CONSTITUTION AND BYLAWS

THE ISLAMIC CENTER OF CLEVELAND

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CONSTITUTION AND BYLAWS

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THE CONSTITUTION

ARTICLE I

Name

The Islamic Center of Cleveland is hereby established and will henceforth be referred to as “the Center.”

ARTICLE II

Mission Statement

The Center is established for the fulfillment of the following purposes:

Section A To provide Muslims with religious guidance based on the teachings of Islam.

Section B To provide a place for the offering of prayers and for the performance of other religious observances, and for cultural activities.

Section C To promote good will, understanding, fellowship and tolerance among Muslims.

Section D To serve as a cultural institute for the dissemination of information on Islam, its teachings, its history and its culture among Muslims as well as non-Muslims.

Section E To issue literature dealing with Islam and Islamic Civilization.

Section F To organize courses of study in the Qu’ran, the language of the Qu’ran, and in Islamic history and culture designed to meet the needs of Muslims and non-Muslims, both adults and children.

Section G To maintain a library stocked with literature and publications on Islam.

Section H To promote the spirit of Islam through interfaith dialog.

Section I To work with the Islamic community towards establishment of an Islamic School.
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ARTICLE III

Organization and Prohibitions

Section A  The Center shall be inclusive of Muslims representing all Islamic ways and ideologies (Mathahib) and shall be open to participation of all Muslims regardless of their origin or background. However, all members shall adhere to the regulations included in this Constitution and Bylaws.

Section B  The Center shall not involve itself in political activities of any nature, within or outside the United States, whether or not any Muslim groups or nations are participant in debate or in strife.

Section C  The Center shall not be used for monetary profit, and no part of its funds or possessions may be used for the personal benefit of any of its members. The balance of all moneys received by the Center, after the payment of its debts and obligations, shall be held or used exclusively for the furtherance of the aims and purposes heretofore stated.

Section D  The Center shall not involve itself in any form of racism. Persons advocating racism of any kind will not be allowed to join the Center, or if they are members, shall be asked to resign or will be subjected to expulsion as outlined in Article V, Section D of this Constitution.

Section E  The Center shall be comprised of a Council of Elders, a General Assembly, an Executive Committee and a Board of Trustees. Definitions and functions follow.

Section F  Officers of any of the three bodies, “Council of Elders, Executive Committee, or Board of Trustees” may not hold any other office simultaneously. Hired employees of the Center are not eligible to be elected as officers in any of the three governing bodies.

Section G  This Constitution in its entirety, and with all its revisions herein, shall become effective when voted upon and approved by a majority of the General Assembly. The voting process will be preceded by two open
forums in which the revisions will be discussed with active members of the General Assembly.

ARTICLE IV

Council of Elders

Section A  The Council of Elders shall be comprised of five (5) members who are to be named by two-thirds combined majority of the Executive Committee and the Board of Trustees, and confirmed by a majority vote of eligible members of the General Assembly present and voting at the next general meeting.

Section B  The Council of Elders shall serve towards the safeguard of the integrity, growth and stability of the Center.

Section C  Members of the Council of Elders, once elected by the procedure outlines in Section A above, shall serve until they resign, move from the geographical area served by the Center which Shall require resignation, die, become permanently incapacitated or be removed by impeachment after due process as per recommendation of either the Executive Committee or the Board and ratified by the General Assembly.

Due process is to be initiated only on the following grounds:

a) Flagrant un-Islamic act
b) Unlawful/criminal behavior
c) Conduct or activity specifically detrimental to the Center

In the event of a vacancy on the Council of Elders, the Executive Committee and the Board of Trustees shall submit a candidate for confirmation to the General Assembly at their next scheduled meeting.

ARTICLE V

General Assembly

Section A  Membership shall be awarded to Muslim adults, males and females who are Citizens or Permanent Residents of the United States of America. Membership shall be divided into the following categories:
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Single, Family and Honorary. Single membership shall include all members that are 18 years of age and older. Family membership shall include one or both parents with children under age 18 however, only the parents are eligible to vote. Student membership shall include all members who are 18 years or older and holding valid student ID card. Membership will be considered Active when the membership dues are fully paid up within the required renewal date. A two-year residency in Northeast Ohio is required before a person may become an Active Member. Only Active (paid) Members who are 18 years or older shall be entitled to vote and hold office.

An Honorary member shall be a Muslim or Muslima with exceptional leadership qualities and dedicated service to Islam. He or she shall be voted upon by the Executive Committee.

Section B All Muslims are eligible for admission to the General Assembly upon filling an application form and payment of the membership fee as outlined in Article X of the Constitution.

Section C a) The ultimate responsibility of determining the course of policy and activities of the Center shall lie with the General Assembly. Issues of importance or of an unusual nature must be ratified by the General Assembly in accordance with voting procedures detailed in Article IX. Before voting by the General Assembly on any issue, there shall be a maximum of two (2) open forums with members for discussion and clarification. These issues include those that are negated by the Council of Elders and are deadlocked or unresolved by the majority of the executive Committee and the Board of Trustees. Decisions made by the General Assembly can be negated once by the Council of Elders, after which voting on the same issue a second time by the General Assembly shall be binding.

b) The General Assembly shall have the power to amend this Constitution and may exercise that power in accordance with the voting procedures detailed in Article IX.

c) The General Assembly shall meet three times a year, on the last Sunday of January, April and September, at which times the various activities of the Center shall be reported and discussed.
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d) The General Assembly, at its September meeting shall elect a President, a President-Elect, a Vice President, a General Secretary and a Treasurer. The General Assembly shall also elect members to the Board of Trustees to fill the vacancies created by those members of the Board of Trustees whose terms are expiring.

