

IN THE NAME OF ALLAH, THE BENEFICENT, THE MERCIFUL

The Islamic Center of Kansas (ICK)

B: BY-LAWS

ARTICLE 1: MEMBERS

Section 1: DEFINITION AND CLASSIFICATION

Any Muslim or Muslimah of 18 years or more who resides in the metropolitan Kansas City or its surroundings, and chooses to become a member and participates in activities of the Islamic Center of Kansas may become a member by filing Center's membership application and payment of the membership dues.

Voting members are those members who have been in the community for at least six months. Participating in the Islamic Center's affairs personally, through family, through children, financially, or through any of the gifts that Allah (SWT) has bestowed upon the member.

All members are encouraged to contribute at least 1% of their gross income as Member Financial Responsibility (MFR) as their moral obligation to support the operations of the Islamic Center. MFR does not reduce a member's Zakat al Mal obligation.

Section 2: Every member and family should conduct himself/herself as a disciplined responsible Muslim. To be included in that not limited to act responsibly to use facilities, property, and grounds of the ICK at all the time.

Section 3: RIGHTS AND PRIVILEGES

All members shall have the privilege:

(i) to participate in all religious, educational, cultural, and related activities of the Center.

(ii) to use facilities of the Islamic Center for cultural, or educational purposes, provided such activities are in conformation with Islamic Shari'a. Procedures for such uses shall be determined by the Executive Committee and shall be posted in the Center. Any fees associated with the use of the facilities shall be determined by the Executive Committee and approved by a simple majority of the General Assembly .

However,

(iii) only Voting members shall have the privilege to hold offices in the Executive Committee and the Board of Directors, provided they have been *Voting members for more than six consecutive months prior to* such elections or meetings.

(iv) One may become a member of more than one of the affiliates of the ICK by fulfilling the membership requirements of each of the affiliates.

Section 4: TERMINATION OF MEMBERSHIP

1. Failure to comply with membership obligations as set forth in section 1 of the by-laws.
2. Upon charges brought against any member in writing and filed with the Secretary, and upon hearing by the Executive Committee constituting a quorum at any regular or special meeting called for such a purpose, a member may be expelled or suspended.
3. Any member so expelled or suspended shall have a hearing before the Executive committee at any regular or special meeting called for such a purpose. The member may be reinstated by an affirmative vote of the majority of all members of the Executive committee.
4. Any member so expelled or suspended and not reinstated shall have hearing before the next General Assembly meeting, if a member submits a written request to the Executive Committee. The decision of the Executive committee shall be void by the affirmative vote of two-thirds (2/3) of the voting membership to set aside such an expulsion or suspension.

ARTICLE II: MEETINGS

- Section 1: WEEKLY MEETINGS - The weekly meeting is the regular meeting of the members to conduct Quranic and other Islamic studies and to discuss pertinent matters.
- Section 2: GENERAL ASSEMBLY - The General body shall meet a minimum of four times each year. Three of the meetings shall be held on the Second Sunday of April, July and October. The annual General Body meeting shall be held on the second Sunday of December to elect officers of the Board of Directors and the Executive Committee. The General Body is the final decision-making authority in all matters of the Center.
- Section 3: NOTICE OF MEETINGS - Members shall be informed of General Assembly meetings two weeks prior to the date of the meeting.
- Section 4: ORDER OF BUSINESS - The order of business of all meetings of members shall be as follows:
- Opening prayer
 - Roll Call
 - Reading of the minutes of the preceding meeting

- President's report
- Reports from the standing and ad hoc committees
- Officer's reports
- Unfinished business
- New business
- General business
- Closing prayer

Section 5: VOTING BY PROXY

1) Any member may authorize another member to act by proxy in all matters in which a member may participate including waiving notices of any meetings, voting or expressing consent without a meeting. Every proxy shall be signed by the member, and shall be revocable at the pleasure of the member executing it, except as otherwise provided by the law. No proxy shall be valid after the expiration of eleven months from its date.

2) The presiding officer may, but need not, appoint one or more inspectors to act at any meeting or an adjournment thereof. Each appointed inspector shall take and sign an oath to faithfully execute the duties of inspector impartially and to the best of his/her ability. The inspectors shall determine the number of memberships outstanding, the voting power of each, the number of memberships represented at the meeting, the existence of a quorum and the validity and effect of the proxies. The inspectors shall receive votes, ballots or consents, hear and determine all challenges and questions arising in connection with the right to vote, count and tabulate all votes, ballots or consents, determine the results and do such acts as are proper to conduct the election or vote of members. The inspectors shall make a report in writing of all matters determined by them with respect to such meeting.

Section 6: QUORUM

Except as provided by law, 30 members or 15%, whichever is less, of the voting members will constitute the quorum. To pass any resolution regarding general business of the ICK a simple majority is required.

