

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

"IN THE NAME OF ALLAH, MOST GRACIOUS, MOST MERCIFUL"

الجمعية الإسلامية لشرق كارولينا الشمالية

ISLAMIC ASSOCIATION OF EASTERN NORTH CAROLINA

*In the Name of Allah
the most Beneficent, the most Merciful*

**The Constitution and Bylaws
of the
Islamic Association of Eastern
North Carolina**

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CONSTITUTION OF THE ISLAMIC ASSOCIATION OF EASTERN NORTH CAROLINA

Article I Name

Section 1 (Name)

The name of the organization shall be "**The Islamic Association of Eastern North Carolina**" hereinafter referred to as the Organization or IAENC. It shall be a nonprofit religious organization originally registered in June 1987 under **IRS section 501 (c) (3) and since June 4th, 2006 classified under IRS code 509(a)(1) and 170(b)(1)(A)(i) as a Church (Mosque).**

Section 2 (Location)

The address of the organization shall be 1303 South Evans Street, Greenville, NC 27834. The premise of IAENC at this address is referred to hereinafter as the **Al-Masjid Islamic Center Greenville.**

Section 3 (Use of Facilities)

The IAENC shall make its Islamic Center available to all Muslims in accordance with the policies and regulations outlined in Articles V and VI of the bylaws and as set forth by the **Majlis Shoora (Consultative Committee)** of IAENC **based on the teachings of Qur'an and Sunnah of the Prophet Muhammad (May peace and blessings of Allah be on him).**

Article II Nature

Section 1 (Nature)

The Organization shall aim to please Allah (Almighty God) and His Prophet Muhammad (peace & blessings of Allah be upon him), through the service of the Muslim community in Eastern North Carolina and elsewhere.

Section 2 (Conduct of Affairs)

In conducting its functions and affairs, the Organization shall abide by the rules of the Qur'an (Revelation from Almighty God to Prophet Muhammad) and Sunnah (teachings of the Prophet Muhammad) and their understanding according to the Ahl-Assunnah wal Jema'ah.

Section 3 (No Contradiction with Qur'an and Sunnah of the Prophet)

No Article in the Constitution & Bylaws shall be in contradiction with the Qur'an (Revelation from Almighty God to Prophet Muhammad) and authentic Sunnah (teaching of the Prophet Muhammad) and the belief of the Ahl-Assunnah wal Jema'ah, according to the understanding and interpretation of the majority of the scholars (Jumhoor al Ulama).

Article III Purpose & Objective

Section 1 (Purpose)

The purpose of the Organization shall be to advance the cause of Islam and serve Muslims of the Eastern North Carolina area to enable them to *practice* Islam as a comprehensive and complete way of life.

Section 2 (Objectives)

The specific objectives are to:

1. Represent and serve Muslims of Eastern NC area and help develop their Islamic identities and personalities.
2. Conduct social, cultural, religious and other activities in the best authentic traditions of Islam.
3. *Establish Daily, Friday, and Eid* congregational prayers and Islamic religious festivals at appointed times.
4. Present Islam to Muslims and non-Muslims and promote good relations and understanding among them.
5. Strengthen unity among Muslims in Greenville and surrounding areas in Eastern NC and elsewhere in the world.

Article IV Relationship With Other Organizations

Section 1 (Affiliation)

The Organization is affiliated with the North American Islamic Trust (N.A.I.T.).

Section 2 (Objective)

The Organization shall cooperate with all legitimate organizations in matters of mutual interest to further enhance achievement of its objectives. Cooperation with organizations in Eastern NC area shall be in accordance with the policy outlined in article V of the by-laws.

Article V Membership

Section 1 (Types)

There shall be three types of membership in the organization. These are: members, voting members, and group affiliate members.

Section 2 (Members)

Any Muslim who resides anywhere and endeavors to practice Islam as a total way of life, and accepts to respect the sanctity of Masjid can come to the Masjid for daily congregational prayers and/or other Islamic activities. He or she does not have to register with the Organization. Any Muslim, at or above the age of maturity (puberty), who resides in Eastern North Carolina area, agrees to abide by and respect the Constitution and Bylaws of the Organization, can apply for the voting membership of the Organization. Such Muslim brother or sister who satisfies the above conditions of

membership must register with the Organization either as an individual or as a member of his or her family.