Section D Upon a recommendation from the Council of Elders and approval by the combined majority of the Executive Committee and the Board of Trustees, any member of the Center may be deprived of his membership or be suspended for word or deed performed, sponsored or advocated by him or her, which word or deed may be considered by majority vote of the General Assembly to be detrimental to the objectives of the Center, and if such word or deed is performed in the name of the Organization. Reference also Bylaws Article II, Section IV.

Section E The failure to pay the yearly dues of the Center by the end of January each year shall constitute grounds for suspension of membership, such suspension being accompanied by the cessation of all rights and privileges of membership. Reinstatement of membership will be performed upon payment of all back dues and current dues. However, the member will not be able to vote for that year.

ARTICLE VI

Executive Committee

Section A a) The Executive Committee shall be comprised of Six (6) members, as follows: the President, the President-Elect, the Vice President, the General Secretary, the Treasurer, and the Imam. All but the Imam shall have voting power.

b) All members of the Executive Committee except the Imam shall be elected from among the Active paid members (as defined in Article V, Section A of the Constitution) of the General Assembly.

c) Officers of the Executive Committee shall serve no more than two (2) consecutive two-year terms. Any former officer shall be eligible for reelection following a one-term absence as an officer.
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d) All records of the Executive Committee shall be maintained in a secure and lockable premises at the Islamic Center

Section B The Executive Committee shall have the authority and responsibility of initiating, implementing and supervising programs in keeping with the objectives of the Center. The Executive Committee may delegate some of this authority and responsibility in specified areas to appropriate committees.

Section C Any member of the Executive Committee may resign by giving notice in writing to the President. The resignation of the President shall be submitted to the Chairperson of the Board of Trustees. When a vacancy arises in the Executive Committee owing to such a resignation or to some other cause, it may be filled temporarily by the Executive Committee, until the next General Assembly, at which time, voting can take place for a permanent member. This appointment will be by unanimous vote of the remaining members of the Executive Committee. In the event the Executive Committee could not reach a unanimous vote, the obligation to elect the temporary member shall be moved to the Board of Trustees.

ARTICLE VII

Board of Trustees

The Board of Trustees is established in order that the control of the Center shall rest in the hands of the many, rather than a few. The Board of Trustees is responsible for the long-term planning of the Center, by acting as an advisory panel to the Executive Committee, and safeguarding the integrity of the Center.

Section A The Board of Trustees shall be comprised of fifteen (15) members. All Board members shall be elected by the General Assembly.

Section B The Board of Trustees shall have the final authority on major issues concerning the Center. The Executive Committee shall vote on such issues and take them up to the Board of Trustees for the final decision.
Section C  The Board of Trustees shall elect its own Chairperson every two years.

Section D  Each member of the Board shall serve a four (4) year term. Initially, eight (8) members shall be elected to four year (4) terms, and the remaining seven (7) members to two-year (2) terms. This shall allow eight (8) or seven (7) members to be elected or re-elected every two years. There are no limits on the number a member of the Board can run for reelection. The term of a Board of Trustees member shall commence on the first day of October in the year in which he or she is elected and continue for either a four-year or a two-year term in accordance with the above schedule and end on September 30th in the year his or her term expires or continue until his/her successor is elected.

Section E  There shall be a monthly regular meeting of the Board, the day and time to be decided by them. Special meetings could be called by the Chairperson of the Board or upon request by a majority of the Executive Committee.

Section F  Special meetings of the Board of Trustees can also be called by a petition signed by ten percent (10%) of the General Assembly, specifying the date and topic of the meeting. The Chairperson of the Board of Trustees will call this meeting within two weeks of receiving the petition, and this meeting will address only the issue petitioned. If the General Assembly grievances are not addressed by the Board of Trustees within two weeks of the petition, the Council of Elders will call for a meeting of the General Assembly.

Section G  The Board of Trustees, in its first regular meeting of the year, shall appoint the chairpersons of the Standing Committees. The chairperson shall preferably be a member of the Board of Trustees (for the sake of continuity).

ARTICLE VIII

Procedure regarding meetings

Section A  Members shall be notified at least three weeks (21 days) in advance regarding confirmation of dates of the meetings of the General
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Assembly. Notification shall be performed by the Communications Committee. Members should submit suggestions two weeks (14 days) prior to the meeting in writing to the Communication Committee. Names and contact information of all Committee members will be posted on a bulletin board at the center. The Communication Committee shall maintain a suggestions mailbox inside the Center and also create and maintain an email address for any suggestions and communications from members.

Section B General Assembly meetings involving voting will be organized and facilitated by the Election Committee, whose responsibility will be to verify the members’ eligibility to vote by checking in members at a registration desk.

Section C Meetings that do not involve voting will be organized by the Communications and Membership Committees. The Membership Committee will maintain records of the attendance of all members. At these meetings, the State of the Center will be communicated to the members and feedback actively solicited.