In the case of by-laws, requiring any amendments, additions or deletions, approval of 2/3rd of the total voting membership shall be needed.

Section 7: RECORD DATE

The Executive Committee of the Center shall fix a record date for the purpose of determining members entitled to notice of, to vote, to express consent or dissent from any proposal without a meeting,

to determine members entitled to receive distributions or allotment of rights, or for any other proper purpose. Such record date shall not be more than 50 days no less than 10 days prior to the date of such meeting or consent of the date on which any distribution or allotment of rights, as the case may be, is to be made. In the event no record date is fixed, the Executive Committee shall fix such date.

Section 8: **MEMBERSHIP CARD, CERTIFICATES** - The Executive Committee may cause to be issued certificates, cards or other instruments permitted by law evidencing membership in the Center. Such membership certificate, card or other instrument shall be non-transferable, and a statement to the effect shall be noted on the certificate, card or other instruments. Membership certificates, cards or other instruments, when issued, shall bear the signature of an officer or officers designated by the Board of Directors and may bear a seal of the Center or a facsimile thereof.

Section 9: **CAPITAL CONTRIBUTIONS**
In the event any capital contribution shall be made or accepted pursuant to authorization conferred by the Certificate of Incorporation of the Center, each certificate evidencing such capital contribution shall conform to the law of the State of Incorporation. The Executive Committee shall determine the detailed procedure.

Section 10: **SPECIAL MEETING** - A Special general Assembly meeting shall be called by the Executive Committee when:
Emergency or extraordinary conditions exist for the Center, and when requested by 20% of the total voting members of the Center.

ARTICLE III: ORGANIZATION

1. Section 1: **CONDUCT OF AFFAIRS** - Conduct of affairs of the Center shall be managed by an organization consisting of Board of Directors (Policy Making Body) of the ICK; and an Executive Committee (Operations Management Body).

Section 2: **COMMITTEES** - The activities of the Center shall be conducted by seven major functional committees.

- a) The General Management Committee
- b) Tableegh and Public Relations Committee
- C) Publication committee
- d) Finance Committee
- e) Education Committee
- f) Election Committee
- g) Muslim Welfare Committee

Other committees may be nominated by the Executive committee as and when a need arises.

ARTICLE IV: BOARD OF DIRECTORS (BOD)

Section 1: COMPOSITION - The Board of Directors initially shall consist of seven members elected by the membership of the ICK.

The President of the Executive committee shall act as a non-voting member of the Board,

Section 2: POLICIES OF BOARD OF DIRECTORS

a. Chairman of BOD shall be elected every year by the BOD members, shall be the highest official of the Board and will conduct the meetings of the Board.

b. Secretary of the BOD shall be elected every year by the BOD members, shall be the second highest official of the BOD.

c. In the absence of the Chairman, Secretary of the BOD will act as Chairperson and will exercise the powers/duties of the Chairman.

d. A BOD member cannot be absent for more than three consecutive months, without a compelling reason. Three consecutive absences will result in termination of the Board member.

e. BOD will make decisions by vote. In case of a tie, Chairman will use his casting vote (which is his single vote as member of BOD).

f. Secretary of the BOD will be responsible for keeping minutes of Board meetings and will make sure that they are available to the Board members well in time before every meeting and they are kept in the office as a permanent record of the ICK.

g. In case of emergency, Chairman of the Board can call a meeting on short notice, every effort shall be exercised to inform the members of the Board.

h. To conduct any business, the presence of four voting members will constitute a quorum.

- i. In case of a vacant BOD position, BOD will select a member to fill the vacant position until the annual election.

Section 3: MEETINGS - The Board of Directors shall meet at least six times in a year.

Section 4: TERM OF OFFICE - The seven elected members shall be elected for a period of three years. rules for their election are set forth in ARTICLE IX of the by-laws. In December 2001, two members will be elected for a two-year term and two for a one-year term.

Section 5: FUNCTIONS

- a) The Board of Directors shall be the principal officers of the Center.
- b) The Board of Directors shall act in close coordination with the Executive Committee.
- c) Their primary function shall be to oversee the activities of the Center and supervise management of the Center.
- d) Appoint various functional committees except the Executive Committee.
- e) Insure that all activities of the Center are in accordance with the constitution and by-laws.
- f) Confirm the appointment and fix salary for employees of the Center.

ARTICLE V: EXECUTIVE COMMITTEE

Section 1: COMPOSITION - The Executive committee shall comprise of the President, Vice-President, Secretary, Treasurer, two Executive Member, an Ex-Officio.

