IT 6487

THE

**AMENDED** 

# CONSTITUTION



## **BUREAU FOR ISLAMIC EDUCATION**

#### THE CONSTITUTION

#### **OF**

#### **BUREAU FOR ISLAMIC EDUCATION**

## IN THE NAME OF ALLAH, THE BENEFICENT, THE MOST MERCIFUL

Incorporated Trustee:

Corporate Affairs Cor

licer

sion

#### **ARRANGEMENT OF SECTIONS:**

1. Preamble

2. Article one: Name and Establishment

3. Article two: Aims and Objectives

4. Article three: Membership

5. Article four: Organs of the Bureau

6. Article five: The General membership

7. Article six: The Board of Trustees

8. Article Seven: The Executive Management Committee (EXCO)

9. Article Eight: The Standing Committees

10. Article Nine: The Secretariat

11. Article Ten: Source of Finance and Operation of Bank Accounts

12. Article Eleven: Annual Reports, Estimates, Accounts and Audit

13. Article Twelve: Working Languages

14. Article Thirteen: Operating office(s)

15. Article Fourteen: Special Clause

#### **PREAMBLE**

We the members of the then MADARASATUL NURUL ISLAM SOCIETY hereby constitute ourselves into a registered charity - THE BUREAU FOR ISLAMIC EDUCATION using the following set of RULES and REGULATIONS as a guide in the conduct of our affairs and henceforth regard this Amended CONSTITUTION of the BUREAU FOR ISLAMIC EDUCAITON without prejudice to the teaching and dictates of the HOLY QUR'AN and the SUNNAH of the HOLY PROPHET Muhammad (S.A.W).

All Assets, Funds, Resources, Fixed and Moveable Properties which, immediately before the commencement of this amended constitution where vested in the name of MADARASATUL NURUL ISLAM SOCIETY and or the BUREAU for ISLAMIC EDUCATION, shall by virtue of this Constitution and without further assurances, be vested in the Bureau for Islamic Education established by this Constitution (Amended).

Any provision(s) made in this constitutions or Decision/Action taken by any Officer, Member or Organs of the Bureau for Islamic Education which is inconsistent with the provisions of the Holy Qur'an and the Sunnah of the Prophet Muhammad (S.A.W) shall be void to the extent of the inconsistency.



#### ARTICLE 1: NAME AND ESTABLISHMENT

The highest contracting party which shall be known by virtue of this constitution as the "TRUSTEES" do hereby established a body to be known, called and addressed as the **Bureau for Islamic Education.** The body shall in addition and throughout this constitution where applicable be referred to as the "Bureau" and the TRUSTEES referred to as the "Board of Trustees".

#### ARTICLE 2: AIMS AND OBJECTIVES

The Bureau is a WAQAF bequeathed to the Muslim Community by Alhaji Abdulkadir Ahmed and is strictly socio-religious and benevolent. It shall remain charitable, non-profit making, non-political and shall have the following aims and objectives.

- a. To educate and enlighten all Muslims indigent/resident in Nigeria or anywhere around the world by propagating and spreading the basics and true teaching of Islam as is stated in the Holy Qur'an and the Sunnah of the noble Prophet Muhammad (S.A.W).
- b. To promote friendship, cooperation unity and understanding between Muslim brothers and sisters in Nigeria and across the world.
- c. To provide a forum for unity, understanding, exchange of views, dissemination of Islamic knowledge and useful information among Muslims and where necessary establish such cordial understanding between Muslims and members of other faiths.
- d. To seek for and obtain scholarships and admission within and outside Nigeria in the interest of Muslims in Nigeria.
- e. To establish schools (Crèches, Nursery, Primary, Secondary and Tertiary) Libraries, Research Centers Radio/TV Stations Hospitals/Clinics, Mosques and any other facilities which will enhance the welfare of Muslims and the propagation and practice of Islamic faith.

- f. To organize lectures, seminars, symposium, worships, conferences etc for the general enlightenment and education of Muslims and inter faith dialogues.
- g. To teach and train Muslims who shall be assign to propagate the religion (Da'awa) among Muslim converts and non-Muslim.
- h. To liaise with other similar international bodies and organizations as well as Muslim countries for the purpose of achieving the above aims and objectives.
- i. To do anything possible which shall, in the opinion of the TRUSTEES be advantageously done by the BUREAU in connection with or as ancillary to and of the above aims and objectives.