Section D Special meetings may be held either under the direction of the President or upon the written and undersigned request of at least one half of the membership of the respective bodies.

Section E The General Assembly meetings shall be chaired by the President. In the absence of the President, the President-Elect will chair the meeting and so on. For the Board of Trustees, the Chairperson or the designate will chair the meetings.

Section F Quorum:

i) The Executive Committee shall not transact any business unless at least three (3) of its members are present after formal written notification of the meeting for all members.

ii) The Board of Trustees shall not transact any business unless at least Eight (8) of its members are present, given a formal notification of the meeting.
iii) The General Assembly shall not transact any business unless ten percent (10%) of its Active Members are present. In an election or voting meeting twenty percent (20%) of its Active (paid) members must be present. The Election Committee shall confirm valid names from the Active membership list, which is kept with the Executive Committee’s General Secretary. This list shall be displayed on the bulletin board in a prominent place at the Center.

A majority of the Active members present and voting shall be required for passage of all motions in the General Assembly, with the exception of amendments and alterations to this constitution and its By Laws. In these instances, a two-thirds majority of the General Assembly present shall be required for passage, after such changes have been approved by a combined two-thirds majority of the Executive Committee and the Board of Trustees and not negated by the Council of Elders.

iv) In the case where there is no quorum at any General Assembly meeting, another meeting will be called three weeks later with the same agenda. In that second meeting a quorum of 15% will be needed.

Section G Each meeting shall be brought to order promptly.

Section H Proper minutes of all meetings should be kept by the Secretary of each Committee. The minutes should include: (1) Notice of the meeting, (2) Date and place of the meeting, (3) members present and (4) the business transacted and proposals suggested, discussed and accepted or rejected. Such minutes of the meeting should be read and confirmed at the following meeting.

ARTICLE IX

Voting procedures

Section A Decisions reached at each meeting will be made on the basis of simple majority unless otherwise indicated elsewhere in this Constitution for special situations, issues and offices.
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Section B Amendments to this Constitution shall not be made except by a two-thirds majority of the Council of Elders, Executive Committee, Board of Trustees and the General Assembly members present in a valid General Assembly meeting. No amendment shall be made to this Constitution that is in violation of Sha’riah (Islamic Law).

Section C The voting shall be the right of all members of the General Assembly with an Active (paid) membership status as of January 31st of that year. Letters for renewal membership shall be mailed by the membership Committee in November and dues shall be paid by January 31st to be eligible for that year’s voting. By February 15, the Election Committee shall prepare and post an eligible voters list for that year. All members who have paid their dues after January 31st shall be classified as active members of the center but without eligibility to vote that year.

ARTICLE X

Fees and Donations

Section A Members shall be charged an annual membership fee of fifty dollars ($50.00) for a single membership, seventy five dollars ($75) for a family membership, and twenty five dollars ($25) for a student membership. These memberships are defined in Article V, Section A of the Constitution. No fee shall be charged to an Honorary member. All fees for new and renewal membership are due by January 31st.

Section B Donations may be solicited and accepted from members or non-members. Donations are tax-deductible and shall be acknowledged by a proper receipt issued by the Treasurer

Section C The Center shall be obligated to collect and distribute Zakah through procedures defined by Sha’riah (Islamic Law) and this constitution.
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BYLAWS

As amended at the General Assembly meeting of January 15, 1995 and further revised by the General Assembly meeting of (        2005).

PREAMBLE: The Bylaws and the Constitution

Section I These Bylaws complement the Constitution and elaborate on the procedures and functions, within its framework, that determine and guide the activities of the Center. Both the Constitution and the Bylaws are to be in accordance with Islamic Sha’riah (Islamic Law)

Section II These Bylaws are fundamental.

Section III Elected officers as well as members shall be expected to comply with and implement these Bylaws.

Section IV Criteria for members of the Executive Committee and the Board of Trustees shall be as follows:

   a) Paid, Active member for at least two (2) years
   b) Demonstrate qualities and track record of ethnic and gender diversity
   c) Good leadership qualities and experience in crisis management
   d) Islamic behavior and moral character
   e) Education level of at least high school graduation
   f) Fiscal responsibility

ARTICLE I: Council of Elders

Section I The Council of Elders shall oversee the decisions made by the Executive Committee, Board and General Assembly and facilitate a smoother continuity of leadership.

Section II While it will not interfere in the decision making process or in policy formulation by either the Executive Committee or the Board of Trustees, the prerogatives of which shall remain unchanged, the Council of Elders shall exercise the prerogative of negating any
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decision by any officer or elected body of the Center that is deemed to be detrimental to the stability of the Center or to be a departure from Islamic Sha’riah (Islamic Law). Decisions by the Council of Elders are to be binding by a consensus of a four-to-one majority or a three-to-one majority when one member cannot be reached or consulted on any given pressing issue. In any case, no decision is to be valid if two Elders are in opposition.

Section III The Council of Elders shall receive the minutes of meetings of the Board as well as those of the Executive Committee in order to be kept informed regarding major developments and decisions being made concerning our community. Just like the officers of the Executive Committee, members of this Council are to be non-voting ex-officio participants in any working committee of the Center.

