

# **The Sa'ad Muse Community in London, Hoodaale**

## **CONSTITUTION**

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**RULE 1:      TITLE AND REGISTERED OFFICE**

- 1.1      The Community formed under these rules (hereinafter called the Community) shall be known by the title of “Sa’ad Muse Community London, Hoodaale”.
- 1.2      This constitution applies to all members of the Community and represents the entirety of the rules applicable to all members of the Community.
- 1.3      The Registered Office of the Community shall be “office address to be defined”.

**RULE 2:      OBJECTIVES**

- 2.1      The objectives of the Community are to:
  - 2.1.1      Promote unity, cooperation, and representation among all members and clans.
  - 2.1.2      Uphold cultural identity, and mutual respect.
  - 2.1.3      Support access to education, skills development, and lifelong learning.
  - 2.1.4      Strengthen family values through marriage guidance and social support.
  - 2.1.5      Provide dignified funeral services and assist bereaved families.
  - 2.1.6      Facilitate job creation, economic empowerment, and business development.
  - 2.1.7      Foster peaceful relations and cooperation with other communities.
  - 2.1.8      Advocate for fair political representation at all political parties.
  - 2.1.9      Provide legal support to members facing prosecution or imprisonment depending on community ability.
  - 2.1.10      Support imprisoned members and their families through welfare assistance depending on community ability.
  - 2.1.11      Support our Community outside UK depending on community ability.

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**RULE 3: MEMBERSHIP**

- 3.1 Membership in the Community is open to individuals who meet the following criteria:
- 3.1.1 Must be of Sa’ad Muse heritage and belong to one of its clans.
  - 3.1.2 Must reside in London and the surrounding areas at the time of application.
  - 3.1.3 All members must agree to uphold the Constitution, abide by the Code of Conduct, and contribute to the aims and activities of the Community.
  - 3.1.4 Membership rights and responsibilities shall be outlined in the Community’s official membership policy.
  - 3.1.5 The Community reserves the right to suspend or terminate membership in accordance with Rule 20.

**RULE 4: LONDON HOODAALE COUNCIL**

- 4.1 The governance of the Community in the period between annual general meetings and the conduct of its business shall be vested in the London Hoodaale Council (hereinafter called the Council).
- 4.2 The Council represents the clans within the Community. Its members are nominated by their respective clans to reflect equitable clan representation. Council members are confirmed through their clan nomination process.
- 4.3 The composition of the Council shall consist of 31 members, representing the following clans of the Sa’ad Muse Community:
- 4.3.1 Makaahiil Isaxaaq 4 members.
  - 4.3.2 Yaasif Isaxaaq 3 members.
  - 4.3.3 Adaraham Sa’ad 3 members.
  - 4.3.4 Abdalla Abokor 3 members.
  - 4.3.5 Abdalla Sa’ad 3 members.
  - 4.3.6 Hassan Sa’ad 2 members.
  - 4.3.7 Mohamed Isaxaaq 2 members.
  - 4.3.8 Ugadh Abokor 1 member.
  - 4.3.9 Hussein Abokor 5 members.
  - 4.3.10 Jibril Abokor 5 members.
- 4.4 Should a vacancy occur during the Council’s term of office as a result of resignation, removal, or inability to continue their duties, the relevant clan shall have the right to nominate a replacement from within their own clan.

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- 4.5 No person shall be eligible to serve as a member of the Board or Council, who is not a member of the Community.
- 4.6 The Council shall meet once a three month and may convene as needed. Emergency meetings require Council approval and a minimum 24-hour notice.
- 4.7 Both the Board and Council must at all times maintain and protect the aims and objectives of the Community and guard its funds against extravagance and misappropriation.
- 4.8 Board and Council shall hold office for two years commencing immediately after the Annual General Meeting, provided that the said member does not break or breach the rules of the Community, or act against the interest of the Community.
- 4.9 In such a situation, the Board with the advice of the Disciplinary Committee has the authority to take disciplinary action against the said member/s. The expulsion of any member shall be decided upon by the Board
- 4.10 The Council can also give instructions to the elected officers for the smooth conduct of the Community's affairs.
- 4.11 The Council can dismiss or suspend any managerial officer (as Rule 20) for neglect of duty, dishonesty, incompetence, accepting bribes, conflict of interest, refusal to carry out instructions given by the Chairman or Council, and for any other reason that is deemed to be against the interest of the Community.
- 4.12 Salary structure for full-time officers must be recommended by the Finance Committee after consultation with the Chairman and further approved by the Board and Council.
- 4.13 The Council shall have all the powers to draw up rules and guidelines for the orderly conduct of Community activity.
- 4.14 If the Annual General Meeting (AGM) cannot take place because of national calamity, the LHC and EB will hold office as deemed.

