

# **Bylaws Islamic Center of Redmond (ICOR)**

**Redmond, Washington**

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## BYLAWS

We do hereby declare and enact these Bylaws so that this Center may be governed in an orderly manner consistent with the accepted tenets and frameworks of ISLAM. Any activity contrary to, or in conflict with, the Holy Quran and the Sunnah of the Prophet Mohammad (peace be upon him) shall not be permitted within, or under the auspices of the organization.

### **Article I General Assembly**

#### **Section 1.1- General Powers and Responsibilities**

The General Assembly, hereafter referred to as the "Assembly", shall consist of all nominating members. The Assembly shall be the supreme body of the Center.

The Assembly shall nominate members to the Executive Council. The Executive Council shall have no power to buy, sell, exchange, mortgage, lease, pledge, transfer or dispose of, in any manner, any property of the Center without approval the Assembly. The Assembly shall have the power to remove any office holder for gross misconduct or deliberate violation of the Center's Bylaws as defined under these Bylaws. The responsibilities of the Assembly include:

- i) Safeguard the ideological integrity of the Center
- ii) Safe guard the Masjid and other property owned by the Center.
- iii) Provide policy, guidelines, and recommendations for programs and activities.
- iv) Nominate members to the Executive Council.
- v) Become member of ad-hoc committees appointed by the Executive Council.

#### **Section 1.2 General Body Meeting**

The meeting of the General Assembly, herein referred to as the General Body Meeting shall be held annually during the month of October to act and reflect upon the Council's Annual Report, Financial Report, and for transacting other business affairs as may properly come before the meeting.

The President of the Executive Council shall preside over the General Body Meeting. In his absence, the meeting shall be presided over by the Vice-President of the council or other appointed office holders of the organization as deemed necessary.

#### **Section 1.3 Due Notice**

General Body Meeting or any meeting that is considered "with due notice" shall have a written and/or printed notice announcing the place, time, purpose and agenda posted in the masjid facilities no less than ten(10) days and no more than thirty(30) days in prior to the meeting. It shall be posted by or at the direction of the Council, or the Secretary, or the officers, or person calling the meeting.

#### **Section 1.4 Special Meeting**

A special General Body Meeting may be called by the President of the Council or by two-thirds (2/3rd) of the Council or the Board of Trustees. Special General Body Meetings may be also called by a written petition made by more than twenty five(25) members of the General Assembly. The special meeting may be presided over by officers other than the President of the Council.

### **1.5 Quorum**

A General Body Meeting with attendance of more than one-third(1/3) of the active nominating members shall constitute a quorum. If such a quorum is not present within thirty-minutes (30) of the specified time, the meeting shall be adjourned. Withdrawal of members from any meeting shall not cause failure of a duly constituted quorum at the meeting.

An active nominating member is a member who has attended at least one General Body Meeting in the past twelve (12) months.

### **1.6 Conduct**

The meeting shall be conducted under the generally accepted principle of Shura (Consultation). When deemed necessary, decisions at a General Body meeting may be based on majority vote. Any vote is considered a majority if has more than half (1/2) of the members attendance are in favor.

### **1.7 Proxies**

At any meeting, a nominating member may nominate either in person or by proxy executed in writing by the member. No person shall nominate on behalf of more than one person in addition to his/her nomination. Such proxies shall be filed with the General Secretary of the Council before or at the time of the meeting. No proxy shall be valid after eleven months from the date of execution, unless otherwise provided by the proxy.

## **Article II Standing and Ad-Hoc committees**

### **Section 2.1 Appointment**

The Executive Council shall appoint various Standing and Ad-Hoc committees, herein referred to as "Standing Committees," to undertake special-tasks and one-time projects, and perform certain roles and responsibilities for the Center. The Council can appoint members to the committees from within and outside the Assembly, as deemed necessary. There is no limit to the number of members in a committee except otherwise specified in these Bylaws.

The Council shall appoint the chairperson of each committee from amongst the Council members. The Council may also appoint a committee chairperson from the Assembly if no one is eligible on the Council to fill the responsibilities. The task and duration shall be outlined by the appointee.

### **Section 2.2 Committees**

The Center shall strive to have the following Standing Committees. It may appoint additional committees as it deems necessities.