Section IV The Council of Elders will serve as an Ethics Committee that shall be responsible for:

1. Resolving all performance related issues of the Executive Committee members.
2. Handling matters of negligence, conduct and other issues presented to the Council of Elders in writing by an Executive Committee member.
3. Dealing with all other performance and conduct issues of all members of the center after receiving them in writing. These issues will be resolved by reconciliation.

ARTICLE II: The General Assembly

Section I The General Assembly shall be comprised of all paid members. Voting shall be limited to the Active (paid) members, as specified in Article V, section A of the Constitution.

Section II The General Assembly shall discuss and perform the following:

a) Review the Executive Committee’s report;
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b) Review the Treasurer’s financial statement, duly reviewed by the Operations & Finance Committee.

c) Elect officers for a new term

d) Decide on any issue of importance or unusual nature.

Detailed meeting agenda and any reports to be reviewed in the General Assembly meetings shall be mailed to the General Assembly members AT LEAST three weeks (21 days) before the meeting by the Communications Committee. The Communication Committee will also start using web-based tools and emails for dissemination of this type of information. The agenda and reports will be posted on the bulletin board.

Section III

(a) An Election Committee shall be comprised of at least five (5) members. The members shall be from the following: one (1) from the Executive Committee and one (1) from the Board of Trustees, both should not be running for reelection, at least one (1) but as many as all members of the Council of Elders, two (2) from the General Assembly. The two members from the General Assembly shall be voted upon by the General Assembly for serving on the Committee. The Board of Trustees’ member will assume the chairmanship of the committee. The term for the Election Committee members shall be one (1) year

Such Committee shall secure nominations for elected positions such as officers of the Executive Committee and members of the Board of Trustees, according to the Preamble, Section IV of the By Laws. Only an Active (paid) member shall be eligible for nomination. The Election Committee will be responsible for conducting all activities associated with elections, including organizing and facilitating the meetings of the General Assembly that involve voting and elections. Members of the Election Committee shall not be candidates for any office for the year in which they are Committee members.

(b) Ballot voting in person shall be used.
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(c) The Election Committee shall validate the membership lists, establish the eligibility of members for voting, identify members by ID cards, count the votes and declare the results. Letters for renewal membership shall be mailed by the membership Committee in November and dues shall be paid by January 31 for voting that year. By February 15, the Election Committee shall prepare and post an eligible voters list for that year. All members who have paid their dues after January 31 shall be classified as active members of the center but without eligibility to vote that year.

Section IV A member may be suspended temporarily upon charges brought against him in writing, filed with the Secretary, and following approval by the combined majority of the Board of Trustees and Executive Committee and not negated by the Council of Elders. The member under suspicion shall have the right for an appeal hearing either by the Board of Trustees or by the General Assembly, upon his written request. The member who is to be suspended shall be notified as to the date of the meeting when his case is to be considered and advised of his right to a subsequent hearing. An appeal can be made to the General Assembly and has to be made by the next meeting. The suspension will become permanent if upheld by the General assembly or if the member failed to appeal during the time specified.

ARTICLE III: The Board of Trustees

Section I The Board of Trustees shall be comprised of fifteen (15) elected members.

Section II The Board of Trustees (Board) is an intermediate body entrusted with decisions on questions, though not necessitating a General Assembly meeting, dealing with issues that the Executive Committee cannot or may not handle alone. The Board shall review any problems facing the Executive Committee in its handling of the day-to-day tasks and shall suggest the appropriate course of action accordingly. The Committees Chairpersons shall also report to and seek the advice of the Board with regard to their respective concerns.
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Section III The Chairperson of the Board shall call the meetings of the Board once a month, or as he or she deems necessary, or in response to a request made by the Executive Committee or in response to petition by at least 10% of the General Assembly. Grievances or concerns will be discussed at the next Board of Trustee meeting.

Section IV Any member of the Board of Trustees shall be dismissed from the Board for the following reasons, by a two-thirds majority of its members:
- Un-Islamic behavior
- Absence from three (3) consecutive meetings without reasonable cause.
Prior to dismissal, a documented reprimand shall be issued by the Board of Trustees.

ARTICLE IV: The Executive Committee

Section I The Executive Committee shall be comprised of five (5) members in addition to the Imam: one President, one President-Elect, one Vice President, one General Secretary and one Treasurer. The Imam is an ex-officio member of the Executive Committee. All members have voting power except the Imam. The Imam shall attend the meetings upon invitation from the Executive Committee.

Section II The functions of the Executive Committee shall be:

a) To implement the Constitution

b) To plan, manage and execute the activities of the Center in order to accomplish the purposes of said Center

c) To carry out the policies and decisions of the General Assembly and the Board of Trustees

d) To establish procedures on routine matters pertaining to all operations of the Center
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e) To support activities of and appropriate funds to the various committees

f) The Executive Committee shall appoint one of their members to make any announcements after Friday prayer.

g) The Executive Committee shall prepare a program of events consisting of readings, recitations and lessons before and after Friday (Jummah) Prayer.

Section III The Executive Committee shall hold monthly meetings in the first week of each month (day of their choosing) at which time it shall review the programs underway and discuss the initiation of new programs. The President shall call all such meetings, either on his own initiative or upon request of at least three members of said Committee and/or ten members of the General Assembly. A meeting shall be held within seven days of a written request by other members of the Executive Committee. The attendance of at least three members of the Executive Committee shall constitute a quorum for official deliberation and decision by said Committee.