Section 3 (Expiration and Renewal)

Membership, if approved, is valid for one full year from the date of registration application. Upon expiration, a grace period of no more than one year is allowed for renewal, after which re-registration for new membership is required.

Section 4 (Voting Members)

Any member who also satisfies the following requirements shall become eligible to be nominated for election to the Majlis Shoora:

- (a) Has been a member of IAENC for the last six months or has renewed his or her membership in accordance with Section 3 of this article, at least one week before a general *body* meeting,
- (b) At or above the age of 18 years.
- (c) Regular participant in the activities of Al-Masjid Islamic Center.

Section 5 (Group Affiliate Members)

Any legitimate Islamic group or organization in Eastern NC area that meets the conditions specified in Article VII (sections 2 and 3) of the bylaws, may become a group affiliate member of IAENC. Group affiliate membership fees shall be determined by Majlis Shoora.

Section 6 (Voting Mechanism)

Secret ballots shall be used for electing the Majlis Shoora members, and all other representation posts named by the General Body. Open ballots with roll call shall be used for ratification, amendment, enacting of additional bylaws and affiliation of the IAENC.

Section 7 (Vote-Tie)

In case of a Vote-Tie on any resolution(s) deliberated on by the General Body, another vote shall be taken at the same meeting. If the second vote also ends in a tie, the issue may be tabled indefinitely. However, the same issue may be brought back for consideration by BoD or two thirds of registered voting members.

Article VI Organizational Structure

The Organization shall consist of two organizational units. The organizational units will be the *Board of Directors (BoD)* and the *Majlis Shoora (Consultative Committee; CC)*.

Section 1. BOARD OF DIRECTORS (BoD)

The BoD will be body of five members appointed for 10-year period. This Board shall have the overall responsibility to make sure the organization is operating

consistent with the objectives for which the Islamic Center was established as outlined in Articles I to III.

1.1 (Eligibility)

A Board member generally should have been active in every aspect of the functioning of the Organization for at least 15 years. The requirement of 15 years active involvement in all affairs of Organization for appointment as board member may be modified in case a member by his exceptionally dedicated service and overall contribution to Al-Masjid regarded by Majlis Shoora as a valuable asset.

1.2 (Composition)

The Board of Directors shall be composed of five members, who may elect a chairman and a vice-chairman.

1.3 (Board Electors and Tenure)

Initially the Members of the board shall be appointed initially through nomination by the **Amir of Current Majlis Shoora** and the **Imam of Al-Masjid and Islamic Center** for a ten-year term. They may be reappointed for two consecutive terms.

1.4 (Nominations)

To be considered for board appointment, a candidate must:

- (i) be a resident in the Community for 15 years. However, 15-year residency requirement may be modified in case a member by his exceptionally dedicated service and superb overall contribution to Al-Masjid regarded by Majlis Shoora as a valuable asset.
- (ii) be intimately involved in the administration of the IAENC.
- (iii) have proven dedication to the objectives and service of IAENC.
- (iv) be with firm belief in the articles I, II and III of the constitution.

1.5 (Temporary Vacancies)

In case of a temporary office vacancy on the board, the remaining board members shall select someone from the members at large to undertake the duties and responsibilities of the vacant office, by an affirmative vote of four members in a secret ballot; but, should the temporary vacant office be that of the president, the vice-president shall automatically act in lieu of the president until the latter resumes the responsibilities of that office.

1.6 (Open-ended Vacancies)

In case of an open-ended vacancy which would extend to the balance of the term, the board shall select from among themselves someone to fill that vacancy with the provision that no board member shall hold two offices at the same time for the balance of any term, regardless of the length of the remaining period. However, should the vacant office be that of the president, the vice-president shall automatically undertake the office and the responsibilities of the president for the balance of the term after relinquishing the vice-president position which shall then be filled by another board member, chosen by consensus of the members of the BoD. Should it not

become possible to fill the vacant position(s), the board shall select the required replacement(s) from the voting membership of the IAENC by consensus of the board members.