1 8 MAY 2021

#### **ARTICLES 3: MEMBERSHIP**

Membership of the Bureau is open contribute to the achievements of the Aims and Objectives of the Bureau Stipulated in Article 2, and

- a. Upon the payment of a membership registration and annual subscription fees, the amount of which shall be determine from time to time by the TRUSTEES.
- b. Automatically deem to have ceases when a member fails to pay his/her annual subscription fees for attest 2 conservative years.
- c. A member and indeed all Muslims are entitle to have access to the facilities of the Bureau and participate in all activities, programs and projects of the Bureau provided they have satisfied the requirements for such activity, program or project which are to be determine from time to time by the Management or Trustees or both.

#### **ARTICLE 4: ORGANS OF THE BUREAU**

The Bureau shall have three organs which shall comprise of

- a. General membership
- b. The Board of Trustees

- c. The Executive Management Committee (EXCO)
- d. The Secretariat

#### **ARTICLE 5: GENERAL MEMBERSHIP**

The General membership: Without prejudice to the provisions of Article 3 of this constitution, General membership

- a. Shall be open and there should be an up to date register of General members of the Bureau.
- b. Shall participate in and support the activities, programs and projects of the Bureau to achieve its stated aims and objectives.
- c. Shall be call upon and co-opted into the proceedings/affairs of the Boards of trustees, the Executive Management Committee, a standing committee(s) or the Secretariat of the Bureau, if and when the need arises.

#### ARTICLE 6: THE BOARD OF TRUSTEES.

The Trustees of the Bureau for Islamic Education of the purpose of the Companies and Allied Matters Act (CAMA) 2020, Part Frieshall consist of Nine members (9) selected and ratified at the meeting of the Registered Trustees. Such Trustees (hereinafter referred to as the Board or Trustees) shall be known as the REGISTERED TRUSTEES OF THE BUREAU FOR ISLAMIC EDUCATION. Therefore, there shall be a Board of Trustees which shall consist of Nine (9) members of which two of them shall be selected as President and Vice President to preside over the affairs of the Bureau for a period of six (6) years in the first instanceand subject to another renewed team of six years (6) only. No President/Vice President shall hold office concurrently for more than Twelve (12) years. In addition,

- A member of the Board of trustees shall be a person with considerable life experience, of sound mind with good knowledge, character and committed to the achievement of the aims and objectives of the Bureau.
- ii. A member of the Board of Trustees shall be prepared to make the commitment of time, effort and resources required to properly discharge the duties and responsibilities expected of a Trustee.

- iii. A member of the Board of Trustees must be ready to appreciate from the onset, that as a Trustee, there are no financial or material benefits, compensation or privileges attached to this challenging position of honor and responsibility entrusted on him/her.
- iv. There must be (any time), at least one representative of the initiator/founder of the Waqaf on the Board of Trustees who shall be a direct decedent of Alhaji Abdulkadir Ahmed. But such representations must meet the criteria in subsection i, ii & iii above.

#### **B. FUNCTIONS**

- i. The Board of trustees which constitute the HIGHEST AUTHORITY of the Bureau for Islamic Education shall be the letters Sole Custodian and the Contracting Party as well as the highest policy making and approving body of the Bureau.
- ii. All instruments to be executed in the name of the Bureau for Islamic Education by the Board of Trustee shall be signed by the President /Vice President of the Board of Trustees and any other person authorized by the Board of Trustees.
- iii. The SEAL of the Trustees of the Bureau for Islamic Education (Board of Trustees) shall be in the custody of the Director General/Secretary of the Board Trustees. The fixing of such seal shall be authenticated by the signature of the President/Vice president and any other person (trustees or otherwise) authorized generally or specifically to act for that purpose by the Board of Trustees.
- iv. Any contract or instrument which, if made or executed by a person not being a body corporate, which would not be require to be under seal may be made or executed on behalf of the Bureau by the Executive Management Committee or any person generally or specifically authorize to act for that purpose by the Board of Trustees.