Section IV The Executive Committee shall keep a register of names, addresses, phone numbers, email and other contact information of members, non-member Muslims in the community, and others who wish to receive notices and publications of the Center. Membership lists shall be safe-kept with the General Secretary and the Treasurer.

Section V The Executive Committee shall supervise the keeping of proper accounts and other records of all financial matters pertaining to the Center. Furthermore, the Executive Committee shall oversee the preparation and submission to Account Review of a Statement of Accounts for the current year no later than June 30. The Account Review Statement of Accounts, as well as any report made by the Operations & Finance Committee, shall be published and approved in the September annual meeting of the General Assembly. The Executive Committee shall cause monthly checking of the book of accounts that it is correct and up-to-date and which shall be reported to the General Assembly during regular meetings. In each of the monthly
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meetings of the Executive Committee, the interim (monthly) financial reports shall be reviewed for proper control of the financial position of the Center. Other accounting procedures shall be followed as detailed in the Bylaws of the Center.

Section VI  The Executive Committee will establish rates of charges for the Center’s services rendered by the Imam, as well as any rentals for the Center’s facilities. These rates will be displayed on a bulletin board.

Section VII  The authority and responsibility of the President shall be:

a) Perform as the focal point of responsibility to provide and communicate the vision and leadership to the Center and its member community

b) In consultation with the Executive Committee, be responsible for the general management and coordination of the activities of the Center

c) Assure formulation of overall plans to implement the Constitution

d) Call and preside over the Executive Committee meetings

e) Represent the Center in contacts with the outside community both Muslim or non-Muslim. He or she may delegate this responsibility to others with the consent of the Executive Committee in open meeting proceedings or in writing. The president will also serve as the only spokesperson on behalf of the center to any media outlet.

f) With the approval of the Executive Committee and the Board of Trustees, appropriate funds and control the expenses of the Center, and oversee the preparation of the budget for the upcoming year at the Executive Committee’s first meeting for the calendar year

g) The President has the authority to execute the hiring and termination of contracts of all paid employees after approval of three-fifths of the Executive Committee and three-fifths of the
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Board of Trustees present and voting, according to these By Laws and the Constitution.

h) The President shall work in close contact with the Chairpersons of all Committees and sub-Committees, if any, to oversee their activities.

i) The President shall present state of the center reports at the General Assembly meetings pertaining to the activities at the Center and any future plans of the Executive Committee of the Center

Section VIII The functions of the President-Elect shall be to:

a) Assist the President in accomplishing the purposes of the Center

b) Temporarily assume the Presidency, with its authority and responsibility, when requested by the President to do so; when the President is absent, is incapacitated or has resigned

c) Coordinate the activities and responsibilities of the Operations & Finance Committee of the Center and support the activities of other Committees

d) Assist the President in supporting the activities of the Committees

e) Perform and lead fund raising activities at the Center

f) Appropriate funds for Committee(s) under his/her chair

g) Oversee the integrity, care and availability of the Center’s assets.

h) Plan projects to meet future needs of the Center.

Section IX The Vice President shall:

a) Support Da’wah (Promotion) and the educational and social activities of the Center in cooperation with the Education, Social and other Committees
b) Keep the community at large informed while working in concert with the Communications and Membership Committees

c) Coordinate and present quarterly feedback from the members in qualitative and quantitative format, regarding member satisfaction

d) Temporarily assume the Presidency or the office of the President Elect when requested by the President or the President Elect to do so; when the President and the President Elect are absent, are incapacitated or have resigned

Section X The General Secretary shall:

a) Prepare, maintain and circulate minutes of all Executive Committee and General Assembly Meetings. Records of minutes shall be kept for five (5) years and filed appropriately. The minutes for the most recent meeting shall be displayed on the bulletin board.

b) The General Secretary shall be elected in the manner specified in the Constitution and shall answer to the President of the Center.

c) Prepare agendas in consultation with the President and notify Members of the Executive Committee and General Assembly within reasonable time regarding impending meetings in accordance with the Constitution. Reference Constitution Article VIII, section A and By Laws Article II, section II.

d) Be responsible for the correspondence of the Center

e) Maintain an up-to-date and effective bulletin board

f) Maintain accurate lists of members and a general mailing list of supporters and others who may be interested in the activities of the Center

g) Make regular announcements during important functions and/or events of the Center, if designated by the President.
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h) Prepare circulars, bulletins and forms

i) The General Secretary will work closely with the Communications and Membership Committees.

Section XI  The Treasurer shall be expected to have previous experience in finance, accounting and tax laws. Elected members who lack such experience will be expected to take appropriate courses and training to fulfill this requirement. The Treasurer shall perform his or her duties as may be required by law, the article of incorporation, the Constitution and the By Laws.