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**RULE 5: EXECUTIVE BOARD**

- 5.1 The Executive Board (hereinafter called the Board) shall be responsible for the day-to-day operations and general administration of the Community. It shall lead and guide the organisation's policies and ensure that all activities align with the objectives and resolutions of the Council.
- 5.2 The Board shall be composed of the following officers, each elected by the Council at the Annual General Meeting (AGM) for a term of two years:
- 5.2.1 The Chairman
  - 5.2.2 The Vice Chairman
  - 5.2.3 Second Vice Chairman
  - 5.2.4 The Secretary
  - 5.2.5 Vice Secretary
  - 5.2.6 The Treasurer
  - 5.2.7 Vice Treasurer
  - 5.2.8 The Spokesman
  - 5.2.9 The Liaison Officer
  - 5.2.10 Development officer
- 5.3 The Board shall be accountable to the Council and shall implement its decisions and directives.
- 5.4 The Board shall meet at least once a month and may convene additional meetings when necessary. A quorum shall consist of more than half of its members. Decisions shall be made by a majority vote; in the event of a tie, the Chairman shall have a casting vote.
- 5.5 Each Board member is expected to carry out their duties diligently and in the best interests of the Community. Failure to do so may result in disciplinary action by the Council.
- 5.6 In the event of resignation, incapacity, or removal of the Board member during their term, a replacement shall be elected at the next AGM or an Emergency Meeting, unless otherwise decided by the Council.
- 5.7 The Board shall keep records of its meetings and submit regular reports on its work to the Council, including financial statements, progress updates, and key decisions taken.

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**RULE 6: THE GOVERNANCE OF THE COMMUNITY**

- 6.1 The supreme authority of the Community shall be vested in the Council.
- 6.2 The Board will run the day to day general administration of the Community's operations.
- 6.3 All resolutions submitted to the Council must be forwarded to the Chairman or Vice-Chairman not later than two weeks before the Annual General Meeting.
- 6.4 The Council cannot transact any business unless a quorum of members is present.
- 6.5 A "quorum of members" is defined as the presence of 11 Council members at the meeting.

**RULE 7: ANNUAL GENERAL MEETING**

- 7.1 Annual General Meetings shall be held once in two years. The Council shall decide the time and place of the next one.
- 7.2 It is obligatory for the Chairman and Vice-Chairman to notify in writing to all members at least 45 days in advance of the Annual General Meeting.
- 7.3 The Council will appoint a committee to organise the AGM.
- 7.4 The business of the AGM shall also be to:
  - 7.4.1 Receive, discuss and examine reports from officers and staff.
  - 7.4.2 Review the past work of the organisation and to approve work plans.
  - 7.4.3 Further consider all matters upon the AGM Agenda.
- 7.5 No business other than that stated on the agenda shall be transacted at the Annual General Meeting. However, in the event that a member wants to introduce a serious matter, he or she must inform the Council who then informs The Chair or vice-Chairman at least two hours before the commencement of the AGM business. In such a case, the majority of the Council must approve a motion for the suspension of the Standing Orders.
- 7.6 The decisions of the Annual General Meeting shall be binding upon all members of the Community.
- 7.7 All decisions taken at the Annual General Meeting must be forwarded to the Community's chair and vice-Chairman within seven days.

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**RULE 8: THE CHAIRMAN**

- 8.1 The Chairman shall be Chief Negotiator for the Community. He must be elected at the Annual General Meeting for a period of two years.
- 8.2 He shall preside over all Council meetings and the Annual General Meetings of the Community. He shall be responsible to the Council, shall have a vote, and when a matter is undecided because of equality of votes, shall have a casting vote.
- 8.3 He shall, in consultation with the Board have the power to make recommendations for the appointment and employment of full-time managerial staff.
- 8.4 He shall have the power to make recommendations to the Board regarding lay-offs, suspension or dismissal of full-time managerial staff. Any action contemplated must be at the full wishes of the Board.
- 8.5 The Chairman, in consultation with the Board, shall have the authority to select personnel to represent the Community on national boards and at local, regional and international conferences, conventions, seminars and other activities that are related to the Community's objectives.
- 8.6 The Chairman on resigning from the Community must give three months' notice in writing to the Council of his intention of doing so. On his resignation or discharge from office, he shall within twenty-four (24) hours hand over all documents, books, vouchers and other things belonging to the Community.
- 8.7 The resignation of the chairman must be approved by the Council.
- 8.8 He shall in conjunction with the Treasurer shall approve all cash, vouchers and cheques on behalf of the Community.



