

Constitution of Osaka Ibaraki Mosque Religious Corporation

Chapter 1: General Rules

Article 1 (Name) This mosque is a religious corporation under religious corporation law, and is called 'Osaka Ibaraki Mosque.'

Article 2 (Location of Office) This religious corporation (henceforth referred to as 'corporation') has established an office in 4-6-13, Toyokawa, Ibaraki-shi, Osaka.

Article 3 (Purpose) This corporation shall undertake business and projects required for the purpose of spreading the teachings of Islam by declaring Allah to be the one and only God, performing religious ceremonies, and carrying out the religious education of believers.

Article 4 (Method of Public Notice) The public notification of this corporation shall be listed on this billboard for 15 days.

Chapter 2: Organization of Officers and Others

Section 1: Responsibility officer and Representation officer

Article 5 (Number) This corporation has three executive officers, and one person from among these shall be the representative executive officer.

Article 6 (Qualification and Election)

1. The representative executive officer is appointed by mutual voting of the executive officers.
2. The executive officers shall be appointed by an advisory committee meeting from among the believers.
3. The total number of an executive officer's relatives or persons having a special relation with the said executive officer shall not exceed one third of the quorum of executive officers.

Article 7 (Representative Executive Officer's Remuneration) The representative executive officer shall not be able to receive remuneration based only on his/her position as a representative executive officer; however, there is an exception when the representative executive officer receives remuneration in the role of an employee.

Article 8 (Term of Office)

1. The term of office for the representative executive officer shall be the same term as for an executive officer.
2. The term of office for an executive officer shall be two years; with the provision that he/she shall not be barred from reappointment.
3. The term of office of a deputy representative executive officer or an executive officer shall be the remaining term of his/her predecessor respectively.
4. After the resignation or expiration of the term of a representative executive officer or an executive officer, he/she shall perform his/her duties until a successor or his/her deputy person takes office.

Article 9 (Board of Executives and its Official Authority) The representative executive officer shall act as the president of administration of this Corporation.

Article 10 (Board of Executives and its Official Authority)

1. Executive officers shall organize a board of executive's meeting and determine the administration of this Corporation as listed below.
 - (1) Preparation of budget
 - (2) Approval of settlement of accounts (general inventory, balance sheet, and statement of cash flow)
 - (3) Disposal of annual surplus money
 - (4) Setup or change of permanent property
 - (5) Acquisition, disposal, or mortgage offering, etc. of real estate and important movable property
 - (6) New building, renovation, extension, reconstruction, removal, a significant change, change of use, etc. of the main buildings in the precincts of the mosque

- (7) A significant change or change of use, etc. inside the precincts of the mosque ground
 - (8) Bearing responsibility for lease, debt or other new duties or renouncing rights.
 - (9) Establishment or abolition of included relationship
 - (10) Change of rules, or establishment and change/removal of detailed rules
 - (11) Merger or dissolution, and disposal of residual property
 - (12) The items set out in this Constitution beside the items listed above.
 - (13) Other important office work of this Corporation
2. Proceedings of the board of executives' meeting shall be decided by a majority of executive officers except when otherwise stated in this Constitution.
 3. The voting rights of executive officers in the board of executives' meeting shall be equal respectively.
 4. The representative executive officer shall convene a board of executives' meeting; provided however, that when the representative executive officer is absent, or when the representative executive officer neglects to convene in the case of clause 5 below, the person who is selected by a mutual agreement of the executive officers shall be able to convene a meeting.
 5. When the representative executive officer is requested by the majority of the quorum of executive officers to convene a board of executive officers' meeting, when there is an agenda for discussion, he/she shall promptly convene one.
 6. When the representative executive officer convenes the meeting, he/she shall inform all the executive officers of its place/time and the agendas to be discussed.
 7. The chairperson presiding over the board of executives' meeting shall be the representative executive officer; however, in case of clause 4 above, the person who is selected by mutual agreement of the executive officers present shall preside.
 8. The minutes of proceedings in a board of executives' meeting shall be recorded.

Section 2: Appointment of Deputies

Article 11 (When a Deputy Should be Assigned)

1. When the situation corresponds to either of the following clauses, a deputy shall be assigned.
 - (1) When the representative executive officer or an executive officer is absent in case of death, resignation, dismissal, the expiration of his/her term, and a successor cannot be promptly chosen.
 - (2) When the representative executive officer or an executive officer cannot perform the job due to illness, travel, or other reasons for more than 3 months.

