

# **NorthWest Islamic Community Center**

## **Masjid Al-Kareem**

### **Constitution**

**June 2018**



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# ARTICLE I: NAME AND PURPOSE

## Section I: Name

This organization will be known as Northwest Islamic Community Center and herein after will be referred to as NWICC. It shall be a non-profit organization incorporated under the laws of the State of Minnesota. NWICC is a tax-exempt 501(c)3 non-profit "Church" organization.

## Section II: Aim and Purpose

NWICC is organized exclusively for religious activities shall include, but not be limited to, charitable, social activities and educational purposes. All assets of NWICC are to be used for religious and social purposes documented in the bylaws. All its activities shall be in accordance with the Qu'ran, authentic Sunnah, laws of the State of Minnesota and the laws of United States of America. NWICC shall remain a Sunni mainstream masjid.

Muslims of all background are welcome to pray. The masjid congregation (Jama'ah) will conduct services based Sunni mainstream practices.

The aim and purposes of NWICC are to serve the best interest of Islam and Muslims of Minnesota, particularly the Muslims living in West and Northwest Metropolitan Area (Plymouth/Maple Grove and the neighboring communities). To this end, NWICC shall:

- (a) Strive to strengthen the faith of all Muslims in Allah (S.W.T.), Prophet Mohammad (peace be upon him) and the Qu'ran.
- (b) Conduct social, cultural, educational, religious and other activities in the best traditions of Islam.
- (c) Help the Muslims of West and Northwest Metropolitan Area (Plymouth/Maple Grove and neighboring communities) carry out Islamic programs in accordance with the guidance of Qu'ran and authentic Sunnah.
- (d) Promote unity and joint action among the Muslims.
- (e) Arrange and hold congregational prayers and Islamic religious festivals in accordance with Qu'ran and authentic Sunnah.
- (f) Promote friendly relations and understanding between Muslims and non-Muslims.
- (g) Endeavor to make Islamic teaching known to non-Muslims.
- (h) Engage Muslim children and youth in Islamic teachings and traditions.
- (i) Making NWICC and its facilities welcoming to all Muslims, particularly to the younger generation, sisters, and converts.

# ARTICLE II: REGISTERED OFFICE AND AGENT

## Section I: Office



The principal office of NWICC is to be located at 3300 Plymouth Blvd, Plymouth, MN 55447.

NWICC may maintain offices at other locations as designated by the Board from time to time.

## **ARTICLE III: ORGANIZATION AND STRUCTURE**

### **Section I: Management Structure**

NWICC shall have the following Management Structure:

1. The Board (also known as the Shurah Council)
2. Committees
3. General Assembly (General Members)

## **ARTICLE IV: THE BOARD (SHURAH COUNCIL)**

### **Section I: Management Structure**

- (a) The Board shall consist of seven (7) members
- (b) A Board member must be willing to volunteer at least 10 hours a month to the affairs of NWICC. Non-compliance may be considered sufficient ground for the removal of the Board member as stated in Article IV section III.
- (c) Imam, or any employee of NWICC cannot be a member of the Board
- (d) All the Board members of NWICC agree to binding arbitration in case of disputes & will not resort to lawsuits.
- (e) An unbiased panel of 5 from 7 candidates from following organizations will be consulted to arbitrate in issues of major dispute in place of lawsuits:
  1. ICM Fridley, President or VP
  2. CAIR MN (choice of Cair board)
  3. MAS-MN (Executive Director or President)
  4. Masjid Al- Imaan (Islamic Cultural Community Center of MN) - Imam or President
  5. Masjid An-Nur - Imam or president
  6. Masjid Al-Imaan - Imam or president
  7. Masjid At-Tawbah - Imam or president
  - a. Disputing parties can agree on 5 out of 7 members above to address the issue with them fairly & impartially, based on laws of USA, MN and Bylaws of NWICC, which are based on Qur'an and Sunnah.
  - b. Any party resorting to litigation & disregarding the arbitration will be responsible for the cost of litigation on both sides.



## **Section II: Tenure**

- (a) Except as provided in (c) below, all Board members shall be elected for a period of 3 years.
- (b) The Board that existed at the time of the adoption of these bylaws shall become the Interim Board and shall continue to function until it is replaced by a new elected Board.
- (c) One-third of the board will be elected every year.
- (d) In the first elected board, 2 members will serve 1 year and 2 other members will serve 2 year terms (3 other members will serve full-term).
- (e) The elections will take place in Ramadan or soon thereafter. The date to be set forth by the Board.
- (f) A Board member shall not serve more than three (3) consecutive full-terms on the Board. To reduce nepotism, members of immediate family cannot run or be on the board at the same time. This is to prevent NWICC from conflict of interest and the family members.