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**RULE 9:      THE VICE CHAIRMAN**

- 9.1        The Vice-Chairman shall be elected at the Annual General Meeting for a period of two years.
- 9.2        The Vice-Chairman shall support the Chairman in the execution of his duties and represent him when necessary.
- 9.3        The Vice-Chairman shall:
  - 9.3.1     Assist the Chairman in overseeing the activities of the Board and Council.
  - 9.3.2     Preside over meetings in the absence of the Chairman.
  - 9.3.3     Act as the Acting Chairman when the Chairman is unavailable or has delegated authority.
  - 9.3.4     Coordinate special projects or responsibilities as assigned by the Chairman or the Council.
  - 9.3.5     Serve as a member of the Finance Committee (as per Rule 17.2).
  - 9.3.6     Monitor the implementation of AGM and Council decisions.
  - 9.3.7     Work with all officers to ensure smooth operation of Community activities.
- 9.4        In case of resignation, suspension, or removal of the Chairman, the Vice-Chairman shall serve as Interim Chairman until a new Chairman is elected at the next AGM or Emergency Meeting

**RULE 10:     TREASURER**

- 10.1       The Treasurer shall be elected by at the AGM and shall serve a term of two years.
- 10.2       The Treasurer shall be responsible for the financial management of the Community, including:
  - 10.2.1    Receiving, safeguarding, and disbursing all Community funds in accordance with approved procedures.
  - 10.2.2    Maintaining accurate and up-to-date records of all income, expenditure, assets, and liabilities.
  - 10.2.3    Preparing monthly and quarterly financial reports to present to the Board and Council.

- 10.2.4 Presenting a complete financial statement and balance sheet at each Annual General Meeting and must be audited if the threshold reaches assigned limit by Chamber of Commerce London.
- 10.2.5 Assisting the Finance Committee in preparing budgets, financial plans, and funding proposals.
- 10.2.6 Ensuring all financial transactions are authorised and documented, and that Community funds are used responsibly.
- 10.2.7 Ensuring compliance with all applicable legal and financial regulations, including tax and reporting obligations.
- 10.2.8 Co-signing all payments and financial documents together with the Chairman.
- 10.2.9 Advising the Board and Council on financial implications of decisions.

**RULE 11: SPOKESMAN**

- 11.1 The Spokesman shall be elected by at the AGM, and shall serve a term of two years.
- 11.2 The Spokesman shall be responsible for all public communication on behalf of the Community, including:
  - 11.2.1 Representing the Community in public forums, media interviews, meetings, and official events.
  - 11.2.2 Issuing public statements and press releases that reflect the views and decisions of the Board or the Council.
  - 11.2.3 Promoting the image, objectives, and activities of the Community to the wider public.
  - 11.2.4 Managing and coordinating communication strategies, public relations, and media outreach.
  - 11.2.5 Assisting in the preparation and delivery of speeches, announcements, and publications.
  - 11.2.6 Responding to public inquiries in a professional and respectful manner.
  - 11.2.7 Working closely with the Chairman and Board to ensure accurate and unified messaging.

- 11.2.8 Ensuring that any sensitive or internal matters are not disclosed without prior authorisation from the Board.

**RULE 12: LIAISON OFFICER**

12.1 The Liaison Officer shall be elected at the Annual General Meeting for a period of two years.

12.2 The Liaison Officer shall be responsible for:

- 12.2.1 Acting as the official point of contact between the Community and external bodies, including government departments, local authorities, and partner organisations in the UK.
- 12.2.2 Facilitating communication and collaboration with other communities and relevant institutions in the UK.
- 12.2.3 Supporting members in accessing services such as housing, healthcare, education, and immigration support.
- 12.2.4 Assisting members in resolving issues involving public bodies and acting as a representative where necessary.
- 12.2.5 Identifying opportunities for cooperation and development that benefit the Community.
- 12.2.6 Reporting to the Board on external engagement and providing updates on ongoing partnerships.
- 12.2.7 Ensuring all engagement activities align with the Community's objectives and values.
- 12.2.8 Maintaining confidentiality and acting in the best interests of the Community at all times.
- 12.2.9 Liaising with women in the Community to ensure their concerns and needs are communicated to the Council and Executive Board.