Article 12 (Qualification and Election)

1. The representative executive officer's deputy shall be selected in a board of executives' meeting when the situation corresponds to clause 1.1 and 1.2 of Article 11 above, and the deputy representative executive officer shall be selected from among the executive officers.
2. The deputy of an executive officer other than the representative executive officer shall be selected in an advisory committee meeting from among the believers.
3. Clause 3 of Article 6 and Article 7 shall be applied to deputies. In this case, "representative executive officer" in the regulations shall be replaced with "executive officer or his/her deputy".

Article 13 (Official Authority)

1. A deputy shall perform the duties of the representative executive officer or executive officer except for the matters set out in the following clauses.
 - (1) The matters specified in Article 27 (it is limited to matters concerning important property.)
 - (2) The matters specified in Article 39 (except for minor matters)
 - (3) The matters specified in Article 40
2. Naturally a deputy shall relinquish the position when the reason for replacement ends.

Section 3: Temporary Representative executive officer and Temporary executive officer

Article 14 (Selection)

1. The representative executive officer or his/her deputy shall not have the right to vote in a matter where they and the corporation have a conflict of interest. In this case, a temporary representative executive officer shall be selected from among believers in a board of executives' meeting.
2. An executive officer or his/her deputy shall not have the right to vote in a matter with which they have a special interest. In this case, temporary executive officers or deputies equal to the number of executive officers or deputies who do not have voting rights, shall be selected from among believers in a board of executive's meeting.

Article 15 (Official Authority) A temporary representative executive officer or a temporary executive officer shall perform the task specified in the Article 14 above, instead of the said representative executive officer, executive officer, or deputy.

Section 4: Believers and Advisory Committee Meeting

Article 16 (Definition of Believer) A believer shall be a person who believes in the teachings of this corporation, who participates in religious activities, and who is registered in the list of believers.

Article 17 (Advisory Committee Meeting)

1. This corporation shall have seven advisory committee members.
2. An advisory committee member shall be selected in a board of executive's meeting from among those who have earned trust among the believers (excluding the executive officers) and the representative executive officer shall appoint him/her.
3. The advisory committee member's term of office shall be two years; with the provision that he/she shall not be barred from reappointment.
4. The rules of clause 3 of Article 6, Article 7 and clauses 3 and 4 of Article 8 shall be applied to advisory committee members correspondingly. In this case, "executive officer" or "representative executive officer and executive officers" shall be replaced with "advisory committee member" respectively.
5. Advisory committee members shall deal with the matters set out in this constitution, and also shall help the representative executive officer to strive for the achievement of the purpose of this corporation, and maintenance and prosperity of this corporation.
6. Advisory committee members shall organize an advisory committee meeting and decide about the matters listed in the following clauses.
 - (1) Preparation of budget
 - (2) Approval of settlement of accounts (general inventory, balance sheet, and statement of cash flow)
 - (3) Disposal of annual surplus money
 - (4) Setup or change of permanent property
 - (5) Disposal, or mortgage offering, etc. of real estate and treasures listed in the property list
 - (6) Lease or guarantee, or other burdens of important duty, and abandonment of right
 - (7) Change of rules, merger or dissolution
 - (8) Administration of business and projects
 - (9) Other matters set out in this constitution
 - (10) Matters concerning the achievement of purpose of this Corporation and its maintenance and prosperity
7. The representative executive officer shall convene an advisory committee meeting; provided however, that when the representative executive officer is absent, or when the representative executive officer neglects to convene in the case of clause 8 below, the person who is elected by mutual agreement among executive officers other than the representative executive officer shall be able to convene the advisory committee meeting.
8. The representative executive officer shall call an advisory committee meeting promptly, when he/she is requested by the majority of the quorum of advisory committee members to convene an advisory committee meeting with a suggested agenda to be discussed.
9. The chairperson to preside over an advisory committee meeting shall be appointed by mutual election of advisory committee members.

10. The agenda of an advisory committee meeting shall be decided by a majority of the quorum of advisory committee members except when stated otherwise in the constitution.