### Section 2.2.1 Treasury Committee - manage the budget

The Treasury Committee will be responsible to work with the Treasurer to manage the budget and the finances of the Center. The Treasurer of the Executive Council shall serve as the Chairperson of the Finance Committee.

- i. Assume responsibility for all financial affairs of the Center.
- ii. Assume responsibility for developing a comprehensive financial development plan for the solvency of the Center's operations, for capital development, and implementation of such a plan.
- iii. Prepare the annual budget under the direction of the President of the Executive Council for approval by the Executive Council prior to submission to the General Assembly.
- iv. Ensure that deposits are made within two (2) weeks and provide tax receipts to donors within thirty (30) days.
- v. Review Applications for financial aid (Zakat). Conduct Interviews with the applicants, as needed, to determine eligibility.

### Section 2.2.2 Community Affairs Committee – build a caring, connected community

The Committee will oversee services geared towards maintaining and nourishing the well being of our Muslim community:

Social Events and Gatherings such as picnics, dinners, celebrations, and educational seminars, are organized on a regular basis to broaden the ties within our Muslim community, strengthen the sense of brotherhood and sisterhood among its members, and provide recreational activities for our Muslim families in a healthy Islamic environment.

The Committee shall be responsible for:

- i. Marriage Counseling (Nikkah/Divorce)
- ii. Family Counseling
- iii. Health Clinics/Lectures (Brothers, Sisters, Children)
- iv. Relief and Community work
- v. Islamic Burial Services
- vi. Islamic Library
- vii. Special Events (EID, Lectures, etc.)

### Section 2.2.3 Fundraising Committee

The Fundraising Committee shall be responsible for ensuring that sufficient funds are available for construction projects, new initiatives and day to day running of the Center and its activities.

### Section 2.2.4 Sisters Committee

The Sisters' Committee is geared towards involving sisters in decision making process and planning sister's specific activities.

#### Section 2.2.5 Dawah and Outreach Committee – Spread the word of Allah (SWT)

The Dawah and Outreach Committee shall be responsible for Dawah (outreach) to both Muslims and non-Muslims in the community, in accordance with the Quran and Sunnah. They include, but are not limited to, interfaith and outreach in the surrounding communities.

The Committee shall be responsible for:

- Dawah programs at Libraries
- Interfaith discussions
- Volunteers to train in giving Dawah to people of other faith
- Collecting resources such as books, audio tapes etc.
- Monthly meetings, workshops
- Arranging speakers for nearby events (schools, libraries)
- Meet the local Imams (monthly)
- Dawah/Islamic Education for Muslim inmates in nearby DOC institutions

#### Section 2.2.6 Religious Affairs and Education Committee- educating the community

The Education Affairs Committee shall be responsible for the development and operation of an education system consistent with the teaching of the Quran and Sunnah. Furthermore, this committee shall also oversee the operations of the Weekend Schools, Summer School, Hifz Program, education for new Muslims, and all other educational events and activities.

The committee shall be responsible for:

- Islah Activity
- Quran reading classes
- Hifz classes
- Sunday School Program.
- Daily and Weekly Dars (Education Program).
- Children's Hifz Program.
- Programs to educate our community on relevant issues such as our civil rights as American Muslims.

#### Section 2.2.7 Youth Committee- Invest in our future

The Youth Committee shall oversee the functions and activities of the youth group.

The Committee shall be responsible for:

- Coordinating the Religious Affairs and Education committee for Youth Education programs
- Morals & Etiquette
- Free tutoring: help with Homework
- Muslim buddy program
- Weekly Quran learning events
- Summer programs via MSA, visiting young scholars
- Collaborate with nearby Islamic schools

Section 2.2.8 Communications and Public Relations Committee- Keeping everyone informed

The Committee is responsible for all public relations across the Center. It is responsible for managing the communications within the community and outside. This Committee shall also be responsible for keeping the Assembly members abreast of activities at the Center through newsletters, email, text messaging etc.

The Committee shall be responsible:

- Managing the Website
- Printing monthly news letter (Email and print)
- Quarterly town hall meeting between the Council and the community
- Send weekly email on status of the week, regular property updates, regular fundraising updates, send receipts on time

Section 2.2.9 Facilities Committee- Upkeep of the facilities

The Facilities Committee shall be responsible for keeping the facilities clean, secure, accessible, operational, maintained, compliant and in safe condition.