Section 2: FUNCTIONS - The functions of the Executive committee shall be:

- a) To plan, manage and execute the activities so as to accomplish the purpose of the Center.
- b) To carry out policies and decisions of the Board of Directors and the General assembly.
- c) To establish procedures in routine matters including use of the Center.
- d) To appropriate funds for various committees.
- e) To determine and enforce membership and other dues.
- f) Executive committee is authorized to spend maximum of \$ 1,000.00 as an urgent expenses without prior approval of BOD.

Section 3: MEETINGS

- a) The President shall call a minimum of eight (8) Executive committee meetings during the year.

- b) A special meeting may be called by at least two (2) members of the Executive committee. Such a meeting shall be held within one month of the receipt of (by the Secretary) the written requests from the Members of the Executive Committee.
- c) The presence of two-thirds (2/3) members of the Executive committee shall constitute a quorum.
- d) A simple majority vote of the members present shall be required for arriving at a decision; in case of a tie, the decision of the presiding officer is final.
- e) Copies of the minutes of all meetings shall be submitted to the Board of Directors who will ratify it at their next meeting.

Section 4: SUSPENSION - Any member of the Executive Committee may be suspended from office by a majority vote of two-thirds (2/3 of the Executive committee members, except the member involved) at any of their meetings by a secret ballot if charged of a direct violation of the Constitution and By-Laws, or gross misuse or misappropriation of funds or obvious damage to the existence or interest of the Center by the individual executive concerned and are proven to be true. The member shall be offered a fair hearing in front of BOD before suspension or expulsion.

Section 5: TERMS OF EXECUTIVE COMMITTEE MEMBERS

- a) The members of the Executive committee shall be elected for a period of two years.
- b) No member of the Executive Committee shall be elected for the same office for more than two (2) consecutive terms.
- c) Any member of the Executive committee may resign and be replaced by another member of ICK selected by a majority of the Executive Committee.

ARTICLE VI: DUTIES OF EXECUTIVE COMMITTEE MEMBERS

Section 1: OFFICERS

- a) PRESIDENT - The President shall:
 - (i) Be responsible for the general management of all activities of the Center
 - ii) Implement the constitution and By-Laws of the Center by formulating the over all plans and organizing the efforts and resources.
 - iii) Direct and coordinate all the activities so as to achieve the purposes of the Center.
 - iv) Call and preside over the meetings of the Executive Committee.
 - v) Form various committees and appoint the respective chairman in consultation with the Executive Committee.
 - vi) Appropriate funds and control the expenses of the Center.

- vii) Present the annual report to the General Assembly.
 - viii) Be the spokesman, representative and correspondent for the Center in external activities.
 - ix) Coordinate the activities with all other Muslim organizations. Designate members or seek outside help to carry out any special task.
 - xi) Convey all major decisions made by the Executive Committee to the Board of Directors.
- b) VICE-PRESIDENT - The Vice-president shall:
- i) Assist the President in accomplishing the purposes of the Center.
 - ii) Direct and coordinate the activities of standing and ad hoc committees.
 - iii) Be in charge of the General Body meeting.
 - iv) Temporarily assume the function of the President when requested as such by him, or if the President is incapacitated or has resigned.
- c) SECRETARY - The Secretary shall:
- (i) Prepare, circulate within thirty (30) days, and maintain the minutes of all the Executive committee and the General Body meetings.
 - ii) Maintain records of the Center.
 - iii) Be responsible for handling Center's mail. Prepare the agenda and notify the members of the Executive Committee and the General body meetings.
 - v) Be responsible for maintaining a list of all volunteers for various functions of the Center.
 - vi) Maintain attendance records at all meetings.
 - vii) Supervise filing of all legal documents with appropriate authorities.
- d) TREASURER
The Treasurer shall be responsible for:
- (i) Maintaining a record of all financial transactions of the Center.
 - (ii) Collecting and depositing all funds received on behalf of the Center under appropriate accounts in banks and financial institutions.
 - (iii) Preparing the annual budget of the Center in consultation with the members of the Executive Committee.
 - (iv) Preparing the financial report of the Center and making it available one week prior to every General Body meeting.
 - (v) Fund raising activities of the Center.

- (vi) Supervise filing of all fiscal documents with appropriate authorities.
- e) EXECUTIVE MEMBERS - The Executive Members shall:
 - (i) Attend the meetings of the Executive Committee.
 - (ii) Participate in the activities of the Functional Committees.
- e) EX-OFFICIO MEMBER –
The Ex-Officio Member shall be from the out-going Executive Committee and shall be selected by the in-coming Executive committee. He shall provide overall continuity for the efficient functioning of the Executive Committee.

ARTICLE VII: SUCCESSION AND HANDOVER

Section 1: SUCCESSION - upon resignation or suspension of an executive from his position, or in case of becoming incapacitated, the order of succession shall be as follows:

- a) The Vice-President shall succeed the President.
- b) The position of Vice President shall be filled by new election within the Executive committee.
- c) Other positions falling vacant shall be filled by a new election.