11. The minutes for the proceedings of an advisory committee meeting shall be recorded.

Section 5: Dismissal of Executive Officers and Advisory Committee Members

Article 18 (Dismissal of the Representative executive officer) When the condition of the representative executive officer corresponds to one of the following clauses, based on the resolutions for dismissal of the representative executive officer with the respective majority votes of quorums for a board of executives' meeting and an advisory committee meeting, the board of executive's meeting shall be able to dismiss the said representative executive officer (including his/her status as a executive officer).

(1) When it is acknowledged that physical or mental failure affects the performance of his/her duties and he/she is unable to bear the responsibility.

(2) When he/she explicitly violates the duties of the job.

(3) When he/she acts inappropriately as representative executive officer.

Article 19 (Dismissal of an executive officer) When the condition of an executive officer other than representative executive officer corresponds to one of the clauses of Article 18, based on the resolutions for dismissal of an executive officer with respective two-thirds of the quorums for a board of executive's meeting and an advisory committee meeting, the representative executive officer shall be able to dismiss the said executive officer. In this case, "representative executive officer" shall be replaced with "executive officer" in clause 3 of the said article.

Article 20 (Dismissal of a deputy) The dismissal of a deputy for the representative executive officer or an executive officer shall follow the regulations set out in Articles 18 and 19.

Article 21 (Dismissal of an Advisory committee member) When the condition of an advisory committee member corresponds to one of the clauses of Article 18, based on the resolutions for the dismissal of the representative executive officer with respective two-thirds of the quorums for a board of executive's meeting and an advisory committee meeting, the representative executive officer shall be able to dismiss the said advisory committee member. In this case, "representative executive officer" shall be replaced with "advisory committee member" in clause 3 of the said article.

Section 6: Auditor

Article 22 (Auditor)

1. One auditor shall be appointed in this corporation

2. An auditor shall be assigned at an advisory committee meeting from among the believers excluding executive officers and advisory committee members.

3. The auditor's term of office shall be for four years until the conclusion of an advisory committee meeting. However, he/she shall not be barred from reappointment.

4. Also after resignation or expiration of the term, the auditor shall perform the job until a successor takes office.

5. The auditor shall not be from those who are executive officers, advisory committee members or their relatives, or anybody who has a special relation or is an employee of this corporation.

6. An auditor shall perform the job set out in this constitution, and shall also inspect the status of the properties of this corporation, and the performance of businesses and projects, and shall report to a board of executive's meeting and an advisory committee meeting if necessary.

7. In the case that an auditor may need to report in accordance with the preceding clause, he/she shall be able to convene a board of executive's meeting and a advisory committee meeting irrespective of the regulation in clause 4 of Article 10 and, and clause 7 of Article 17.

8. The regulation set out in Article 7 shall be applied correspondingly to the auditor.

9. When the auditor corresponds to one of the clauses of Article 18, a resolution by two-thirds of the quorum of an advisory committee meeting shall be able to dismiss the said auditor. In this case, "representative executive officer" shall be replaced with "auditor" in

clause 3 of Article 18.

Chapter 3: Financial Affairs

Article 23 (Classification of Property)

1. The assets of this corporation shall be permanent property and ordinary property.
2. The permanent property shall be set among the properties listed below.
 - (1) Real estate and negotiable securities
 - (2) Contributed property specified as permanent property
 - (3) Property which is decided to be included in permanent property
3. Ordinary property shall be properties other than permanent property and income which were acquired in the past and are accrued generally from property.

Article 24 (Setup and Change of Permanent Property) The setup or change of permanent property shall require the resolution of more than two-thirds of the quorum of a board of executive's meeting and an advisory committee meeting.

Article 25 (Management of Permanent Property) The permanent property shall be kept in a bank or converted to positive negotiable securities, and shall be managed by the representative executive officer.

Article 26 (Disposal of Property, etc.) Any action listed below shall require the resolution of more than two-thirds of the quorum of a board of executive's meeting and an advisory committee meeting, and notice must be given to believers and interest groups about the effect of this action at least one month before it takes effect; however, when an action listed in clauses 3-5 is urgent or a minor one, and the action listed in clause 5 lasts only for a certain period, public notice need not be given.