The Treasurer Shall:

a) Maintain a record of all financial transactions of the Center, including day-to-day financial matters such as writing receipts for all income, keeping an accurate accounting of all receipts, paying bills promptly, keeping checkbooks balanced at all times, keeping receipts for all bills paid, keeping records of every deposit and every check written in an accounts record book, and perform reconciliation the checkbooks against the bank statements monthly.

b) Collect all funds on behalf of the Center and deposit them in the appropriate bank accounts in accordance with the procedures described these Bylaws

c) Issue checks on behalf of the Center to cover all routine expenses such as utility bills or bills due for the operation of said Center or for the upkeep of the facilities, with a maximum of $1,000 per incident. Other expenses shall be met on the basis of written authorization of payment by the President or documented authorization by the Executive Committee. The President-Elect handles all aforementioned procedures in the absence of the Treasurer. Under no circumstances shall the Treasurer make payments in excess of $1,000 without the consent and approval of the Executive Committee. Checks shall be signed by two (2) authorized officers from among the President, the President-Elect
and the Treasurer. The President Elect handles all aforementioned procedures in the absence of the Treasurer

d) Make a written statement of all income and expenses and bring it to the Executive Committee Meeting along with checkbooks, bank statements and the account records monthly.

e) Work with the President-Elect and the Operations & Finance Committee to prepare a monthly statement for the Executive Committee and a financial report for the General Assembly meetings

f) Give a written report of all income and expenses in the General Assembly Meetings.

g) Manage all secure bank accounts for funds that belong to the Center for its operations and investments

h) Help the Chairman of the Operations & Finance Committee (the President-Elect) prepare an inventory of properties of the Center to be reviewed once a year to coincide with the new term of the Executive Committee

i) Prepare an Annual report for the auditor, and assists in the audit

j) Be in charge of all financial interactions with the cemetery of the Center

Section XII The Imam is the religious leader and spiritual guide of the Center. Although he is not to claim to be the ultimate authority in religious matters, his knowledge of Sha’riah (Islamic Law) and his respectable Islamic conduct shall lend authority to his decision around which the Membership and the Muslim community at-large can unite in brotherhood. His learned opinion shall be sought in all aspects of the functions and the activities of the Center with regard to questions needing a pronouncement of Sha’riah (Islamic Law).
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The initial procedure to appoint a new Imam shall be the prerogative of the Executive Committee through any committee it deems appropriate, which committee shall evaluate the qualifications and credentials of all candidates.

The new Imam shall be approved subsequently by a two-thirds combined majority of the Executive Committee and the Board of trustees meeting in a joint session. The same two-thirds combined majority of the Executive Committee and Board of Trustees in a joint session will be required for dismissal and termination of the contract. However, the Imam shall be approved every two years by the General Assembly, following recommendation by the Executive Committee.

More specifically, the Imam will:

a) Have the foremost responsibility of attending to and leading the obligatory prayers or in his absence, designating another person to perform this utmost responsibility.

b) Following consultation with the Da’wah (Promotion) Committee, within thirty (30) days of starting as an Imam, establish and publish the method of determination of the first day of Ramadan, the day of Eid El-Fitr and the first day of Zul-Hijja so as to ascertain the forthcoming celebration of Eidul-Adh’ha. For each of the above occasions, the Imam with the Da’wah (Promotion) Committee will, relay the dates to the President of the Center who, in turn, shall proceed with the planning of Eid functions accordingly, in conjunction with the appropriate Committees.

c) Set forth rules for the dispensation of all Zakah (Alms-Giving), and other relief funds in accordance with Sha’riah (Islamic Law) and also approves requests for dispensation of such funds in conjunction with the Executive Committee.

d) Decide on alleged violation of Sha’riah (Islamic Law) on the part of members so charged before the hearing by the Council of Elders (Ethics Committee).
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e) Attend any committee meetings upon request

f) The Imam and any assistant(s), agreed to by the Executive Committee, shall render services with charges as the officers of the Center. A charge for services shall be displayed on a bulletin board.

g) Any services not listed by the Center shall be considered to be rendered without charge.

h) The Imam shall select an Islah (Reconciliation) Committee of 10 to 15 people as a pool of mature and pious individuals to select from to deal with familial and social crises. Such dealings shall be kept strictly confidential.

i) It is understood that the Imam position is a full time position. Any additional jobs outside the Center should be presented and approved by a majority of the combined Executive Board and the Board of Trustees.

j) The center encourages the Imam to invite scholars and learned Imams as guest Imams for the Friday Khutba. Also the Imam should coordinate exchanges with local Masjids.

k) The Imam shall be responsible for all religious duties pertaining to funeral services.

l) The Imam will be the chairman of the Da’wah (Promotion) Committee

Section XIII The outgoing officers shall turn over their files, documents and any property of the Center at their disposal to the incoming officers within thirty (30) days, if not immediately, after the annual election. This is to be accomplished with helpful information with regard to any unfinished business, outstanding charges, etc., thus making for a smooth transition.
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ARTICLE V: Committees

Section I  Standing Committees shall be formed to advise and help in the planning and execution of various specialized functions of the Center. This will give stability, continuity and depth to the organization as it will broaden the range of participation of its membership. Each Committee shall be encouraged to send observing representatives to the other Committees to maintain liaison and open flow of ideas and exchange of information amongst Committees, for the overall success of the Center’s operations.