The committee oversees the maintenance, operations, security of the properties, buildings, parking area and other facilities of the Center.

Section 2.2.10 Membership Committee-Knowing the members

The Committee shall be responsible for:

- i. Continuously striving to increase membership
- ii. Approve Nomination Membership registration form
- iii. Maintain a list of all nominating and regular members of the community.
- iv. Assist the Finance Committee with regard to pledge drives.

Section 2.2.11 Selection Committee

**(See section 6.7 of these Bylaws)**

Section 2.2.12 Arbitration Committee

**(See section 9.2 of the Constitution)**

## **Article III Executive Council**

### **Section 3.1 General Powers and Responsibilities**

The affairs of the Center shall be managed by the Executive Council, hereinafter referred to as the "Council", Subject to the provisions of these Bylaws. The Council shall be responsible to the Assembly and the Board of Trustees. The Council shall have no more than nine(9) and no less than seven(7) members. All members of the



Council must meet eligibility requirements set forth in Article III, section 3.2 of these Bylaws. The Council together shall:

- i) Provide vision, leadership, and maintain focus on the Aims and Objectives as described in Article II, of the constitution.
- ii) Approve Annual budget and fiscal policies.
- iii) Appoint standing committees it deems necessary to perform its functions.
- iv) Serve as Chairpersons of the standing and ad-hoc committees.

The Council shall consist of the following officers:

#### Section 3.1.1 The President of the Council

The President of the Council shall be the principal officer, the spokesperson and representative of the Center. The Council will appoint a President from among the members of the Council. The term of the President is restricted to his term on the Council.

The President of the Council shall:

1. Preside over the meetings of the Council and the General Assembly.
2. Direct and coordinate all the activities of the Center.
3. Appoint special and standing committees for various functions with the consensus of the Council.
4. Present the annual report to the General Assembly.

#### Section 3.1.2 The Vice President

The Vice President shall:

1. Assume the functions of the President of the Council during his absence, in the event of resignation or inability of the President or when requested by the President of Council.
2. Assume any duties assigned to him by the President of the Council.

#### Section 3.1.3 The General Secretary

The General Secretary shall:

1. Handle and keep records of all official correspondence of the Center.
2. Take minutes of all meetings of the Council and the General Assembly.
3. Coordinate, distribute information regarding membership and activities of the Center.
4. Be responsible for the legal matters of the Center.
5. Head up the Membership Committee.

#### Section 3.1.4 The Treasurer

The Treasurer shall:

1. Receive all dues, contributions, donations on behalf of the Center.
2. Manage expenses incurred in the day-to-day operation of the Center.
3. Maintain up-to-date financial records for the Center.
4. Create quarterly and annual reports as deemed necessary by the Council.
5. Be responsible for the banking activities of the Center.
6. Head up the Treasury Committee.

7. Cosigner with the person nominated by the Council on its bank accounts. All checks over the amount of \$5,000 shall be signed by at least two(2) members of the Council.

#### Section 3.1.5 The Religious Affairs Secretary

The Religious Affairs Secretary shall:

1. Organize religious activities.
2. Daily Dars( Education programs).
3. Weekly Dars program.
4. Plan and be responsible for the major religious celebrations
5. Coordinate Dawah activity within and outside the muslim community.
6. Appoint khateeb for Friday sermons.
7. Collect and disburse the Zakat on behalf of the organization.
8. Head up the Religious and Education Affairs Committee.

#### Section 3.1.6 The Masjid Affairs and Facilities Secretary

The Masjid Affairs and Facilities Secretary shall:

1. Be responsible for the Operation and Maintenance of the Masjid facilities.
2. Plan and coordinate events at the facilities.
3. Propose plans and extensions of the facilities.
4. Headup the Facilities Committee.

### **Section 3.2 Eligibility, Term and Nomination**

Members of the Council shall be nominated by the General Assembly for a term of two (2) calendar years. Council members may be reappointed for an unlimited number of terms. The nominations shall be subject to the Bylaws as defined under Article VI. All nominees shall be:

- i) An eligible nominating member
- ii) Reside in the Eastside area for more than two (2) years.
- iii) Knowledgeable about Islam and whose actions are not in direct contradiction to generally acceptable behavior in Islam.
- iv) Well respected and good standing in the Muslim community.

