of Liberia.
- e. The National Muslim Council of Liberia, as a Faith-Based and Non-Governmental Organization and Not-For-Profit Corporate Body, shall operate

within the confines of the Liberian Constitution, international treaties and conventions ratified by Liberia and the Council's Constitution and By-Laws and Articles of Incorporation.

- f. The National Muslim Council of Liberia shall formulate and adopt policies and principles in its administrative and operational activities devotedly guided by Islamic Sharee'ah, furthering the spirit of peaceful coexistence within the body politic of the Republic.
- g. No member of the National Muslim Council, whether acting for or on behalf of the Council, may invite, or cause to be invited, any outside interference into matters of the National Muslim Council of Liberia.
- h. The General Assembly, adhering to the Due Process of Law, may suspend, remove from office or expel any member of the National Muslim Council of Liberia found in breach/violation of any provision(s) of this Constitution and By-Laws (2021).

Article 45 General Disciplinary Authority and Procedure

1. The National Executive Council is hereby vested with the authority to recommend for cause, in adherence to due process, suspension, removal and/or expulsion, any member (individual and institution) of the National Muslim Council. Such decision shall be obtained by a vote of two-thirds (2/3) of the membership of the National Executive Council present, provided however, that there is evidence of service of citations along with the agenda. In that case two thirds (2/3) shall suffice where the total attendance shall not be less than one-thirds (1/3) of the total membership of the National Executive Council.
2. Notice of such actions shall be duly served on the Chairman and members of the Board of Governors along with a formal report justifying the action taken by the National Executive Council.
3. That any such disciplinary action by the National Executive Council shall take effect after expiration of seventy-two (72) hours, provided there is no intervention by the Board of Governors. In the event where the Board of Governors elects to intervene, the disciplinary action by the National Executive Council **shall be stayed**. Where the Board of Governors has elected to intervene, it shall act within seven (7) days from the date of its notification to the National Executive Council.
4. Where the Board of Governors fails to act within the period herein specified, the disciplinary action taken by the National Executive Council, for all intents and purposes, shall take full effect.

5. Any person affected by the action of the National Executive Council shall have the right to appeal to the Board of Final Appeals as provided for under chapter XI of this Constitution and By-laws (2021).
6. Any member of the National Muslim Council of Liberia who is delinquent in payment of dues and other levies shall forfeit all rights and privileges appertaining to membership.

Article 46 Ethical Considerations

1. Since the founding of the National Muslim Council of Liberia in 1974, the Validation Sitting realizes that “Conflict of Interest”, has had profound negative impact on the development and growth of the Council. This has resulted in the Council’s inability to provide any significantly meaningful service to Liberia and the Muslim Ummah. In this context, “Conflict of Interest”, is herein operationally defined as **“a clash between protecting the Council Officer’s private interest and the said Officer’s duty to protect, defend and preserve the Muslim Council’s interests”**.
2. To guide against any future malaise of conflict of interest, the herein Ethical and Moral Guidelines for occupying Offices of the National Muslim Council are hereby established.
3. Further to the above, and considering that the National Muslim Council of Liberia is a corporate body, “not-for-profit making”, all persons serving the Council in the following positions: (a) Chairman of the Board of Governors; (b) Vice Chairman of the Board of Governors; (c) Chairman of the National Executive Council; (d) Vice Chairpersons of the National Executive Council; (e) Secretary and Deputy Secretary General of the National Muslim Council of Liberia; (f) National and Deputy National Treasurer of the National Muslim Council of Liberia; and (g) Chairperson and all members of the Zakaat Collectorate are strictly prohibited from directly or indirectly managing or operating any Non-Governmental Organizations (NGOs). Similarly, no member of the Standing Committee on Hajj and Umrah shall own, manage or operate, directly or indirectly, any Hajj and Umrah agency. Further, no member of the Education and Human Resource Development Committee shall operate or own directly or indirectly any private educational institution.
4. To operate in breach of count three (3) herein above, shall not only be unethical, but it shall also constitute a conflict of interest, and therefore a gross breach of duty providing sufficient grounds for disciplinary action(s) against any and all such persons serving the National Muslim Council of Liberia in any of the positions mentioned herein above.

Article 47 Miscellaneous

No Officer of the Transitional Leadership of the National Muslim Council and members of the Constitution Drafting Committee shall be eligible to contest in the General Elections immediately following the adoption of this Constitution and By-Laws (2021). Resignation from the Transitional Leadership shall not restore any such person to eligibility to contest for any position in the ensuing elections.

Upon adoption of this Constitution and By-Laws (2021), which was duly done on Thursday, April 29, 2021 through a Validation Process, the Special Ad-Hoc Institution Reform Committee of the National Muslim Council of Liberia shall be formally dissolved.

All members of the National Muslim Council of Liberia prior to the re-writing of this Constitution and By-Laws (2021) shall remain members of the Council, unless they voluntarily relinquish the said membership.

CHAPTER X

Article 48 Quorum and Decision-Making in the National Muslim Council Of Liberia

- a. Except as provided herein under Article 46 (b), a quorum for the conduct of business within the National Muslim Council shall be obtained by the taking of vote by the majority present.
- b. Where the National Executive Council is to sit, a quorum shall be obtained by the presence of a simple majority of the total membership of the counties. The presence of one representative of a county shall be deemed sufficient for the representation of that county.
- c. Decision making within the National Executive Council shall be by a simple majority. The Chairman of the National Executive Council/Presiding Officer shall vote only when there is a tie.

CHAPTER XI

Article 49 Amendments

A Proposition for Amendment to this Constitution and By-Laws (2021) of the National Muslim Council of Liberia shall be by the vote of Two Thirds of the members of the General Assembly duly convened. Every such proposition for amendment shall first be published and circulated through the National Muslim Council website

and its social media sites sixty (60) calendar days before the convening of the General Assembly deemed competent to consider the proposition for amendment.

Members of the Institutional Reform Committee participating in the Constitution drafting process are:

<u>Name</u>	<u>Position</u>
1. Cllr. Kabineh Muhammad Jan'neh	Chairperson
2. Kabaworsinah K.B. Sando	Member
3. Kabah M. Trawally	Secretary
4. Sheikh Mohamed M. Komara	Member
5. Bro. Osman O.Sesay	Member
6. Atty. Alhaji Losene F. Bility	Member
7. Sheikh Idrissa Swaray	Member
8. Mohammed M. Sherif Sr.	Member
9. Commissioner Boakai A. Dukuly	Member
10. *Cllr. Fomba O. Sheriff	Member
11. *Abdulah. K. Kamara	Member
12. *Atty Haja Fatumata Sheriff	Member
13. David D. Kiazolu	Member
14. Elhadj Abdul Muttalib Ibn Atttoh	
15. Abu Jeddie Kamara	

***Deceased**

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