Section II The Board of Trustees will be responsible for the formation and abolishment of Committees. Members of the Board of Trustees will perform the responsibility of chairing the Committees, according to their expertise (preferably), but this function shall not be limited to the Board of Trustees. If the Board of Trustees does not have a qualified person, then the Executive Committee will nominate a chairperson. This chairperson will, however, operate under the sponsorship of the Board of Trustees. The only exception to this process will be the Operations & Finance Committee (chaired by the President-Elect) and the Da’wah (Promotion) and the Islah Committees (both chaired by the Imam). Committee chairpersons will be assigned by a majority vote of the Board of Trustees.

Section III The rules and regulations of these committees shall be as follows:

a) The Chairperson of each Committee will be responsible to form his/her Committee within four (4) weeks of assignment

b) Each Committee shall consist of at least three (3) members, excluding the chairperson. The Chairperson of each Committee shall submit the names of his or her proposed Committee members to the Board of Trustees for confirmation. The confirmation process will be based on majority vote.

c) Any existing Committee or Subcommittee may be abolished, any new Committee may be established, or any member of any Committee removed with cause, at any time by the majority vote of
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the Board of Trustees, at a meeting of the Board of Trustees where a duly constituted quorum is present

d) Each member of any Committee established pursuant to these Bylaws shall serve for one complete term (four years) or until a successor is appointed, unless: the Committee shall be abolished; such member shall be removed or such member shall cease to qualify as a member thereof or resign from his duties

e) Vacancies on Committees shall be filled by the nominee(s) chosen by the Chairperson of the Committee subject to approval of the Board of Trustees, in a majority vote in a meeting when quorum is present.

f) The presence of two thirds of the members of a Committee shall be necessary and sufficient to constitute a quorum for the transaction of business by that Committee

g) At all meetings of the Committees, all matters shall be decided by the vote of the majority present at the meeting, where a duly constituted quorum is present. The Chairperson is eligible to vote.

h) The notice and agenda of all Committee meetings shall be given by the Committee Chairperson to the members thereof at least fifteen (15) days prior to such meeting, unless the Committee members agree to a shorter notice period in consensus. Each Committee shall keep regular meeting minutes of its proceedings and shall report briefly on its activities at each Board of Trustees meeting or Executive Committee meeting upon request, by the Chairperson responsible for the Committee or his or her designate.

i) Each Committee may adopt rules for its own governance not inconsistent with these Bylaws, Constitution or with rules adopted by the Board of Trustees

j) All Committee members shall possess qualifications similar to those specified in these Bylaws (as per Preamble, Section IV)
k) Any important issue or policy making decision which may be related to a specific Committee should be discussed by the Chairperson of such Committee at a Board of Trustees meeting. An exception to this rule will be an emergency situation when an urgent decision must be made, in which case the Board of Trustees shall decide, based on majority vote in a meeting where quorum is present.

Section IV  Standing committees shall be assigned tasks vital to the realization of the goals of the Center. Names of the Committee members and contact information for each Committee shall be placed on a bulletin board at the Center.

These permanent committees are:

a) **DA’WAH (PROMOTION) Committee**: Shall plan and carry out programs to enhance Members’ knowledge of Islam, and introduce Islamic concepts to outside groups, including interfaith meetings and open houses. The teachings of Islam should be clearly and wisely the heart of Da’wah (Promotion). The Chairman of this Committee will be the Imam.

b) **OPERATIONS & FINANCE Committee**: Shall be under the chairmanship of the President-Elect, upon whose recommendations to the Board of Trustees, one or more subcommittees shall be formed to facilitate the workings of this Committee, such as for Building and Maintenance, Finance, and Operations. Some of the responsibilities of this Committee are, but not limited to:

i. Day-to-day Operations: Shall be responsible for the day-to-day operations of the Center including short term and long term maintenance, repair, utilities, and safety on premises. This Committee shall manage the interior and exterior of the Center and keep all of its facilities in working order so as to insure their availability in any event, or as the need arises. This Committee shall develop, document and implement processes and procedures necessary for the safe and
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responsible operations of the Center, to the satisfaction of the members of the Center.

ii. Security: Shall be responsible for providing security to personnel on the premises and to protect the premises itself, by all means necessary, for the safeguarding of life and property.

iii. Fundraising: Shall be responsible for planning and conducting fund raising efforts.

iv. Annual Budget: It shall prepare the annual budget and review the Treasurer’s financial reports to the General Assembly. Both the President and Treasurer shall sit on the Finance Committee during budget preparation.

v. Feasibility studies: The Chairperson of the Operations & Finance Committee may submit additional observations and suggestions with regard to financial matters or the results of feasibility studies for new projects to the General Assembly as he/she deems necessary.

vi. Accounts and Financial Records: This Committee shall review all accounts and financial records of the Center prior to the Treasurer’s report to the General Assembly at its regular meetings.

vii. Employees: This Committee shall consider the feasibility of and make recommendations to the Executive Committee of the Center to hire full or part time employees as they deem necessary.

c) EDUCATION Committee: Shall plan and implement educational programs for children and youth, including Arabic language classes and other educational activities. It shall also oversee the operation of the library with the purpose of setting up a book loan system through which the variety of Islamic literature is to be made available and accessible to Members.
This Committee shall develop the strategic plan for an Islamic School, and develop the process for and execute on plans for scholarships, competitions, camps, graduation celebrations and other educational activities. The Committee shall execute its responsibilities with respect to Islamic values.