1.7 (Board Member Replacement)

Should a member of the board be incapacitated or left the community, or resigned due to personal reason, the office of that member shall be vacated and replaced by a new member in accordance with the above procedures.

1.8 (No Financial Remuneration)

The members of the board and those of the committees shall receive no financial remuneration for discharging their duties and responsibilities, individually or collectively. However, the board is empowered to pay certain financial remunerations in terms of regular salaries or specific payments for persons assigned to undertake certain duties which are deemed necessary to achieve the IAENC aims and objectives.

1.9 (Collective Responsibility)

No one single member of the board, Majlis Shoora and/or its committees shall be held individually accountable for collective decisions and actions, unless and until that member commits a particular legal, professional, or moral offense for which that member becomes individually accountable.

1.10 (Liaison with Majlis Shoora)

One member of the BoD shall always attend regular Majlis Shoora meeting to maintain excellent communication between the two bodies and to share overall information/thoughts/ suggestions regarding overall activities and development of the Islamic Center. A joint meeting of the two bodies at the behest of either of them could be held at any time should that become necessary.

1.11 (Official Seal)

Design and make an official seal for the IAENC, which shall be used only for the official correspondence and documents signed by the president or, in the latter's temporary absence, by the vice-president and the secretary or the treasurer of Majlis Shoora, depending on the nature of the document.

1.12 (Specific duties and responsibilities of board members):

1.12.1 The president shall be the official representative of the Islamic Center/Masjid and shall act on its behalf to:

- call and preside over the board meetings and those of General Body whenever the need arises
- acts as the official liaison between the board and Majlis Shoora, as well as any outside entities or individuals.

1.12.2 The vice-president shall:

- Assume the duties and responsibilities of the president if the latter is temporarily absent.
- Become interim president on the removal, resignation or demise of the president for the balance of the term.

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- Assist the president in overseeing the decisions of the board and those of the committees, thus becoming the liaison officer between the board and all committees.
- Act, like the president, as an ex-officio member of all standing and special committees

1.13 (Consultation with Majlis Shoora)

The Majlis Shoora may be consulted regarding the appointment of a member to the BoD.

1.14. (Participation of a Board Member in Majlis Shoora)

One member of BoD will always participate in every Majlis Shoora meeting in order to maintain liaison between the two organizational bodies.

1.15. (Responsibilities of BoD)

The Majlis Shoora (and not BoD) is responsible for day to day activities of the Islamic Center.

1.16 (Specific Role of BoD)

Some of the situations where BoD will intervene are:

- (i) Dominance of Majlis Shoora by single ethnic group through manipulation
- (ii) An attempt to enforce school of thought other than Ahl Sunnah wa Jamah
- (iii) Within Ahl Sunnah Al Jamah, to enforce a particular school of thought
- (iv) Serious rift/differences within Majlis Shoora resulting in lack of any progress

Section 2 (General Body)

2.1 (Voting in the General Body)

The members of the organization shall constitute the General *Body*. Only the voting members of the general body shall have the right to vote on issues presented to and discussed by the General Body, including but not limited to the following:

1. Amendments of constitution and bylaws of IAENC (see section 1.2 below).
2. Election of the Majlis Shoora of IAENC (see section 2.3 below).

2.2 (Amendment of the Constitution)

The *Majlis Shoora (CC)* shall have the right to amend the Constitution and the Bylaws of the Organization in accordance with its procedures described in Article IX of the Constitution and Article VIII of the Bylaws. Articles I, II, III and VI of the Constitution cannot be amended.

2.3 (Election of Majlis Shoora)

The voting members of the General Body shall elect the Majlis Shoora according to the procedures outlined in Article I of the Bylaws.

2.4 (Resolutions to promote objectives of IAENC)

The General Body may adopt resolutions and, in general, exercise all powers necessary to promote the main purpose and objectives of the Organization.