## **Section III: Removal of Board Members**

Under certain conditions and upon the recommendation of the Board (as stated in article IV section X), a Board member may be removed by a 2/3<sup>rd</sup>-majority vote of the Board members. The Board shall appoint an Ad-Hoc committee consisting of 3 members from the General Assembly to be chaired by a nominee from the Board. On the recommendation of that committee; the Board may proceed to expel the Board member.

Some of the conditions for consideration for removal of the Board member include, but are not limited to the following:

- Open and persistent acts of a major sin as defined by the Qu'ran and authentic Sunnah of the Prophet (peace be upon him)
- Direct and willful violation of the bylaws
- Misuse or misappropriation of funds
- Damaging the existence or interest of NWICC
- Non-compliance or unwillingness to volunteer, without reasonable excuse, at least 10 hours a month to the affairs of NWICC.

## **Section IV: Vacancy and Appointment of New Members**

- (a) A Board vacancy may be created when a member dies, resigns, leaves Minnesota or term expires.
- (b) If the remaining term of the vacated position is one (1) year or less, the Chairperson of the Board will appoint a person from the General Assembly to complete the rest of the term. If the remaining term of the vacated position is greater than 1 year, the normal procedure for electing a Board member will apply.
- (c) A vacancy may be filled with any member from the general members.

- (d) Except for the first board, a person filling a vacancy must be a general member for one (1) year before being eligible for election to the Board.

**Section V: Function**

The Board is the highest executive authority in NWICC. It's decisions, as long as they do not contradict with Qu'ran, Sunnah, laws of State of Minnesota and Federal laws, are binding to the Board, its Officers, Agents, Representatives, Committees and people working for NWICC. The following are functions of the Board:

- (a) Supervising implementation of the bylaws.
- (b) Finding ways and means to raise new funds for NWICC.
- (c) The general management, maintenance and growth of NWICC.
- (d) Approving all withdrawal and expenses.
- (e) Appointment of an Imam or other employees of NWICC.
- (f) Overseeing and evaluating the performance of any committees.
- (g) By majority votes, suspension or cancellation of any member of the committees or the General Member in accordance with similar conditions under Article IV Section III.

**Section VI: Officers**

The following are the Officers of the Board:

- (a) Chairperson
- (b) Vice-Chairperson
- (c) Treasurer
- (d) Secretary
- (e) And 3 General Assembly members

**Section VII: Chairperson of the Board**

The Chairperson of the Board will be elected from amongst the members of the Board. The following are roles and responsibilities of the Chairperson:

- (a) Supervision and general management of the affairs of NWICC.
- (b) Calling and presiding over the meetings of the Board.
- (c) Co-signing with the Treasurer checks in accordance with article VII.
- (d) Presenting reports about the affairs of NWICC as required.
- (e) Arranging speakers for special occasions (other than Friday).
- (f) Ensuring the legal and tax requirements of the Federal and State Governments are being fulfilled.
- (g) To act in an advisory capacity to all committees.

**Section VIII: Vice Chairperson of the Board**





The Vice Chairperson of the Board will be elected from amongst the members of the Board. The following are the roles and responsibilities of the Vice Chairperson:

- (a) Carrying out the management activities, in the absence of the Chairperson.
- (b) Temporarily assuming the functions of the Chairperson when requested to do so or if the Chairperson is incapacitated. In the latter case, if the remaining term of the vacated position is one (1) year or less, the Vice Chairperson of the Board will assume the position of the Chairperson of the Board to complete the rest of the term of the Chairperson. In such instance, a new member will be elected to the Board per Article IV Section III, and a new Vice Chairperson will be elected by the Board.
- (c) Performing any special assignments given to him/her by the Chairperson.

#### **Section IX: Treasurer of the Board**

The Treasurer of the Board will be elected from amongst the members of the Board. The following are the roles and responsibilities of the Treasurer:

- a) Maintaining the record of all the financial transactions of NWICC. The treasurer will be responsible for systematic maintenance of books, check disbursements, receipts, bank statement reconciliation and presenting the financial status of NWICC.
- b) Collecting and depositing all funds received on behalf of NWICC.
- c) Co-signing all withdrawals and check disbursement in accordance with article VII.
- d) Preparing the annual budgets for the fiscal year.
- e) Presenting before the Board monthly and yearly reports on the status of the financial affairs of NWICC.
- f) Ensuring proper back-up materials are maintained for disbursements.
- g) Keeping NWICC registered in the State of Minnesota.

#### **Section IX: Secretary of the Board**

The Secretary of the Board will be elected from amongst the members of the Board. The following are the roles and responsibilities of the Treasurer:

- a) Calling meeting when requested by the Chairperson.
- b) Keeping voting records in Board meetings.
- c) Keeping the Corporate record book up to date, including, but not limited to the Articles of Incorporation, Bylaws, IRS documents, Minutes of the Board, Board Resolutions, and contracts
- d) Performing any special assignments given to him/her by the Chairperson.