- v. Any document purported to be a document duly executed under the Seal, shall be receive in evidence and shall unless and until the contrary is proved, be presumed to be so executed for the conduct of its business.
- vi. The Board of Trustees shall meet at least four (4) times in a calendar year. However, where necessary, the Board of Trustees can meet to conduct any other business as the exigency demand.
- vii. Notwithstanding subsection (vi) above, the Board of Trustees shall meet wherever summoned by the president/Vice President, and if the president/vice president is requested to do so, by notice giving to him by not less than three (3) trustees, the President/Vice president shall summon a meeting of the Board of Trustees to be held within seven (7) days of such request. Certified Trustees
- viii. At any meeting of the Board of Trustees, the president shall preside, but if he is absent the Vice President.
- ix. When the Board of Trustees desires to betain the expert advice of any person on a particular matter, they many to optimize for such period as it think fit, but a person who is in attendance by virtue of this subsection shall not be entitle to vote at such meetings and shall not count towards a quorum.
- x. The Board of Trustee shall make standing orders regulating its proceeding.
- xi. The Quorum of the Board of Trustees shall be half (1/2) of the Trustees.
- xii. The Board of Trustees shall have powers to employ such number of employees as may, in the opinion of the Board of Trustees, be required to assists the Board of Trustees and the Executive Management Committee in the discharge of their functions.
- xiii. Pay to persons so employed such remunerations (Compensation and Benefits) as specified in the Condition of Service of the Bureau for Islamic Education as approved by the Board of Trustees.
- xiv. The validity of any proceedings of the Board of Trustees shall not be adversely affected by any vacancy in its membership or by reasons that a person to do so took part in the proceedings of the Board of Trustees.

#### C. CESSATION OF MEMBERSHIP

A trustee/member of the Board of Trustee may hold office for life but shall cease to held office if he:

- i. Resign voluntarily
- ii. Ceases to be Member of Bureau for Islamic education
- iii. Becomes un sound
- iv. Becomes officially Bankrupt or make compromise with his Bankers
- v. Convicted of a criminal offence involving dishonestly by a Court or Tribunal of competent jurisdiction
- vi. Guilty of serious misconduct and recommended for removal from office by simple majority of the Board of trustees.
- vii. Dies or ceases to reside in Nigeria.

#### D. FILLING OF VACANCY IN THE BOARD OF TRUSTEES

Where a vacancy occurs in the membership of the Board of trustees, it shall be filled by the appointment of a qualified member by the Resolution of the Board of Trustees upon the recommendations of the President.

### ARTICLE 7: THE EXECUTIVE MANAGEMENT COMMITTEE (EXCO)

There shall be an Executive Management Committee (EXCO) of the Bureau for Islamic Education to ensure that Policies, Decisions and Resolutions of the Board of Trustees are implemented as well as to supervise the daily operations of the Staffs in order to remain on course and on targets.

- i. A nominee from among the Members of the Board of Trustees shall be the Chairman of the Executive Management Committee.
- ii. The total Membership of the Executive Management Committee shall not be less than Nine (9) and more than Eleven (11) people.

- iii. The Executive Management Committee (EXCO) shall comprises of statutory members (The nominee from among the Board of Trustees, the Director General and the Sectional Heads )and honorary members (selected from a pool of qualified members within the host community).
- iv. The Director General will serve as the Secretary of the Executive Management Committee.
- v. A member of the Executive Management Committee will be a person with considerable life experience; of sound mind and good knowledge and character who is committed to the achievements of the aims and objectives of the Bureau for Islamic Education.
- vi. The Executive Management Committee, despite its voluntary nature is accountable and responsive to the Board of Trustees. This accountability ranges from the way it conducts its activities and the ways and means by which it ensures that resources are optimally utilize, to the way in which it openly and transparently inform all stakeholders of its activities, achievements and challenges.
- vii. The Executive Management Committee (Exco) members must understand and appreciate the Alects that there are no compensation, benefits or privileges attached to this position of selfless service to Islam entrusted on them.
- viii. The Executive Management Committee (EXCO) is not only held to account on high level of ethical behavior but is expected to bring the same thing to bear on the Bureau for Islamic Education and to ensure all unethical behavior by any member (Exco or Employee) are sanctioned. The EXCO members are expected to courteously relate with Members of the Board of Trustees, fellow Exco members and Employees.

- ix. The Tenure of Office of the Executive Management Committee is a fixed term of five (5) years from the day of inauguration and is renewable once for another term of additional five (5) years only.
- x. Ceaseation of membership of the Executive Management Committee (EXCO) is subject to the provisions in Article six, Section c, Subsections i-vii of this Constitution.