2.5 (Calling General Body Meeting)

The General Body meeting may be called for by the Majlis Shoora or by a petition signed by one fourth of the voting members of the Organization whenever necessary.

2.6 (Quorum of the General Body)

The quorum of the General Body shall be one third of its voting members or 20 voting members attending Friday prayer. For amendments and elections the quorum shall be 30 % of voting members. If the quorum requirement for amendments and elections as specified above is not fulfilled, another general Body meeting shall be called for the same purpose within one month after the adjourned meeting. The quorum requirement of the second meeting shall be one fourth of the voting members.

2.7 (Decision making by General Body)

The decisions of the General Body shall be based on the simple majority of its voting members except for amendments which shall be in accordance with Article IX of the Constitution and Article VIII of the By-laws, and election in accordance with Articles I and IV of the Bylaws.

Section 3 (Majlis Shoora)

3.1 (Structure and Orientation)

A body of seven brothers and two sisters shall be duly elected by the voting members of the General Body for a minimum term of two years term in accordance with the procedure detailed in the Bylaws. One of the seven members will include the President of Muslim Students Association (MSA) of East Carolina University elected by MSA, in order to maintain an active liaison between the Islamic Community represented by Islamic Center and Muslim Student Community at East Carolina University.

3.2 (Duties of Majlis Shoora)

The functions of the Majlis Shoora will be to:

1. Adopt policies and formulate plans in consonance with the Sharia's (Islamic law) to implement the Constitution and Bylaws of the Organization.
2. Initiate specific projects to implement plans and policies.
3. Appoint and supervise functional, Ad Hoc, or Regular committees.
4. Raise funds for the operation of the Organization.
5. Appoint 3 persons to the "Fiqh Committee" (Jurisprudence Committee).

6. Manage, operate, and maintain the Al-Masjid Islamic Center, Greenville.

3.3 (Eligibility and qualifications for membership)

Those who are eligible to become members of the Majlis Shoora must have been voting members of the IAENC for at least two years prior to their election.

3.4 (Elections and Tenure)

Members of Majlis Shoora shall be directly elected by the voting members of the General Body for a two-year term. They may be re-elected for consecutive terms.

3.5 (Chain of Command)

The chain of command in the Majlis Shoora shall be in the following sequential; the Amir, the vice-Amir/ Acting Amir, the Katib (Recorder), Treasurer.

3.6 (Nominations)

To be considered for Majlis Shoora elections, a candidate must be nominated by at least five voting members of the General Body via a signed petition.

3.6 (Staggering Elections)

In order to ensure continuity of service, staggering elections of the Majlis Shoora shall take place as follows: in the first election following the adoption of this constitution, the Amir , and four members at large, all constituting a first group, shall be elected for two years. The vice-Amir/Acting Amir, the Katib and the treasurer and the remaining one member at large, all constituting a second group, shall be elected for one year. In the following year, the second group shall be elected for two years. Henceforth, staggering two-year elections of each group shall take place on a regular basis every other year.

3.7 (Temporary Vacancies)

In case of a temporary vacancy on the Majlis, the remaining Majlis Shoora members shall choose someone from the members at large to undertake the duties and responsibilities of the vacant office, by an affirmative vote of four members in a secret ballot; but, should the temporary vacant office be that of the Amir, the vice-Amir, shall automatically act in lieu of the Amir until the latter resumes the responsibilities of that office.

3.8 (Open-ended Vacancies)

In case of an open-ended vacancy which would extend to the balance of the term, the Majlis shall elect from among themselves someone to fill that vacancy with the provision that no Majlis Shoora member shall hold two offices at the same time for the balance of any term, regardless of the length of the remaining period. However, should the vacant office be that of the Amir, the vice-Amir shall automatically undertake the office and the responsibilities of the Amir for the balance of the term after relinquishing the vice-Amir position which shall then be filled by another Majlis member, chosen by an affirmative vote of at least four members of the Majlis

Shoora, in a secret ballot. Should it not become possible to fill the vacant position(s) as shown in the above two items, the Majlis shall elect the required replacement(s) from the voting membership of the IAENC in a secret ballot, by an affirmative vote of at least six Majlis members.