**RULE 13: SECRETARY**

13.1 The Secretary shall be elected at the Annual General Meeting for a period of two years.

13.2 The Secretary shall be responsible for:

- 13.2.1 Preparing meeting agendas in consultation with the Chairman.

- 13.2.2 Taking and maintaining accurate minutes of all meetings.
- 13.2.3 Keeping and organising all official records, correspondence, and documents.
- 13.2.4 Notifying members of meetings, including date, time, and venue, in a timely manner.
- 13.2.5 Receiving and responding to official communications on behalf of the Community.
- 13.2.6 Keeping members informed of decisions, announcements, and developments.
- 13.2.7 Maintaining an up-to-date membership register, including contact details.
- 13.2.8 Ensuring safekeeping of important contact lists, telephone numbers, and other key information.
- 13.2.9 Supporting the efficient running of the Community's administrative functions.
- 13.2.10 Maintaining confidentiality and acting in the best interests of the Community at all times.

**RULE 14: AMENDMENTS**

- 14.1 This Constitution may be amended by majority votes at any Annual General Meeting or Emergency meetings provided that due notice was given by resolution and such resolution was accepted by the majority.

**RULE 15: VOTING**

- 15.1 All voting shall be by show of hands, secret ballot or as determined by the majority present at the Annual Meeting.

**RULE 16: BINDING EFFECT**

- 16.1 This Constitution shall be immediately effective upon its adoption at any duly constituted conference of the Community.

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**RULE 17: FINANCE COMMITTEE**

- 17.1 The Council shall appoint a Finance Committee that will serve for a period of two years. This committee shall have the power to make recommendations to the Board, through the Council, on all matters relating to the financial administration of the Community.
- 17.2 The Finance Committee shall comprise of five members as follows: Vice-Chairman, Treasurer, and three members of Council which is appointed by the Council.
- 17.3 The Finance Committee shall meet once in three months and as often as necessary. Minutes of such meetings must be taken by the Treasurer and kept for records.

**RULE 18: COUNCIL DUTY**

- 18.1 Council members agree to provide their time on a voluntary basis and are expected to actively contribute to the running of the organisation and attend business meetings, teleconference meetings and are involved in emails and other electronic correspondence
- 18.2 Council members are required to participate actively in council business and provide appropriate contributions to decision making for the betterment of Community as a whole.
- 18.3 Members are required to conduct themselves in accordance with the Community Code of Conduct and the Council Code of Conduct.
- 18.4 Clans should only nominate for councils for which they feel they are well placed and appropriately informed to contribute to the business of that council.
- 18.5 Members of the Council who do not attend two consecutive meetings to which they are summoned, may be removed from office by the Council if they fail to provide a written explanation of that absence to the Chairman or if any written explanation provided is in the opinion of the Council unsatisfactory. The Council shall determine the guidance on the application of this rule.
- 18.6 Members of the Council wishing to step down should notify the Chairman who will notify all the Council via email.

**RULE 19: REMOVAL OF COUNCIL MEMBER**

- 19.1 The Council may, by majority vote, remove a Council membership from any member who:
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- 19.1.1 Has demonstrated wilful intent to act in a manner likely to discredit or damage the reputation or activities of Community.
  - 19.1.2 Has not actively contributed to the running of the organisation as per Rule 19.
- 19.2 Notification of such action shall be communicated by the Community Chairman or Secretary by electronic communication.

**RULE 20: DISCIPLINARY COMMITTEE**

- 20.1 The Disciplinary Committee shall be established by the Council to investigate and advise on breaches of the Constitution or Code of Conduct.
- 20.2 The Committee shall consist of three (3) members appointed by the Council, none of whom shall be part of the Board.
- 20.3 The Committee shall:
  - 20.3.1 Review complaints referred by the Board or Council.
  - 20.3.2 Ensure a fair and confidential investigation process.
  - 20.3.3 Provide written recommendations to the Board for action.
- 20.4 Affected members shall have the right to respond to any allegations before a decision is made.
- 20.5 The Board may act on the Committee's recommendations, including issuing warnings, suspensions, or removals.