#### **B. KEY RESPONSIBILITIES**

- Determine the Vision, Mission and Core values that will enable the Bureau for Islamic Education to achieve its stated aims and objectives.
- ii. Select and recruit the appropriate staff(s) for the approval of the Board of Trustees.
- iii. Ensure effective organizational planning, management and control.
- iv. Mobilization of adequate resources and optimal utilization of such resources.
- v. Supervise the drafting and implementation of the Quarterly/Annual Work Plans and Budget.
- vi. Enhances the public image of the Bureau for Islamic Education as a responsible corporate organization.
- vii. Any other duty that may be assigned by the Board of Trustees.

#### **ARTICLE 8: STANDING COMMITTEES**

A. There shall be at least Seven (7) Standing Committees to be established by the Board of Trustees (from among the dedicated and committed members) which may be constituted and appointed to assist the Executive Management Committee (EXCO) in carrying out its functions as the Board of Trustees may determine.

Incorporated Trustees Corporate Affairs Con

ficer ssion



#### These Standing Committees are:

- i. Committee on Planning, Budget and Finance.
- ii. Committee on Da'awa, Outreach, Rehabilitation and Social Welfare.
- iii. Committee on Education, Research and Scholarships.
- iv. Committee on Security, Publicity and Community Relations.
- v. Committee on Works and Projects.
- vi. Committee on Establishment and Staff matters.
- vii. Committee on Special Duties and regulatory compliance.
- B. A standing committee appointed under subsection (i) above, shall consist of such number of persons as not less than three(3) and not more than seven (7) and such committee members shall hold office and functions as it is to be clearly spelt out in their term of reference by the Board of trustees.
- C. The Board of Trustee shall make standing orders regulating the proceeding of the standing committees. Affairs Con ficer
- D. The quorum of any Standing committee is 1/2 of its members

#### ARTICLE 9: THE SECRETARIAT OF THE BUREAU.

There shall be for the Bureau for Islamic Education, a **SECRETARIAT** which shall be responsible for the day to day management and administration. The secretariat shall be headed by a **DIRECTOR GENERAL** who shall

a. Be appointed by a resolution of the Board of Trustees upon the recommendation of the President or a special committee of the Board of Trustees' established for such purpose.

- b. Be a person with good knowledge and experience of working in public or private sector for at least ten (15) years.
- c. Have qualification and experience as appropriate for a person require to perform the functions of the Office of the Director General as may be determined and reviewed by the Executive Management Committee and the Board of trustees from time to time.
- d. Hold office for a period of four (4) years in the first instance and for another term of three (3) years only and on such terms and conditions as to emoluments and conditions of service as may be specified in his letter of appointment by the Board of Trustee.
- e. Be removed from office for gross misconduct, insubordination, abuse of office, Under-performance and through any of the provision of article 7, section C, and subsection i vii.
- f. Be the chief Operating and Accounting Officer of the Bureau responsible for the following.
  - i. The day to day administration and management of the Bureau
  - ii. Keeping the Books and proper records of the proceedings of the Board of Trustees and the Executive Management Committee (EXCO).
  - iii. Serve as Secretary of the Board of Trustee and the Executive Management Committee.
  - iv. Supervise the general direction and control of all other employees.
  - v. Any other function that may be assigned by the Executive Management Committee and/or Board of Trustees.

Incorporated Trustees Corporate Affairs Cor

SSion

g. The Director General and all the employees of the Bureau are to function, operate, and draw their entitlements within the provision of this Constitution, the Condition of Service and the Standard Operation Procedure of the Bureau which may be reviewed and approved from time to time by the Board of trustees upon the recommendation of the Executive Management Committee (EXCO).

## ARTICLE 10: SOURCE OF FINANCE AND OPERATION OF BANK ACCOUNT

a. The Bureau shall draw funds from the following sources Inc.

i. Membership and Subscription fees

ii. Voluntary contributions and fund raising MAY

iii. Sales of Bureaus publications, Audios/Wideos cassettes.

iv. Charging of reasonable fees for programs and project keep them sustainable.