d) **SOCIAL Committee:** Shall make plans and design programs for Islamic holidays and other events. This Committee shall also promote regularly-scheduled social functions to bring Members together. It shall be responsible for keeping in touch with the Muslim community in such a way as to identify the needs thereof, recognize particular problems therein, and recommend solutions thereto. It shall serve as a bridge between the Muslim and non-Muslim communities and the Executive Committee, thus helping to make the integration of all Muslims living in the community as well as newcomers, an Islamic reality.

e) **MEMBERSHIP COMMITTEE:** Shall be responsible for recruiting new members and keeping up-to-date member’s records and lists on the status of membership. Members’ and interested non-members’ contact information in the form of mailing address, phone numbers, email addresses and names of family members, in the case of family membership, shall be maintained. This Committee will work closely with the General Secretary and the Treasurer of the Executive Committee, and the office secretary, who shall be the safe-keepers of the members’ information.

This Committee shall develop and document the process and implement the procedure for membership recruitment and renewal for maintaining Active (paid) membership status. Use of tools such as email and the internet will be strongly urged.

f) **COMMUNICATIONS COMMITTEE:** Shall perform, but not be limited to, the following duties and responsibilities:
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i. Develop, document and implement processes and procedures for informing the Center’s member community of the activities of different Committees

ii. Inform the Islamic community through publications of newsletters and flyers as required, and using email, website, bulletin boards at the Center, and radio, television, voice mail, publications, and other means of communications

iii. Assist other Committees such as the Operations & Finance Committee and the Membership Committee to raise funds by the use of advertisements, as needed

iv. Perform public and community relations to the North-East Ohio Muslim and non-Muslim community using such means as open houses, conferences and interfaith dinners, in conjunction with other Committees at the Center

v. Act as the liaison to assess the needs of the community and to communicate these needs and concern to the administration. Also to communicate information from the administration to the community.

vi. Gather information and statistics as required by the officers of the Center or other Committees

vii. Keep a calendar of events for the Center and work closely with the officers of the center and other Committees to keep it current with an official copy with the office secretary, and to publicize it to the member and non-member community

g) **YOUTH & SPORTS COMMITTEE**: Shall teach Islamic values to youth and promote Islamic knowledge and learning. It shall involve young Muslims in different community activities and services in order to promote their Islamic cultural heritage.

The Committee will recruit and encourage young Muslims to participate in various community activities such as Islamic
education classes, cultural activities, art, recreational events, summer camps, traditional ceremonies and other activities available through other Committees, consistent with Islamic values.

Shall promote the physical education and fitness for the Islamic community through organizing regular sport and physical education activities for children and young adults, team meeting and competition with local and non-local groups, assisting other Committees for holding sport competition, games, and summer camps for children.

Shall conduct an annual Youth Leadership Conference to teach the values of Islamic heritage and culture, citizenship and civic duties and responsibilities. This Leadership Conference is to foster a sense of learning and development to create the future leaders for the Center by mentoring and supporting succession planning.

Encourage the conduct of charitable works by participating in food banks, starting from an early age.

h) **WOMEN’S COMMITTEE:** Shall be responsible for ensuring adequate representation of women in the Committees of the Center and to look-out for the interests of women. This Committee shall elevate women’s issues for discussion and integrate women’s issues within the Center’s activities. Shall strive to actively involve young Muslim women from the community into the activities of the Center.

i) **ELECTION COMMITTEE:** Reference the Articles II, Sections III and IV of the Constitution.

Section V The President of the Center, after consultation with the Executive Committee, may also form ad hoc committees to deal with special or temporary tasks. The Chairpersons of such committees shall report to the President. Sub-committees may be set up by the Standing Committee Chairpersons to deal with certain aspects of their respective committees’ functions.
Responsibilities of the Imam

1. Perform the religious responsibilities associated with, and duties in conjunction with, the five (5) pillars of Islam
2. Overall decision maker and decider on religious issues
3. Chairman of the Da’wah (Promotion) and Islah Committees
4. Perform and conduct activities of religious learning and investigation for Muslims and non-Muslims
5. Perform services of marriages, funerals, and counseling
6. Arbitration for problems within the members
7. Leading prayers, and establish the dates of the religious occasions like Ramadan, Eid, etc, according to a written, published and documented process
8. Perform interfaith gatherings, and attend conferences and seminars
9. Impart spiritual guidance and enforce Sha’riah (Islamic Law) implementation at the Center
10. Teach and prepare people for the duties of the Imam
11. Act as role model for all Muslims
12. Conduct quarterly town hall meetings with the community
13. Participate in youth programs, parenting programs, programs for non-Muslims and Halaqa, in concert with the Education Committee
14. Maintain and staff the Imam’s office with an assistant for prayers, and other duties
15. Perform the Imam’s responsibility full time and not be limited by other responsibilities outside the Center. All other jobs should be approved by the Executive Committee in writing

Qualifications of the Imam

1. Formal training in Sha’riah (Islamic Law) and Islamic religious studies
2. Bilingual (Arabic and English)
3. Be able to work and live in the US legally for the duration of the contract
4. Have demonstrated knowledge of and awareness of the culture of the US and the West
5. Be able to train qualified people to lead prayers and be able to give Khutba at the Center
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