## **Section X: Board Meetings and Procedures**

- (a) The Board shall at a minimum meet once every two months.
- (b) The Presence of at least four (4) members shall constitute a quorum. The Chairperson or Vice-Chairperson shall be among the four.
- (c) For a Board decision to be binding it must be approved by at least four (4) members.
- (d) All Board meetings will be closed to the Public
- (e) A decision reached by the Board cannot be modified, changed or altered by any individual Board member(s) unless it is done by way of these bylaws inclusive of notice, quorum, meeting in person or by phone. In the event of an emergency, which requires immediate or quick decision, approvals may be received over the phone. In such a case, the issue must be notified to the Secretary or in his absence the Vice-Chairperson.
- (f) As a follow-up to emergency voting procedures, the Secretary (or Vice-Chairperson) will contact the Board members and obtain their votes on the issue over the phone. The decision reached in this manner should be documented and presented in the next meeting by the Secretary.
- (g) The Board will approve the job responsibilities of any hired employee.
- (h) The Board member who fails to attend at least three consecutive scheduled meetings without being excused prior to the meeting by the Chairperson, shall be asked to give his explanation in writing. Appropriate course of action may be taken in accordance with Article IV Section II under "Tenure". The Board must grant the individual a hearing before taking any action.
- (i) In case of ambiguity or conflict regarding the interpretation of any sections of this bylaws, the interpretation of the Board shall be final.

## **Section XI: Election Procedures**

Election will be held during the month of Ramadan or soon thereafter, date set forth by the Board.

- (a) The Board will nominate a 3-person Election Committee from General Members. The Election Committee will be established with a set tenure at the end of which the Committee will self-dissolve.
- (b) Once the Election Committee is formed, it will not report to the Board nor will any Board member over see the Committee. The committee may consult the Chairperson, for clarification of function.



- (c) The Election Committee will (i) create a nomination form, (ii) gather nomination, (iii) validate a nominee's good standing status, (iv) confirm with the nominee if s/he accepts the nomination, (v) place the nominated names on a ballot.
- (d) The Election Committee will supervise the elections.
- (e) The Election Committee will validate General Members eligibility to vote.
- (f) The Election Committee will count and announce the results.

## **ARTICLE V: COMMITTEES**

- (a) The Board may appoint at any time committees to carry out an assignment. The tenure of these committees may vary from a fraction of an hour to more than a year depending on the nature of the assignment.
- (b) The assignment given to any committee shall be precisely defined in a memorandum from the Board to the Committee.
- (c) The committees will work under the general supervision of the Board and the bylaws framework of NWICC and under the general guidance of the Board member responsible for that function.
- (d) Committees need to have a minimum of three (3) members
- (e) Committees must file and keep an up to date "Memorandum of Understanding" with the Board of NWICC.
- (f) A committee member can be ejected from a committee with 2/3<sup>rd</sup> majority vote of the committee and a board approval.
- (g) The following committees may be appointed but are not limited to:
  - Public Relations Committee
  - Education Committee
  - Social Committee
  - Fund Raising Committee
  - Maintenance and Construction Committee

## **ARTICLE VI: GENERAL ASSEMBLY**

### **Section I: Composition**

- (a) The General Assembly will be comprised of the "General Members" of NWICC.

### **Section II: General Membership Requirements**



- (a) Any concerned Muslim living in West and Northwest Metropolitan Area (Plymouth/Maple Grove or neighboring cities) in Minnesota may become a general member of NWICC.
- (b) To be a General Member in good standing, a member must be current with any monthly/yearly membership dues that may be established by NWICC from time to time. Such member also must not be a member of any group, club, or organization that is known to have enmity towards Islam or Muslims.
- (c) The Board may reject the membership request of an applicant if it believes that the individual's membership may be detrimental to the interests and charter of NWICC.
- (d) A General Member(s) must be in good standing for at least six (6) months prior to date of election, to be eligible to elect other general members to the Board.**

### **Section III: Membership Dues**

- (a) Membership dues will be established by the Board.

### **Section IV: Rights of members**

- a) There are two types of General Member ships a) single-member b) family-member
- b) Each single-member shall be eligible to cast one (1) vote, provided the single-member is in good standing for at least six (6) ) months prior to date of election.
- c) Each family-membership shall be eligible to cast two (2) votes, provided the family-member is in good standing for at least six (6) ) months prior to date of election.
  - i. A family membership entitles the family to two (2) votes.
- d) The Board may choose to grant honorary membership based on donation amount and discretion of board with 5/7 votes.
- e) Any general member may resign by filing a written resignation with the Treasurer. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued.
- f) Members must pay for their own dues and others cannot pay for another members dues, exception is parents paying for a membership of their adult (16 y.o. and older) children.
- g) NWICC Board & Employees, Imam, & associates will not make it mandatory for the female attendees to pray or stay behind a partition at any NWICC events.