- v. Payment of Zakat (alms) and Sadaqat (charity)
- vi. Others Ethical Sources without prejudice to the teaching of the Holy Qur'an, the Sunnah of the noble prophet and the Aims Objectives of the Bureau.
- b. The Bureau shall operate accounts in Nigeria and shall, where necessary, operates account with Banks outside Nigeria. The signatories to the Bureau's accounts shall be;
  - i. The president of the Board of Trustees or his representative
  - ii. The Chairman of the Executive Management Committee
  - iii. The Director General
- c. The Bank accounts and the financial records of the Bureau shall be audited annually by an External Auditor to be appointed by the Board of Trustees and the finding/reports be made accessible to every interested member. External Auditor to be appointed by the

fficer

## ARTICLE 11: ANNUAL REPORTS, ESTIMATES, ACCOUNTS AND AUDIT

- a) The Bureau shall prepared and make available to the General members, stakeholders and Regulatory agencies of government through the Board of Trustees, not later than 30th June of each year, a REPORT in such a form as may be directed on the activities of the Bureau for Islamic Education during the immediate preceding year.
- b) The Executive Management Committee shall submit to the Board of Trustees not later than 31 March of each year, an ESTIMATE of its Expenditure and Income during the next succeeding financial year.
- c) The Executive Management Committee shall keep a proper Accounts and Records in respect of each financial year, Statements of Accounts in such a form as the Board of Trustees may direct.
- d) The Bureau for Islamic education shall within three months after the end of the Financial year to which the Accounts relates, causes its Accounts to be AUDITED by External Auditors appointed by the Board of Trustees.

#### **ARTICLE 12: WORKING LANGUAGES**

The following shall be the official working language of the Bureau

- a- English
- b- Arabic
- c- Hausa/Yoruba/Igbo



#### ARTICLE 13: OPERATING OFFICE(S)

In the interim, the head office of the Bureau for all its operations is at the Abdulkadir Ahmed Islamic Centre, 17, Ruxton Road, Ikoyi – Lagos. However, for the purpose of carrying out its functions and with the view of achievement of all its aims and objectives, the Bureau shall establish a head office in the capital city of Nigeria and shall have and operate offices / facilities across the states of the federation of Nigeria.

#### **ARTICLE 14: SPECIAL CLAUSE**

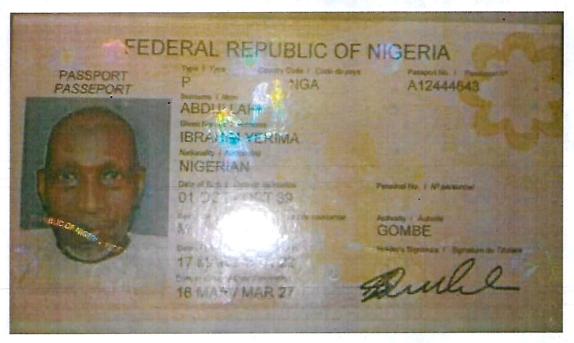
- a. The income and property of the Bureau when so-ever derived shall be applied solely towards the promotion of the objects of the BUREAU as set forth in this constitution, and no portion thereof, shall be paid or transferred directly or indirectly, by way of Dividend, Bonus or otherwise how-so-ever by way of profits, to the trustees and members of the Bureau.
- b. Provided that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to any employee or servant of the Bureau in return for any service actually rendered to the Bureau, but no member of the Board of Trustees, shall be appointed to any salaried office of the Bureau or any office of the Bureau paid by fees, and that no remuneration or other benefit in money shall be given by the Bureau to any member of the Board of trustees except repayment of out -of -pocket expenses or reasonable and proper rent for premises/facilities or equipment's demised, or liaise to the Bureau, provided that the provision last aforesaid, shall not be apply to any payment to any company of a trustee of the Bureau in which such trustee hold more than one hundred the part of the capital, and such trustee shall not be bound to account for any share of profit he may receive in respect of any such payment.

- c. No addition, alternation or amendment shall be made to or in the constitution of the Bureau for the time being in force, unless same has been previously submitted and approved by the Registrar General, Corporate Affairs Commission, Nigeria.
- d. In the event of winding up or dissolution of the Bureau there remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distribute among the trustees/members of the Bureau but shall be given or transferred to some other institution(s) having objects similar to the objects of the Bureau and the bodies are prohibited from distributing its or their income and property among its or their members to an extent, at least, as great as is imposed on the Bureau under or by virtue of the "special clause" to be determined by the members of the Bureau at or before the time of dissolution, and if in so far as effect cannot be given to the aforesaid provision, then to some charitable object.
- e. This document known and referred to as THE CONSTITUTION OF THE BUREAU FOR ISLAMIC EDUCATION (AS AMMENDED) has becomes effective and binding on all trustees and members of the Bureau dated this 17<sup>th</sup> day of May, 2021 as certified and approved by the Registrar General, Corporate Affairs Commission, Nigeria.