### **Section 3.3 Rotation of the Council**

Half the members of the Council shall be nominated every year during nominations. This is to ensure continuity and change.

### **Section 3.4 Meeting**

The Council shall meet at least once a month, hereinafter referred to as the "Standing Meeting." The date and time will designated by the President or the General Secretary. The Standing Meeting is open to all members of the General Assembly. A special meeting of the Council may be called at any time by any member of the Council.

Meetings of the Council shall be conducted according to generally acceptable principles of Shura in Islam. When deemed suitable or necessary, the decisions shall be made based on majority vote of the members of the Council.

#### Section 3.4.1 Attendance

Members of the Council are expected to attend at least two-thirds (2/3) of the Standing Meetings. The Chairperson may excuse a member from attending a meeting upon prior notification.

#### Section 3.4.2 Quorum

The presence of more than two-thirds (2/3rd) members of the Council, including the chairperson, shall constitute a quorum. In the absence of the President or the Vice-President, the Council shall appoint a Chairperson for the particular meeting.

#### Section 3.4.3 Meeting by Telephone

Members may participate in a meeting of the Council by means of a conference telephone or similar communication equipment so that members participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

### **Section 3.5 Action without a meeting**

The Council can designate certain members to take specific actions on their behalf. The decisions taken by the individual are subject to approval by the entire committee at the earliest convenience.

### **Section 3.6 Resignation**

A member of the Council can resign by submitting a written resignation to the Executive Council. The Council will decide on the resignation at the next meeting.

A member can be asked to resign if:

- i) He relocates permanently outside the Eastside area to another city.
- ii) He fails to attend three consecutive standing meetings of the Council without a legitimate reason accepted by the Council. He will be considered as resigned from his position.

### **Section 3.7 Removal**

Any nominated office holder of Center can be removed from office as described under Article VI, Section 6.10 Recall.

### **Section 3.8 Vacancies**

Vacancies on the Executive Council for any reason will remain open until the next nomination session. In case of more than half(1/2) of positions on the Council, the Trustees will conduct a special Nominations.

## **Article IV- Board of Trustees**

### **Section 4.1 Members**

The Board of Trustees shall have no more than seven(7) members and no less than five(5) members, and herein shall be referred to as "Trustees." All members of the Board of Trustees shall meet the eligibility criteria specified below :

- i) Has served on the Executive Council.
- ii) Has resided in the Eastside area for more than five(5) years.
- iii) Is over the age of 30 years.
- iv) Has Knowledgeable of Islam.
- v) Is well respected and good standing in the Muslim community.

A member of the Board of Trustees shall not simultaneously serve on the Executive Council.

The Board of Trustees shall select a Chairperson from amongst its members. The chairperson shall be the presiding officer of the Board of Trustees. The term of the Chairperson will be the remainder of his term on the Board.

### **Section 4.2 Term**

The term of a member shall be specified as a period of five (5) calendar years. The term of the Board members shall be staggered, so that no more than one - third (1/3) of the Board members are outgoing in any calendar year. Board Members may be reappointed for an unlimited number of terms.

### **Section 4.3 Quorum**

The presence of more than two-thirds (2/3rd) members of the Board of Trustees, including the chairperson, will constitute a quorum. In the absence of the Chairperson, the Council will do shura to appoint a Chairperson for the meeting.

### **Section 4.4 Appointment**

The Executive Council shall nominate members to the Board of Trustees from the General Assembly as and when a position becomes available on the Board.

### **Section 4.5 General Powers and Responsibilities**

- i) Function as the guardians of the Constitution, provide guidance to the Executive Council in matters related to Constitution and Bylaws.
- ii) Hold all property of the Center in Waqf (trust) for the community. The Board of Trustees shall ensure that the title to the real estate and other assets owned by the Islamic Center of Redmond shall at all times be kept in name of the Center. Approve all sales, purchase, and exchange of property held by ICOR.
- iii) Shall appoint the
  - a. Imam and manage the relationship and contract.
  - b. Auditor for the financial records.