- h) At least 1/2 (half) of the area allocated for the sisters will be dedicated for sisters who chose to not pray behind a partition, wall or a barrier and should be able to see the imam, speaker and presentation from sisters' area.

## **ARTICLE VII: FINANCE**

### **Section I: Contributions**

- (a) NWICC may accept contributions in any form from any source consistent with the purpose of NWICC, principles of Islam, laws of State of Minnesota and Federal laws of United States of America.
- (b) All funds collected for a specific cause shall be used for that cause. In cases where diversion of funds becomes necessary, an approval by all 2/3<sup>rd</sup> members of the board will be required.

### **Section II: Separation of Accounts**

NWICC shall maintain the following separate accounts:

- (a) Expense Checking Account. This is an interest-free account for the current day-today expenses of NWICC. All of NWICC's income, receipts, dues, all other incoming checks or cash and all donations shall be deposited in the checking account.
- (b) For regular monthly expenses (rent, electric, telephone, water/sewerage, snow removal, general maintenance) and other miscellaneous expenses under \$300, the signature of the Treasurer is sufficient for this account. All other expenses greater than \$2500, must be approved by the Board. Funds collected on behalf of other Masjids/Islamic Centers/ Islamic Institutions/Schools will also be initially deposited in this account – a check to the receiving organization will be written against the deposit collected on their behalf.
- (c) Saving Account. Any check withdrawals from the savings account shall be for deposit into the checking Account or Halaal Investments. Any withdrawal from this account will require board approval.
- (d) Records must be maintained for funds received for specific purposes – zakat, specific country relief funds, food shelf drives in Minnesota, sadaqa.

### **Section III: Withdrawal of Funds**

- (a) With the exception of regular monthly expenses (rent, electric, telephone, water/sewerage, snow removal, general maintenance, and other utilities) all

withdrawals from the Expense Account that are greater than \$300 shall be approved by the Board.

- (b) All withdrawals from the Reserve Fund shall be approved by the Board.
- (c) A petty cash amount of up to \$500 may be kept by the Treasurer to meet small incidental expenses of NWICC. All such expenses must be supported by expense documentation and reported at the next regularly scheduled meeting.
- (d) With the exception of regular monthly expenses (rent, electric, telephone, water/sewerage and gas) all check withdrawals will require two signatures.
- (e) The signatories on the withdrawal checks are Treasurer, Chairperson or Vice-Chairperson.

## **ARTICLE VII: AUDIT**

The Board may nominate as auditors two members from the community who have basic knowledge of accounting and audit procedures.

The nominated Auditors will audit the accounts of NWICC and report its recommendations and findings to the Board.

## **ARTICLE VIII: AMENDMENTS**

### **Section I: Amendment requests**

- a) A general member in good standing, member of committees or a Board member may suggest bylaws amendment proposals. However, 10% of general members must sign the proposal.
- b) Amendment requests to the bylaws must be made in writing to the Chairperson or the Vice-Chairperson.
- c) The Chairperson or the Vice-Chairperson will mail or e-mail the proposal to all the members of the Board and call a Board meeting within 60 days of notice of the proposed amendments.
- d) Meeting to discuss the bylaws amendments should be held no sooner than 30 days from the date of notification (e-mail notification date or post-marked date).
- e) Any changes to bylaws, beyond 1/1/2018, will require informing community through all of the regular official means, such as weekly Newsletter, social media, at least one month in advance before the board will vote & approve changes.



**Section II: Approval**

a) To be effective, an amendment must be approved by at least 2/3 majority of the Board.

**ARTICLE IX: DISSOLUTION**

If a situation arises which makes the dissolution of NWICC inevitable, the Board will be called upon to handle the process of dissolution. Any assets, which are left after meeting all liabilities, shall be equally transferred to Islamic Center of Minnesota, Masjid-ul-Rahman, Dar-ul-Farooq and Masjid-ul-Huda.

**CERTIFICATION**

These bylaws were approved at a meeting of the board by a two-thirds majority vote on June 27, 2018

Chairperson	Mateen Ali (MATEEN ALI)	8/7/2018
Vice Chair	[Signature]	8/16/2018
Treasurer	[Signature] (ERAAJ KHAN)	08/07/2018
Secretary	[Signature]	08/19/2018
General board member 1	Amir Moheet (AMIR MOHEET)	8/7/18
General Board Member 2	[Signature] (Tamin Saidr)	8/14/18
General Board Member 3	[Signature] (Sadia Tarannum)	9/1/2018