**RULE 21: APPEALS PROCEDURE**

- 21.1 Any member subject to disciplinary action, suspension, or removal has the right to appeal the decision.
- 21.2 Appeals must be submitted in writing to the Secretary within 14 days of receiving the disciplinary outcome, stating the grounds for appeal.
- 21.3 Upon receipt of an appeal, the Council shall appoint an Appeals Panel composed of three impartial members who were not involved in the original decision.
- 21.4 The Appeals Panel shall review the case, allow the member to present their case, and may consult relevant parties or documentation.
- 21.5 The Appeals Panel must conclude its review and issue a decision within 30 days of being appointed.

- 21.6 The decision of the Appeals Panel shall be final, unless overturned by a two-thirds majority at the next AGM or Emergency General Meeting.

**RULE 22: DISPUTE RESOLUTION**

- 22.1 Any dispute arising between members, or between a member and any committee, shall first be referred to the Board for informal resolution.
- 22.2 If unresolved, the matter will be referred to a three-member Mediation Panel appointed by the Council.
- 22.3 The decision of the Mediation Panel shall be final and binding, unless overturned by a two-thirds vote at an Annual General Meeting

**RULE 23: TERMINATION OR SUSPENSION OF MEMBERSHIP**

- 23.1 A member's general membership may be suspended or terminated if the member:
- 23.1.1 Repeatedly violates the Constitution or Code of Conduct.
  - 23.1.2 Engages in conduct harmful to the Community.
  - 23.1.3 Fails to pay membership fees (if applicable).
- 23.2 Such action shall be taken by majority vote of the Board, following a written notice and an opportunity for the member to respond.
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**RULE 24: DATA PROTECTION AND CONFIDENTIALITY**

- 24.1 All officers and members handling Community records must ensure confidentiality and compliance with UK Data Protection laws
- 24.2 Personal data shall not be shared without consent unless required by law.
- 24.3 Meeting records and member information must be securely stored.

**RULE 25: NOMINATION AND ELECTION PROCEDURES**

- 25.1 Any Community member may nominate or be nominated for positions on the Board, provided they:
  - 25.1.1 Must be a member of the Community.
  - 25.1.2 Must be a member of the Council.
  - 25.1.3 Are in good standing and not under disciplinary action.
- 25.2 Nominations must be submitted in writing to the Secretary at least 30 days before the AGM.
- 25.3 Voting shall be by secret ballot unless otherwise agreed by majority at the AGM.

**RULE 26: SUB-COMMITTEES**

- 26.1 The Council may establish sub-committees to support specific areas of Community work (e.g., Welfare, Youth, Education, Women, Events, developments, funeral service, marriage service etc).
- 26.2 Each sub-committee shall be chaired by a member appointed by the Council and shall report to the Board. The chair shall be member of the Council.
- 26.3 The Chair of each sub-committee shall:
  - 26.3.1 Lead and coordinate the activities of the sub-committee in line with its approved objectives.
  - 26.3.2 Organise and preside over sub-committee meetings.
  - 26.3.3 Report regularly to the Council and Executive Board on progress and issues.
  - 26.3.4 Ensure the sub-committee operates within its terms of reference and adheres to the Community's values and rules.
  - 26.3.5 Facilitate communication and cooperation among sub-committee members.
- 26.4 Sub-committees shall operate under written terms of reference approved by the Council.



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**RULE 27:     MEMBERSHIP FEES**

- 27.1       If the Community agrees to introduce membership fees, the amount and collection method shall be proposed by the Finance Committee and approved at the Council.
- 27.2       Members who fail to pay required fees within 3 months of the due date may have their membership suspended until payment is made, unless exempted by the Board for valid reasons.
- 27.3       All collected fees must be recorded, receipted, and deposited into the Community's official bank account

**RULE 28:     CONFLICT OF INTEREST**

- 28.1       All members of the Board and Council must act in the best interest of the Community at all times.
- 28.2       A conflict of interest arises when a member's personal, financial, or family interests could interfere with their duty to act in the Community's interest.
- 28.3       Any member who becomes aware of a potential or actual conflict of interest must:
  - 28.3.1    Immediately declare the nature of the conflict to the Chairman or during a meeting.
  - 28.3.2    Withdraw from discussion and abstain from voting on the matter concerned.
  - 28.3.3    Ensure that the declaration is recorded in the meeting minutes.
- 28.4       Conflicts of interest include but not limited to:
  - 28.4.1    Close family relationship with someone applying for a paid role or benefit.
  - 28.4.2    Personal involvement in an organisation or event that competes with or affects the Community.
- 28.5       Failure to disclose a conflict of interest may lead to:
  - 28.5.1    A formal warning.
  - 28.5.2    Removal from office by majority vote of the Council.
  - 28.5.3    Referral to the Discipline Committee for further action.