- c. Financial Institution and instruments of deposit.
- d. Selection Committee.
- iv) Resolve conflict(s) disputes in the functioning of the functioning of the Center if an issue is referred to it by the Executive Council or General Assembly.
- v) Choose any course of action that it deems necessary to perform its functions, including dissolving the Executive Council.
- vi) Approve any budgeted or unbudgeted item costing \$10,000 or more.
- vi) Approve amendments to the Constitution and Bylaws.
- vii) Responsible for maintaining a list of Islamic Scholars, accepted and well known to the Muslim community in North America, whose opinion will be sought from time to time.
- viii) Authorize any member(s), agent(s) of the Center, in addition to person(s) authorized by this Constitution, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Center. Such authority may be general or confined to specific instances.

#### **Section 4.6 Meetings**

The Board of Trustees shall meet on a regular basis. The date and time shall be designated by the Chairperson or the member appointed thereof. A special meeting of the Board may be called at any time by any member of the Board.

Meetings shall be conducted according to generally acceptable principles of Shura in Islam. Where deemed necessary, the decisions will be made based on majority vote of the board members.

#### **Section 4.7 Resignation**

A member of the Board can resign by submitting a written resignation to the Board.

A member can be asked to resign if:

- i) He relocates permanently outside the Eastside area to another city.
- ii) He fails to attend three consecutive standing meetings without a legitimate reason accepted by the Board will be considered as resigned from his/her position.
- iii) It is deemed necessary in the interest of the community or Center. This decision is made by a unanimous vote of the Board members.

#### **Section 4.8 Removal**

Any nominated office holder of Center can be removed from office as described under Article VI, Section 6.10 Recall of the ByLaws.

#### **Section 4.9 Meeting of Board & Executive Council**

The Board will meet periodically with the Executive Council .There will be mandatory annual joint meeting of the Board and Council in July of each year. The date, time, and location of the meeting shall be designated by the Board. Any business properly brought before the Joint Meeting shall be transacted.

Special meeting of the Board and the Council may be called at any time.

## **Article V- Imam**

### **Section 5.1 Definition and Responsibilities of the Imam**

The Imam is the person who will be in charge of leading the five daily prayers in the Masjid and responsible for organizing the Jumma (Friday) and Eid prayers. He might designate someone else to lead the prayers. He shall consult with the Board for the scheduling and assigning of the Jumma and Eid prayers Khateeb (the one who delivers the speech).

### **Section 5.2 Appointment**

The qualifications of the Imam shall be those which are determined by the Sunnah which include:

- i) Righteousness and piety
- ii) Knowledge of the Islamic teachings
- iii) Memorization and good recitation ability of the Quran
- iv) Avoidance of all the major sins
- v) Sound beliefs and practice of Islam

The Board of Trustees shall appoint the Imam of the Center. The Imam shall be the ex-officio member of the Executive Council.

## **Article VI- Nominations**

### **Section 6.1- Overview**

Members of General Assembly nominate members to the Executive Council through a nomination process described under this Article. The process of nominations, hereinafter referred to as the Nomination Process, shall be overseen and conducted by the Selection Committee.

The Nomination Process is broadly divided roughly into two parts: Nomination Period and Selection Period. The members of the General Assembly submit their preference for a candidate during the Nomination submission period using a nomination form. The nomination forms are submitted to the Selection Committee. The Selection committee selects members of Executive Council from the list of nominations.

### **Section 6.2 Nomination Period**

Nominations shall be submitted during a specific period of time, called the Nomination Period. The Nomination Period shall begin on the first Friday of November every year. The Nomination period shall extend over a period of three (3) weeks. The Nomination Period may be extended by two (2) weeks by the Selection Committee to accommodate special circumstances and other exigencies.

### **Section 6.3 Nomination Forms**

Members of the General Assembly shall use published nomination forms or such other document as decided by the Selection Committee to submit nominations

#### **Section 6.4 Nomination Ballot Boxes**

Nomination forms shall be deposited by means of secret ballot into designated ballot boxes. The ballot boxes will be placed at convenient locations at the facility for the duration of the Nomination Period. The ballot boxes will be locked. The keys of the ballot box will be kept by the Selection Committee.

#### **Section 6.5 Selection Period**

The period during which the nominations are reviewed by the Selection Committee is called the Selection Period. The Selection Period shall begin immediately at the end of the Nomination Period and shall not be longer than eight(8) weeks.