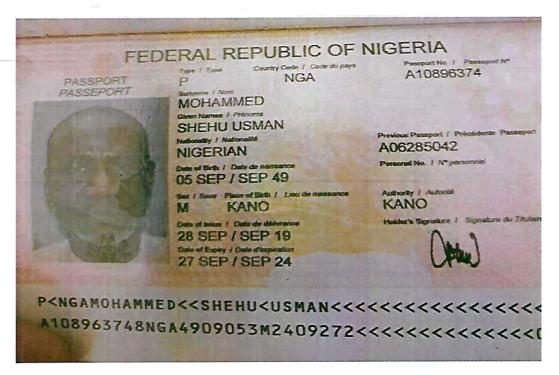


## THE REGISTERED TRUSTEES OF THE BUREAU FOR ISLAMIC EDUCATION (RC: BA6487)

1. ALH. ABDULLAHI IBRAHIM YERIMA (CHAIRMAN)

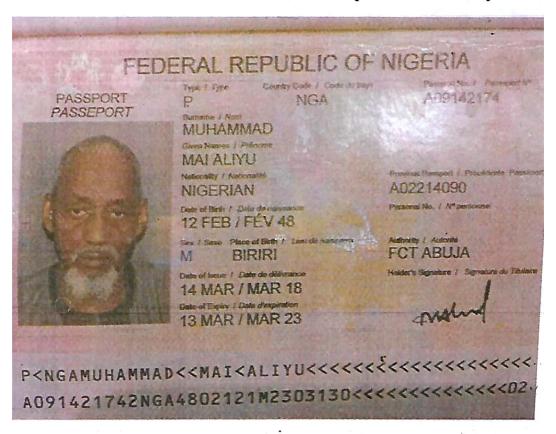


#### 2. ALH. MOHAMMED SHEHU USMAN

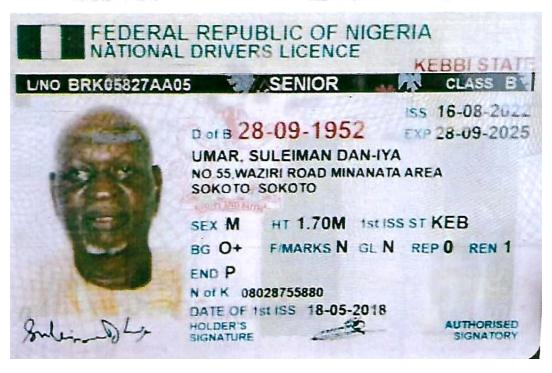




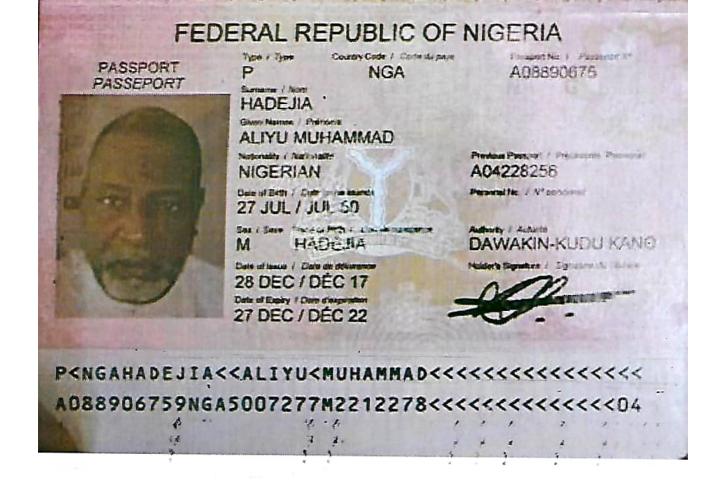
### **ALH. MUHAMMAD MAI ALIYU (SECRETARY)**