- (1) Dispose of real estate or treasures listed in the property inventory.
- (2) Borrowing (except for the temporary lease withdrawn with the income within the fiscal year concerned), or offering of a guarantee.
- (3) New construction, reconstruction, extension, transfer, removal or a significant change to main in- precinct buildings.
- (4) Carrying out of a significant change to the in-precinct ground.
- (5) Changing of use of main in-precinct buildings, or the use of the in-precinct ground, or the offering of those for purposes other than the main purpose of this Corporation.

Article 27 (Preparation of the General Inventory) The general inventory shall be prepared within three months of the end of the preceding year after the end of annual fiscal year and received by the auditor's audit and then it shall require the resolution of an advisory committee meeting and a board of executive's meeting respectively.

Article 28 (Payment of cost) The expenses of this Corporation shall be paid for with ordinary property.

Article 29 (Preparation of budget) A budget shall be drawn up one month before an annual fiscal year starts. It shall be resolved by an advisory committee meeting, and require two-thirds of the quorum of executive officers in a board of executive's meeting.

Article 30 (Classification of Budget) The budget is divided into two parts consisting of a current balance and an extraordinary balance and they shall be subdivided into items to clarify the nature of income and the purpose of expenditure.

Article 31 (Reserve Fund)

1. A reserve fund shall be able to be appropriated to cover expenditures which are overrun budgets or out-of-budget expenditures.
2. When a reserve fund is to be used, it shall require the resolution of a board of executive's meeting.

Article 32 (Supplement of Budget) When, after the preparation of a budget, the need arises within the fiscal year due to an unavoidable reason, a resolution of an advisory committee meeting and a resolution with more than two-thirds of the quorum of executive officers in a board of executive's meeting shall be able to supplement the specified budget.

Article 33 (Installation of Special Account) If necessary, a resolution by an advisory committee meeting and a resolution with more than two-thirds of the quorum of executive officers shall be able to install a special account.

Article 34 (Settlement of Accounts) After settlement of account, a statement of cash flow shall be prepared within three months after the end of a fiscal year every year, receive the auditor's audit, and be approved by an advisory committee meeting and receive the approval of more than two-thirds of the quorum of executive officers in a board of executive's meeting.

Article 35 (Disposal of Annual Surplus Money) When a surplus is produced in an annual account, it shall be transferred to the annual revenue of the following year; provided, however, that the whole or part of it can be incorporated into permanent property with a resolution of an advisory committee meeting and a resolution with more than two-thirds of the quorum of executive officers in a board of executive's meeting.

Article 36 (Fiscal Year) The fiscal year of this Corporation shall start on February 1st. every year, and shall end on January 31st. of the following year.

Chapter 4: Supplementary Rules

Article 37 (Change of Constitution)

1. If any change is made to this constitution, it shall be passed by a resolution of an advisory committee meeting and a resolution of more than two-thirds of a board of executive's meeting, and in addition, it must receive the Osaka governor's attestation.
2. When the change of constitution applies to items in Article 3, this article and the next article, it shall require the consent of two-thirds of the believers in addition to the requirements described in the clause mentioned above.

Article 38 (Merger or Dismissal) When this Corporation intends to carry out a merger or a dismissal, it must be passed by the resolutions of an advisory committee meeting, and more than two-thirds of the quorum of executive officers in a board of executive's meeting, and then the Osaka governor's attestation must be received.

Article 9 (Attribution of Residual Property) The residual property accompanying dissolution of this Corporation shall be attributed to the government, municipal government, other religious bodies, or other public corporations which are selected based on a resolution of an advisory committee meeting and a resolution of more than two-thirds of the executive officers in a board of executive's meeting.

Article 40 (Fixed Documents and Account Book) This Corporation shall be equipped with the following documents and accounting book permanently in its office.

- (1) The constitution of this Corporation
- (2) The rules and regulations of Islam
- (3) List of executive officers' names
- (4) Budget document
- (5) General inventory, balance sheet, and statement of cash flow
- (6) The minutes of the board of executive's meetings and advisory committee meetings
- (7) Office processing record book
- (8) Accounting books and other related books regarding businesses
- (9) List of Believers

Article 41 (Enforcement of the regulations of this constitution) Any ruling related to the enforcement of this constitution is passed by a resolution of the advisory committee; approved in a board of executive's meeting; and the representative executive officer makes the final decision.