#### **Section 6.6 Selection Process**

The Selection Committee shall be responsible for conducting the nominations, and appointing members from the nominations to the Executive Council. In all matters pertaining to the counting of the nominations, selection, and announcement of the results, the decision of the Selection Committee is final.

The Committee shall conduct the meetings under the accepted principles of Shura in Islam. In the absence of a clear opinion, the decisions shall be made based on majority vote of the members of the Committee.

The selection of appointments to the Executive Council is based on a number of factors, one of which is the number of nominations submitted for a particular nominee. A majority in number of Nominations for a particular candidate does not guarantee a position on the Executive Council.

The Selection Committee shall complete the Selection Process by selecting and confirming the appointments of nominees to the open position on the Council.

The Council shall provide the Selection Committee with the list of nominating members at the beginning of the Nomination Period. The Committee shall use the list to create a list of valid nominations based upon the eligibility criteria defined Article III, Section 3.2 of these Bylaws.

#### **Section 6.7 Selection Committee**

The selection committee shall consist of no more than five(5) and no less than three(3) members. The Committee shall be appointed by the Trustees at least three (3) weeks in advance of the nomination period. The Committee will remain in existence for a period of no longer than twelve (12) weeks from the date of appointment. The Selection Committee shall appoint a chairperson from amongst its members.

Members of the Selection Committee shall not submit Nominations, nor shall they be eligible to be nominated. The selection committee may include one or more Imams of the local mosques.

Minimum qualifications to be appointed to the Selection Committee shall include:

- i) Eligible to become a member of the Executive Council.
- ii) Is not currently a member of the Executive Council.

### **Section 6.8 Confirmation and Announcement**

The Selection Committee shall announce the appointees to the Council at the first Friday Congregation (Jumma) after the end of the Selection Period. The results shall also posted on Masjid facilities.

### **Section 6.9 Insufficient Nominations**

In the event that not enough nominations are received for the open positions on the Executive Council, the Selection Committee will work with the remaining members of the Council and the Board of Trustees to appoint eligible members from the General Assembly.

### **Section 6.10 Recall**

Any nominated office holder of Center can be removed from office for gross transgression of Islamic behavior, violation of code of ethics, or for embezzlement of funds that belong to the Center, or for gross neglect of duty, or for being absent for three consecutive standing meeting without cause or if he is deemed to be working against the interest of the community or the Center by the majority of the Council.

To recall any members a petition for removal shall be signed by at least one-third(1/3) of members of the General Assembly and submitted to the Executive Council. Any nominated officer or any member serving a committee involved in a conflict of interest shall step aside until that situation is resolved.

The Council and the Trustees will act on the petition to remove the petitioned officer from the administration. Notice of removal will be posted on Masjid facilities.

## **Article VII- Amendments**

### **Section 7.1 Procedure**

All articles of the Bylaws may be amended subject to the approval of the Board of Trustees.

The General Assembly can propose amendments to the Bylaws by submitting a petition signed by one-third (1/3) members of the General Assembly.

## **Article VIII- Miscellaneous**

### **Section 8.1 Indemnification and Insurance**

Unless otherwise prohibited by law, the Center shall indemnify any trustee, arbitrator, or officer, any former trustee, officer, or any person who may have served at its request as a trustee or officer of another corporation, whether for profit or not for profit, and may, by resolution of the Board of Trustees, indemnify any employee



or former employee against any and all expenses and liabilities actually and necessarily incurred by him/her or imposed on him/her in connection with any claim, action, suit, or proceeding (whether actual or threatened, civil, criminal, administrative, or investigative, including appeals) to which he/she may be or is made a party by reason of being or having been such trustee, arbitrator, officer, or employee; subject to the limitation, however, that there shall be no indemnification in relation to matters as to which he/she shall be adjudged in such claim, action, suit, or proceeding to be guilty of a criminal offense or liable to the Corporation for damages arising out of his/her own gross negligence or misconduct in the performance of a duty to the Center.

Amounts paid in indemnification of expenses and liabilities may include, but shall not be limited to, counsel fees and other fees; costs and disbursements; and judgments, fines, and penalties against, and amounts paid in settlement by, such trustee, arbitrator, director, officer, or employee. The Center may advance expenses to, or where appropriate may itself, at its expense, undertake the defense of, any trustee, arbitrator, officer, or employee; provided, however, that such trustee, arbitrator, officer, or employee shall undertake to repay or to reimburse such expense if it should be ultimately determined that he is not entitled to indemnification under this Article.