Section 2: HAND OVER - Within thirty (30) days of the election, the outgoing office holders of the Executive and other Committees shall hand over to the respective in-coming officers:

- 1) All documents, records, files and other properties.
- 2) Financial records including cash, check books, and appropriate signatures cards to operate the accounts.
- 3) Keys to the Islamic Center and other properties.
- 4) Keys to the Mail Box at the Post Office.
- 5) List stating all unfinished business, outstanding accounts and other pertinent matters.

Section 3: CHECK-LIST - Both the out-going and in-coming officers should complete a check-list as developed for the purpose stated in the Section 2 above.

ARTICLE VIII: FINANCES

Section 1: FISCAL YEAR

- a) The fiscal year of the Center shall begin on the first day of January and shall end on the last day of December.
- b) Board of Directors shall manage the resources of the Islamic Center effectively, approve the budget (prepared by the Executive

Committee of the ICK) in accordance with constitution and by-laws.

c) Board of Directors has the authority to approve any project that costs fifty thousand dollars or 25% of the budget, whichever is greater.

ARTICLE IX: ELECTION

Section 1: ELECTION PROCESS

a) By October 1 of each year, the Executive committee shall designate the Election Committee.

b) The Election Committee shall comprise of five (5) members, at least three of whom shall be from outside the Executive Committee or the Board of Directors.

c) None of Election Committee members shall be eligible to run for any office

d) No person from the Executive Committee or the Board of Directors shall become chairperson of the Election Committee.

e) By November 1 of each year, the Election Committee shall send by mail a list of members, the Center, to solicit written nomination for various offices.

f) By November 1 of each year, the Election Committee shall also make available the list of members to the general membership of the Center through announcements or posting on the Bulletin Board.

g) All nominations shall be in writing and must be received by the Secretary of the Center by 5:00 p.m. on November 21, each year.

h) The Election Committee shall finalize a list of at least two nominees for each position, in accordance with guidelines established in Article IV of the Constitution (Definition of Muslim). However, election committee shall list names of all individuals who have been nominated by at least two other members excluding the nominee, who meet the above mentioned guidelines.

Before finalizing the list of nominees, the election committee shall obtain the nominees consent and declaration of assurance to dedicate time and effort needed to carry out the responsibilities of the office as per Section 6 below.

j) At the conclusion of the election, all documents of the election Committee shall be turned over to the Secretary for record and safe keeping.

k) Floor nomination will be opened on the election day if the committee is unable to propose name(s) for any office, or if the nominee(s) decline(s) to seek election for the stated position.

1) Before the election, nominees will present a short statement of their vision and ideas to meet the objectives of the Center.

Section 2: NOMINEES CONSENT

I, _____, a voting member of the ICK having been nominated for the office of _____, hereby declare that I accept the nomination with my free will. I further declare that I shall dedicate the time and effort needed to carry out the responsibilities of the office. May Allah (SWT) be my witness to this consent and give me the wisdom and strength to carry out the responsibilities of the office to which I may be elected.

Section 3: ELECTION DATE - The annual General Body meeting shall be held on the second Sunday during the month of December, to elect officers for the Board of Directors and the Executive Committee.

Section 4: The Chairman of the Election Committee shall conduct the election part of the meeting held in December.

Section 5: VOTING PROCEDURE - Election shall be carried out by secret ballot cast by the voting membership. The election of a candidate to any office shall be decided by a simple majority in votes.

Section 6: ELECTION FOR BOARD OF DIRECTORS -The Board of Directors shall be elected according to rules stated in Section 1, 2, and 3 above.

ARTICLE X: RULES OF THE ISLAMIC CENTER

Section 1: All activities at the Center shall be in conformity with Islamic Shari'a.

Section 2: Rules regarding the use of the Islamic Center and its facilities shall be laid out by the Executive Committee and posted separately and made part of this document.

ARTICLE XI: MISCELLANEOUS

Section 1: The Center shall keep at its principal office complete and correct records and books of account, official seal, and shall keep minutes of the proceedings of the meetings of the Board of Directors, Executive Committee, and any committee appointed by the Board of Directors, as well as a list or record containing the names and addresses of all members.

Section 2: The Secretary shall affix and attest the seal of the Center documents duly authorized by the Executive Committee and shall have charge of all books and records of the Center.

Section 3: At each December General Body meeting the Executive Committee shall present an annual Report. Such report shall be filed with the records of the Center and entered in the minutes of the proceedings of such Annual meeting of members.

ARTICLE XII: DISSOLUTION

The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 (C) (3) of the Internal Revenue Code.

No part of the net earnings of the organization shall insure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of this organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (C) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (C) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, or to a Islamic non-profit organization for a public purpose.

End of By-Laws