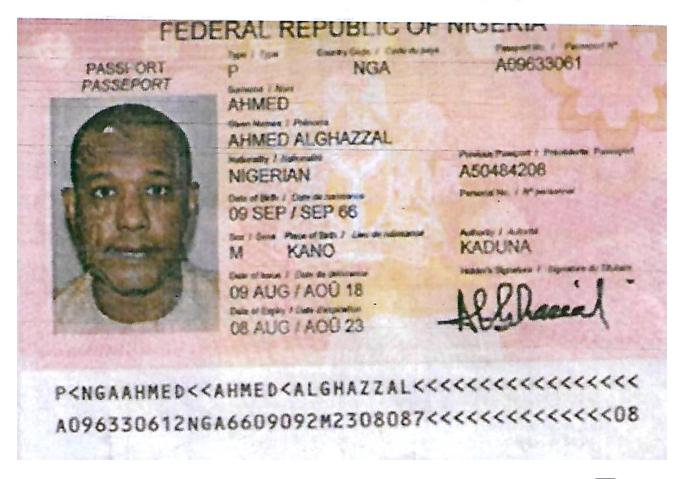
#### **ALH. UMAR SULEIMAN DAN-IYA**







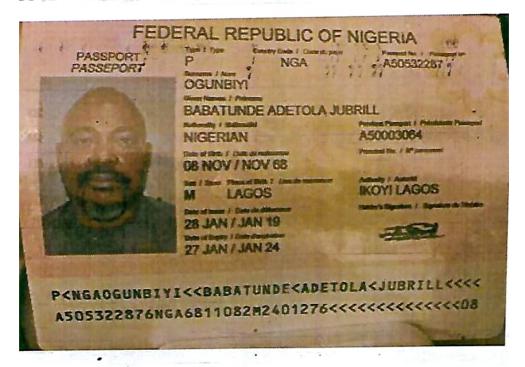
### **ALH. AHMED A. AHMED**



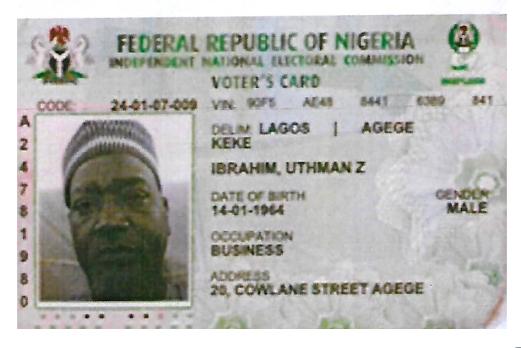


P<MGA未存むULKADを含く<くAHMED<<MGDI参加G<USMAN<<くく<く AO88749747%GA68位3214M23G1G参数<<くくくくくくくくくくくく

## **3ABATUNDE ADETONA JIBRIL**



#### **BRAHIM UTHMAN ZARIA**







#### FEDERAL REPUBLIC OF NIGERIA

### CERTIFICATE OF INCORPORATION

#### **REGISTRATION NUMBER 6487**

The Registrar - General of Corporate Affairs Commission

hereby eertifies that

The Trustees of BUREAU FOR ISLAMIC EDUCATION incorporated on the 20th day of November, 1991 have been changed by resolution dated 13th day of July, 2021 as follows:

U. IBRAHIM , A.O. BABATUNDE, ALIYU MUHAMMAD, U.A MODIBBO, A. AHMED , ABDULLAHI YERIMA, D. UMAR SULEIMAN, MUHAMMAD M.A, MUHAMMAD SHEHU

Gioen under my hand at Abuja this 17th day of August, 2021



A. G. Abubakar Registrar - General MEMBERS OF THE BOARD OF TRUSTEES OF THE BUREAU FOR ISLAMIC EDUCATION GSM No. 0803588778 Signature

- 1. Amb. Yarima Abdullahi (Sarkin Bai, Gombe)
- 2. Alhaji Mai Aliyu Muhammad
- 3. Alhaji Shehu Muhammad
- 4. Alhaji Suleiman D Umar
- 5. Alhaji Ahmed A. Ahmed
- 6. Hon. Modibbo U.A Ahmed
- 7. Alhaji Aliyu Muhammad Hadejia 68034030588
- 8. Alhaji Babatunde Adetona Jibril

9. Sheikh Ibrahim Uthman zaria