The provisions of this Article shall be applicable to claims, actions, suits, or proceedings made or commenced after the adoption hereof, whether arising from acts or omissions to act occurring before or after adoption hereof.

The indemnification provided by this Article shall not be deemed exclusive of any other rights to which such trustee, arbitrator, officer, or employee may be entitled under any statute, Bylaw, agreement, vote of the Board of Trustees, decision of the Panel or otherwise and shall not restrict the power of the Center to make any indemnification permitted by law.

The Board of Trustees may authorize the purchase of insurance on behalf of any trustee, arbitrator, officer, employee, or other agent against any liability asserted against or incurred by him/her which arises out of such person's status as a trustee, officer, employee, or agent or out of acts taken in such capacity, whether or not the Center would have the power to indemnify the person against that liability under law. In no case, however, shall the Center indemnify, reimburse, or insure any person for any taxes imposed on such individual under chapter 42 of the Internal Revenue Code of 1986, as now in effect or as may hereafter be amended ("the Code"). Further, if at any time the Center is deemed to be a private foundation within the meaning of §509 of the Code then, during such time, no payment shall be made under this Article if such payment would constitute an act of self-dealing or a taxable expenditure, as defined in §491(d) or §4945(d), respectively, of the Code.

### **Section 8.2 Loans to Trustees and Officers**

No loans shall be made by the Center to its Trustees, Officers, or members.

### **Section 8.3 Equality of Members**

As a matter of standing policy, the Center shall provide for the participation of all members of the community, men and women, in activities of the Center within the prescribed framework of Islam and opinions of the majority of the Sunni scholars of Islam.

## **Article IX - Definitions**

Following is the list of definitions of terms and phrases used in this document not explained elsewhere

- i) **Islam:** The religion whose fundamental belief is: " *There is no GOD but Allah, and Prophet Mohammed (peace be upon him.) is his final messenger.*" The sources of Islam are the Glorious Quran and the Hadith, non-controversially relayed, tradition of the seal of all messengers and Prophet Muhammad (PBUH).
- ii) **Muslim:** For the purpose of these Bylaws, a Muslim is a person who believes in Allah (the one true God), in Prophet Muhammad (peace be upon him), upon whom the Quran was revealed, as the last and final prophet and messenger of Allah; in the Quran; in the angels; in the Hereafter; and in the destiny (Qadar). A muslim believes in the Quran and the Sunnah as the basis for the binding guidance in life. He must subscribe to the Sunni Shariah.
- iii) **Quran:** The Quran is the holy book of the Muslims, revealed to the Prophet Muhammad (peace be upon him).
- iv) **Sunnah;** Sunnah is the authentic tradition of the Prophet Muhammad (peace be upon him), which was related to us through Ahadith (sayings of the prophet) or an action, or an approval of action by the Prophet Muhammad (PBUH)
- v) **Sharia:** Laws of Jurisprudence as prescribed by the Ahle Sunnah Wal Jammah (Sunni) sect of Islam. There are four schools of thought (madhab)
- vi) **Salat:** Salat is obligatory and supererogatory prayers prescribed by Islam. There are five obligatory daily prayers in Islam.
- vii) **Jumma:** Compulsory congregational prayer on Fridays
- viii) **Four schools of thought:** The four recognized schools of jurisprudence in Islam, namely: Hanafi, Shafi, Maliki, Hambali.
- ix) **Shura:** Shoora is the practice of consultation among the involved parties as defined by Islam.
- x) **Eastside:** Collective term for the eastern suburbs of Seattle, WA including the cities of Bellevue, Redmond, Sammamish, Kirkland, Issaquah.