3.9 (Majlis Shoora Member Replacement)

Should a member of the Majlis Shoora be absent for more than three meetings without a compelling medical reason or for any other compelling circumstance, the office of that member shall be vacated and replaced by a new member in accordance with the above procedures.

3.10 (No Financial Remuneration)

The members of the Majlis Shoora and those of the committees shall receive no financial remuneration for discharging their duties and responsibilities, individually or collectively. However, the board is empowered to pay certain financial remunerations in terms of regular salaries or specific payments for persons assigned to undertake certain duties which are deemed necessary to achieve the IAENC aims and objectives.

3.11 (Collective Responsibility)

No one single member of the Majlis Shoora and/or its committees shall be held individually accountable for collective decisions and actions, unless and until that member commits a particular legal, professional, or moral offense for which that member becomes individually accountable.

3.12 (Quorum for Shoora Meetings)

For regular meetings dealing with non-major issues, the quorum shall be five members. For major issues the quorum shall be at least seven Majlis members attending in person.

3.13 (Responsibilities)

The members of the Majlis Shoora will be assigned the following responsibilities:

Amir [Da'wah]

Acting Amir (in the absence of Amir)

Katib (Recorder)

Treasurer

Social Affairs

Public Relations

Educational Affairs

Women Affairs

Youth Affairs

3.14

The duties of the members of Majlis Shoora are as described in the Bylaws.

Article VII Committees

The Majlis Shoora may appoint two types of functional committees as follows:

1 Ad Hoc Committees

1.1 (Setting the ad hock committee)

The Majlis Shoora may appoint an Ad Hoc Committee of a specific number of members for a specific assignment that shall be precisely defined in a memorandum given to the Chairperson of the Committee. Any expenditure constraints shall be stated in the memorandum.

1.2 (Appointment of Chairperson of ad hock Committee)

The Chairperson of the Committee shall be appointed by the Majlis Shoora. He will call for, preside over and adjourn committee meetings and plan and conduct the Committee's work.

1.3 (Tenure of ad hock Committee)

The tenure of the Ad Hoc Committee may vary from a fraction of an hour to more than a year depending upon the nature of the assignment.

1.4

Unless the Majlis Shoora decides otherwise, the Committee shall be allowed to continue its work uninterrupted until completion of the assignment. The Chairperson shall then dismiss the Committee and submit a report to the Amir or Acting Amir of the Majlis Shoora.

Section 2 Standing Committees

2.1

The Majlis Shoora may appoint Standing Committees to assist in carrying out the day-to-day affairs and activities of the Organization. Any Majlis Shoora member may propose a Standing Committee he/she may require to carry out his/her respective duties.

2.2

The member(s) of the Standing Committee will be directed by a member of the Majlis Shoora unless otherwise stated.

2.3

The tenure of the Standing Committee shall end with the tenure of the Majlis Shoora that appointed it.

2.4

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There will always be at least two Standing Committees that Majlis Shooraa must have. These will be the Fiqh (Jurisprudence) Committee (see subsection 2.4.1) and the Women's Affairs Committee (see subsection 2.4.2).

Section 2.4.2 Women's Affairs Committee

2.4.2.1

The election of the Women's Affairs Committee shall be as set forth in the Bylaws.

2.4.2.2

The Women's Affairs Committee shall develop women's programs involving workshops, seminars and study groups and have them approved by the Majlis Shooraa. It shall plan and conduct activities for the sisters.

2.4.2.3

The Women's Affairs Committee in consultation with the Majlis Shooraa shall appoint a brother to act as a liaison between them. Direct communication between the Women's Affairs Committee and the Majlis Shooraa can occur when the need arises for it.

Article VIII Finances

Section 1 (Sources of Revenue)

The Organization shall finance its activities through membership donations promoted and encouraged by the Majlis Shooraa, revenues from Organization's activities, and the organization's properties and assets if any.

Section 2 (Budget Process of IAENC)

The finances of the Organization shall be budgeted and approved during the fiscal year as set forth in the Bylaws by the Majlis Shooraa. Quarterly finance budget summary shall be reported to voting members present in a duly convened general Body meeting with a quorum as specified in Article VI Section 1.6 of the Constitution.