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28.6           The Chairman shall ensure that a Register of Interests is maintained and reviewed annually.

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**RULE 29: CODE OF CONDUCT**

- 29.1 All members of the Community, Board, and Council are required to abide by the Community's Code of Conduct.
- 29.2 The Code of Conduct sets standards for respectful behaviour, honesty, cooperation, and duty to the Community.
- 29.3 A breach of the Code of Conduct may result in disciplinary action as outlined in the Constitution.
- 29.4 The Code of Conduct shall be made available to all members and reviewed periodically by the Board.

**RULE 30: DISSOLUTION OF THE COMMUNITY**

- 30.1 The Community may only be dissolved by a five-sixths vote of all members present at a specially convened Emergency General Meeting (EGM) called for that purpose.
- 30.2 In the event of dissolution, after settling all debts and liabilities, any remaining assets shall be donated to a registered charity or community organisation with similar objectives, as decided by the members.

**RULE 31: COUNCIL CO-OPTION PROCEDURE**

- 31.1 A vacancy in the Council arises if a member resigns, is removed, or is unable to continue.
- 31.2 The clan of the outgoing member shall nominate a replacement from within the same clan.
- 31.3 The nomination must be submitted in writing to the Chairman or Secretary.
- 31.4 The Council shall review and approve the nominee by majority vote.
- 31.5 Once approved, the nominee serves the remainder of the original term with full Council rights.
- 31.6 The appointment must be recorded in meeting minutes, and all members notified within two weeks.

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**RULE 32: CO-OPTION PROCEDURE FOR BOARD VACANCIES**

- 32.1 If a position on the Board becomes vacant due to resignation, removal, incapacity, or death, the Chairman or Secretary must inform the Council without delay.
- 32.2 The Council must then decide how to fill the vacancy. It can either:
- 32.2.1 Wait until the next Annual General Meeting (AGM) or Emergency General Meeting (EGM) to hold an election, or
  - 32.2.2 Appoint a temporary replacement (co-opt) to serve in the role until an election is held or the term ends.
- 32.3 The person being considered for co-option must:
- 32.3.1 Be a registered member of the Community,
  - 32.3.2 Be in good standing, and
  - 32.3.3 Not be under disciplinary action.
- 32.4 The appointment must be approved by a majority vote of the Council and recorded in the official meeting minutes.
- 32.5 The co-opted member will carry out the full duties of the role and will serve:
- 32.5.1 Until the next AGM or EGM where an election takes place, **or**
  - 32.5.2 Until the original term ends, if the Council agrees.
- 32.6 The Community must be notified of the co-option within two weeks of the Council's decision.

**RULE 33: POLITICAL AFFILIATION AND ENGAGEMENT**

- 33.1 The Community may formally affiliate with a political party only if:
- 33.1.1 The Council approves the affiliation by a two-thirds (2/3) majority vote, and
  - 33.1.2 The decision is ratified by members at an Annual or Emergency General Meeting.
- 33.2 The purpose of any political affiliation must be to advance the collective interests, rights, and representation of the Community.
- 33.3 If the Community establishes a political fund, it must be clearly separated from general finances.
- 33.3.1 Contributions to the fund must be voluntary; no member shall be compelled to contribute.
  - 33.3.2 All political expenditure must come from this fund and be reported annually to the Council and members.
- 33.4 No individual may act on behalf of the Community in political matters or make public political statements without prior written authorisation from the Board.
- 33.5 Political activity under the Community's name must:

- 33.5.1 Be authorised in advance,
  - 33.5.2 Remain non-partisan in tone and respectful of all members, and
  - 33.5.3 Avoid actions that may create division within the Community.
- 33.6 Personal political views or involvement in parties must remain separate from Community roles unless officially approved.
- 33.7 The Community may review, suspend, or end its political affiliation through a majority vote of the Council and confirmation by members at a general meeting.
- 33.8 Any misuse of the Community name, platform, or resources for unauthorised political purposes may result in disciplinary action.

