

# HIC POLICIES

## HUSAINI ISLAMIC CENTRE PETERBOROUGH

### ***Policy for Visiting Alims/Alimas/Lecturers/Recitors***

1. Before inviting ANY guest Alims we must check with COEJ and/or our resident Alim to make sure the Alim has been vetted. This procedure should apply even if an Alim has previously visited our centre.
2. An outside Alim Hadiya policy must be agreed at Management Committee level. This is applicable to all Alims except for those lecturers invited by the English Lecturer Committee.
3. There is a current agreed Alim hadiya rate by Managing Committee.
4. Where an outside Alim's hadiya requirements are in excess of the set level, agreement at Office Bearer level will be required before the Alim is booked. Fundraising would then be required to cover the excess hadiya amount; although the ideal would be to ensure donations are received to cover the full hadiya amount.
5. Once the outside Alim is booked, Secretariat will get in touch with the Alim or Agent to confirm the agreed Hadiya, the length of visit, duties required by the visiting Alim (i.e. leading jamaat namaaz etc...)
6. If the visiting Alim requires pick up and drop off, Secretariat will arrange transportation. If overnight stay is required, Secretariat will contact the caretaker or any volunteer agreeing to accommodate the Alim. Secretariat will also ensure that Lunch and Dinner for the resident Alim is arranged.
7. If an Alim has been invited by a member of the jamaat, the Member will have to provide full details of the Alim, the proposed date of the event, the agreed Hadiya (which needs to be paid at the Jamaat office before the Event), all travel expenses, accommodation and food arrangements will have to be taken care of by the inviting member.
8. Every visiting Alim will be treated as self-employed.
9. Anything outside this policy will be at office bearer's discretion.
10. Any Changes to this policy will need to be approved by the management committee.

#### Definitions:

Secretariat: Jamaat Secretariat elected at AGM

COEJ: Council of European Jamaats

Hadiya: Monetary value

Caretaker: Jamaat's live in caretaker

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