## **Article X- Addendums**

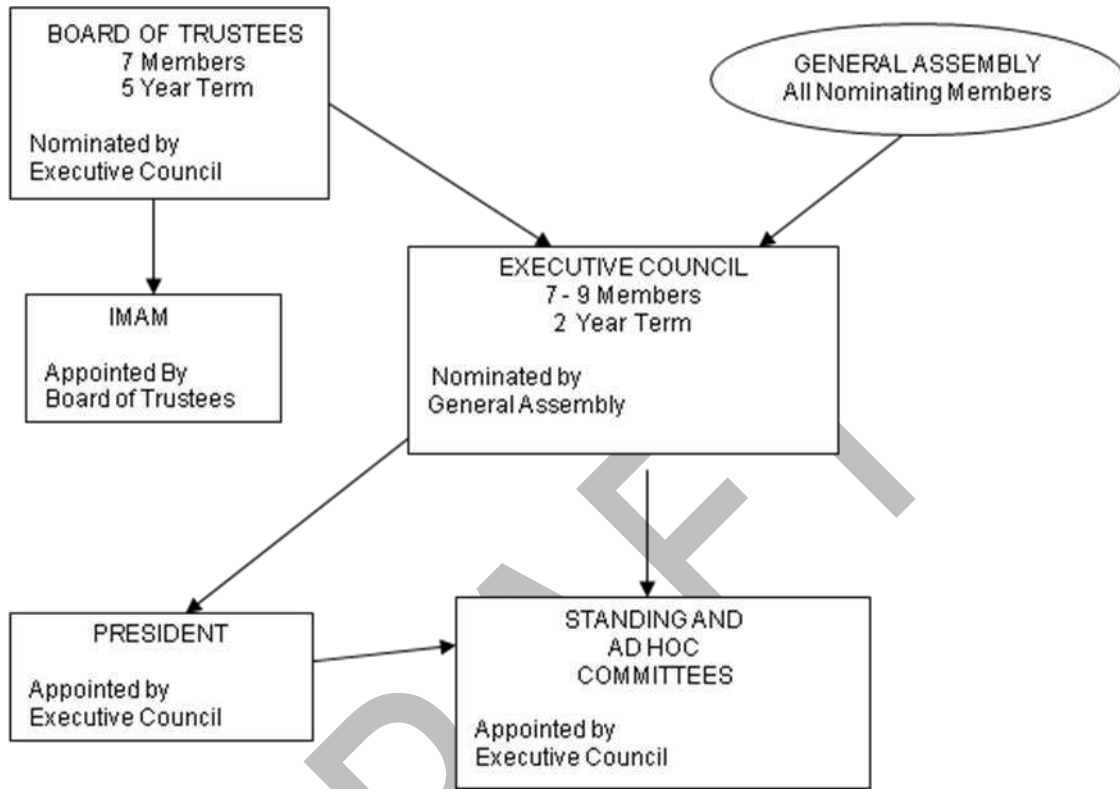
### **Section 10.1 Appointment of the First Executive Council**

The existing members of the administration shall constitute and appoint the first Executive Council. The term of the members of the first Executive Council shall be no

less than one(1) year and no longer than three (3) years. This exception is to allow smooth transition into the regular cycle of Nominations prescribed in these Bylaws.

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### Exhibit A- Graphical Representation



## **Exhibit B- Oath of Office**

### **Oath of Office**

I \_\_\_\_\_

whose specimen signature is given below and who has been elected

as \_\_\_\_\_

of the Islamic Center of Redmond (ICOR), do hereby affirm, with

Allah (SWT) as my witness that, Inshallah, I will:

- be obedient and faithful to Allah (SWT), His commandments and the traditions of the Prophet Muhammad (p.b.u.h.).
- abide by the provisions of the Constitution and Bylaws of the ICOR, and will work towards the unity of Muslims in the Eastside area.
- conduct the affairs of ICOR members with justice and honesty, and will safeguard the trust of the ICOR assigned to me for the best interest of the Muslim community.
- not seek any personal glorification or financial gains by and through the use of this office.

May Allah Almighty help me to fulfill this oath - Aameen.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit C- ByLaws Update

Praise be to **ALLAH (SWT)**, the Most Gracious, the Most Merciful, O'ALLAH (SWT) pardon us and forgive us, if we have transgressed our duty, guide us to the straight path, the path of those on whom you have bestowed the Grace.

Aameen.

**BYLAWS** Updated: xx/xx/xxxx Page of

***These Bylaws were originally approved by the General Assembly at its Annual Meeting held on xxxxxxxx, xxxxxx xx, xxxx. These Bylaws have been updated to incorporate all the amendments approved by the General Assembly through the xxxxxxxx, xx, xxxx Annual General Assembly meeting.***

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

General Secretary

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

President