**RULE 34: POLITICAL AFFAIRS SUB-COMMITTEE**

- 34.1 The Political Affairs Sub-Committee shall be established by the Council to oversee all political engagement and manage the Community's relationship with any affiliated political party.
- 34.2 The Sub-Committee shall consist of five (5) members, appointed by the Council, and must include:
  - 34.2.1 One member from the Board,
  - 34.2.2 Three members that represent different clans,
  - 34.2.3 One member with knowledge of political or legal affairs (where possible).
- 34.3 Members of the Sub-Committee must:
  - 34.3.1 Be in good standing with the Community,
  - 34.3.2 Not currently hold a political office or party position unless authorised by the Council,
  - 34.3.3 Declare any conflict of interest before appointment.
- 34.4 The Sub-Committee shall:
  - 34.4.1 Manage communication and coordination with the affiliated political party,
  - 34.4.2 Ensure that all political activity is authorised and complies with UK and relevant overseas law.
  - 34.4.3 Maintain records of political decisions, activities, and spending.
  - 34.4.4 Advise the Board and Council on political matters.
  - 34.4.5 Ensure political decisions reflect the values and interests of the entire Community.
- 34.5 The Sub-Committee shall meet at least quarterly and may hold emergency meetings when required.
- 34.6 A Chairperson shall be selected from among the Committee members at the first meeting. The Chairperson is responsible for reporting to the Board and the Council.

- 34.7 The Political Affairs Sub-Committee is accountable to the Council and shall submit written reports ahead of each AGM or EGM.
- 34.8 Any misconduct or unauthorised political activity by a Sub-Committee member may result in removal by majority vote of the Council.

**RULE 35: DISCIPLINARY PROCEDURE**

- 35.1 All Hodaale members must observe the Constitution and Code of Conduct.
- 35.2 Disciplinary action may be taken against a member who:
- 35.2.1 Breaches the Constitution or acts against the interest of the Community.
  - 35.2.2 Commits discrimination or harassment.
  - 35.2.3 Fails to pay agreed dues or comply with lawful instructions.
- 35.3 The Chair investigates all complaints and may delegate to another person or independent party.
- 35.4 If sufficient grounds exist, the matter is referred to a Disciplinary Committee of three impartial members appointed by the Council.
- 35.5 The Committee is supported by a qualified officer and conducts hearings fairly and confidentially.
- 35.6 If charges are upheld, penalties may include:
- 35.6.1 A caution.
  - 35.6.2 Suspension from meetings, benefits, or office.
  - 35.6.3 Disqualification from holding any Hodaale office.
- 35.7 The Chair or delegated person may impose temporary suspension during investigations.
- 35.8 A member may appeal within 21 days to an Appeals Panel of three impartial, trained individuals.
- 35.9 Appeals are by review only. The panel may uphold or reduce penalties but not increase them. Their decision is final.
- 35.10 Procedures for hearings and appeals shall be set by the Council.
- 35.11 Suspended members remain liable for due payments and obligations during the suspension period.

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**RULE 36: COMMUNITY ASSETS AND TRUSTEE COMPANY**

- 36.1 The Community may incorporate one or more legal entities named London Hodaale Trustee Company Limited (or other names as appropriate) (“the Trustee Company/Companies”) to hold, manage, and safeguard all assets of the Community.
- 36.2 Each Trustee Company shall be registered as a company limited by guarantee, wholly owned and controlled by the Community.
- 36.3 The objectives of the Trustee Companies shall be to:
- 36.3.1 Legally hold and manage land, property, funds, and other Community assets.
  - 36.3.2 Act only under the direction of the Council.
  - 36.3.3 Execute contracts, leases, and agreements lawfully on behalf of the Community.
  - 36.3.4 Provide long-term protection and continuity for Community-owned assets.
- 36.4 The Trustee Company shall not operate for profit. Any surplus or income shall be reinvested solely for the benefit of the Community.
- 36.5 The Board of Directors of each Trustee Company shall consist of:
- 36.5.1 The Chairperson of the Council.
  - 36.5.2 The Vice-Chairperson of the Council.
  - 36.5.3 The Treasurer of the Council.
  - 36.5.4 One (1) additional person appointed by the Council.
- 36.6 The Secretary of Council shall serve as the Company Secretary of the Trustee Companies.
- 36.7 Directors shall be subject to removal or replacement at any time by majority vote of the Council.
- 36.8 The Trustee Companies shall report annually to the Council, including:
- 36.8.1 A list of assets held.
  - 36.8.2 Financial statements.
  - 36.8.3 Notification of any transfers or encumbrances.
- 36.9 No Community asset may be sold, leased, transferred, or mortgaged without prior written approval of the Council.
- 36.10 The constitution and Articles of Association of each Trustee Company must fully reflect Rule 36 and shall require prior approval by the Council.

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**RULE 37:     DEVELOPMENT OFFICER**

- 37.1       The Council shall appoint a Development Officer to support the Council and the Community in areas of growth, fundraising and project development.
- 37.2       The Development Officer shall be appointed by the Council and shall report directly to the Council.
- 37.3       The roles and responsibilities of the Development Officer shall include:
- 37.3.1   Identifying and pursuing funding opportunities, grants, and partnerships to benefit the Community.
- 37.3.2   Assisting in the planning, development, and delivery of community projects, programs, and initiatives.
- 37.3.3   Supporting the Council in developing strategic plans for community development and sustainability.
- 37.3.4   Acting as a liaison with external organizations, donors, and stakeholders.
- 37.3.5   Preparing reports and proposals as required by the Council.
- 37.4       The position may be remunerated or voluntary as determined by the Council.
- 37.5       The Council may remove or replace the Development Officer at any time by majority vote.

**RULE 38:     YOUTH OFFICER**

- 38.1       The Community shall appoint a Youth Officer to represent and promote the interests, participation, and development of young people within the Community.
- 38.2       The Youth Officer shall be appointed by the Council and shall report directly to the Council.
- 38.3       The roles and responsibilities of the Youth Officer shall include:
- 38.3.1   Acting as a voice for the youth of the Community and bringing their views, concerns, and ideas to the attention of the Council.
- 38.3.2   Encouraging the involvement of young people in the Community's activities, programs, and decision-making processes.
- 38.3.3   Organizing and supporting youth-focused events, programs, and initiatives.
- 38.3.4   Liaising with schools, youth groups, and other organizations to promote the welfare and development of young people.
- 38.3.5   Advising the Council on issues affecting young people in the Community.



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- 38.4 The Youth Officer may attend Council meetings in an advisory capacity when invited but shall not have voting rights.
- 38.5 The position may be voluntary or remunerated as determined by the Council.
- 38.6 The Council may remove or replace the Youth Officer at any time by majority vote

## **RULE 39: DEFINITIONS**

37.1 For the purpose of this Constitution:

- 37.1.1 **Community** – Refers to the Sa’ad Muse Community in London, Hoodaale.
- 37.1.2 **Board (Executive Board)** – The leadership body responsible for the day-to-day management and operations of the Community. Members are elected by the Council at the Annual General Meeting (AGM).
- 37.1.3 **The Council (London Hoodaale Council)** – The representative council of the Community, composed of members nominated by their respective clans. Members are not elected at the AGM but are confirmed through sub-clan nomination.
- 37.1.4 **Chairman** – The elected head of the Community who leads both the Board and the Council.
- 37.1.5 **Treasurer** – The officer who manages the Community’s finances and reports on financial matters.
- 37.1.6 **Secretary** – The officer responsible for keeping records, organising meetings, and handling correspondence.
- 37.1.7 **Spokesman** – The officer who communicates publicly on behalf of the Community.
- 37.1.8 **Liaison Officer** – The officer responsible for maintaining relationships with external organisations and supporting members in accessing services.
- 37.1.9 **Member** – A person who qualifies for membership under Rule 3 and is officially registered.
- 37.1.10 **Quorum** – The minimum number of members needed for a meeting to be valid.
- 37.1.11 **Sub-committee** – A smaller group formed to focus on specific tasks like youth, events, etc.
- 37.1.12 **Conflict of Interest** – A situation where personal interests could affect a member’s duty to the Community.
- 37.1.13 **Code of Conduct** – The rules of behaviour expected from all members and officers.
- 37.1.14 **Resolution** – A formal decision made by vote at a meeting.
- 37.1.15 **Appeals Panel** – A group of three impartial members who review appeals against disciplinary actions.
- 37.1.16 **Mediation Panel** – A group of three impartial members appointed to resolve disputes between members.
- 37.1.17 **Disciplinary Committee** – A group appointed to investigate complaints and recommend actions to the Board.
- 37.1.18 **Standing Orders** – The rules that guide how meetings are conducted.
- 37.1.19 **AGM (Annual General Meeting)** – The yearly meeting of members to discuss reports, hold elections, and make key decisions.
- 37.1.20 **EGM (Emergency General Meeting)** – A special meeting called to deal with urgent matters outside the AGM.
- 37.1.21 **Elected** means chosen by vote of all members of the Community at the AGM.
- 37.1.22 **Nominated** means selected by the relevant sub-clan.