Article IX Amendments of the Constitution

Section 1

Article II of the Constitution cannot be amended.

Section 2

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Amendments to the Constitution shall be submitted in writing to the Amir or Acting Amir of the Majlis Shoora not less than a month prior to a General Body meeting, signed by at least 10% of the voting members of the General Body.

Section 3

The Amir or Acting Amir shall inform the Majlis Shoora of the amendments and present them to the next General Body meeting.

Section 4

Amendments to the Constitution shall be approved by two-thirds majority of the voting members present in a duly convened General Body meeting with a quorum as specified in Article VI Section 1.6 of the Constitution.

Section 5

Any proposed amendment cannot be discussed or presented for voting more than two times through Majlis Shoora.

Article X Arbitration

Disputes within the Al-Masjid Islamic Center shall be resolved as much as possible through informal means of mediation. As a last resort, disputes may be resolved through arbitration. Arbitration shall involve selecting an individual by each side, and the two selected will select a third person to be the head of the arbitration team. The decision of the arbitration team (three persons) shall be final and binding to the different parties.

**BYLAWS OF THE ISLAMIC COMMUNITY OF
EASTERN NORTH CAROLINA**

Article I Majlis Shoora Election Procedures

Section 1

The General Body shall elect the Majlis Shoora in a duly convened meeting of the General Assembly during the month of November by secret ballot for a minimum term of two years beginning the first of the following January.

Section 2

The election of the Majlis Shoora shall be conducted by the BoD at least one month before the election due date.

Section 3

The BoD shall verify the nominations in view of the conditions stated in Article II of the bylaws and it shall contact these nominees who are eligible for election to seek their consent and willingness to appear before the General Body.

Section 4

Six nominees with the highest votes shall be elected to the membership of Majlis Shoora. The president of MSA will be the seventh member of the Majlis Shoora. Similarly the two sisters out of the list of sister nominees who received the highest votes from the sisters registered as voting members will be elected to the Majlis Shoora.

Section 5

The elected members of the Majlis Shoora, in their first meeting after election, shall select the Amir, Acting Amir and the Coordinators of various activities outlined in Article VI Section 3.3.

Section 6

The quorum requirement for election shall be as specified in Article VI Section 1.6 of the Constitution.

Section 7

During the term of the Majlis Shoora, if any of its elected members (brother or sister) becomes unable to perform his duties until the end of the elected term (e.g. leaves area, becomes disabled, unexcused absences from scheduled Shoora meetings, etc.), the BoD may appoint a brother or sister who received the next highest votes in the last Shoora election to replace him for the remaining period and announce the appointee's name to the community.

Article II Qualifications for the Majlis Shoora Posts

Section 1

A nominee for position of Amir, Acting Amir or Coordinator to various activities in the Majlis Shoora shall qualify by meeting the following conditions:

1. He shall be a voting member of IAENC for at least one year prior to the election.
2. He ought to be known to be a regular attendant of daily prayers at the Mosque and Jumu'ah (congregational Friday) prayers.
3. He must subscribe to the general belief and understanding of the Ahl-Assunnah wal Jema'ah.
4. He must have participated in and helped in the execution of past activities of the Organization.

5. He shall have demonstrated leadership ability and willingness to devote time and effort for Islamic activity.

6. The nominee for Amir must meet residency requirements as follows: either five years in the USA inclusive of one year in Eastern NC prior to elections.

Article III Officer Duties

The duties of the Majlis Shoorā shall include, but are not limited to, the following:

Section 1 AMIR

1. Be the official representative and spokesman of the organization.
2. Preside over the meetings of the Majlis Shoorā.
3. Manage, coordinate, lead and supervise the Majlis Shoorā in the implementation of the Constitution and bylaws of the Organization and the decisions of its General Assembly so as to achieve the objectives of the organization in the best possible manner.
4. Manage, maintain, and operate the Islamic Center.

Section 2 ACTING AMIR (~ President)

1. Preside over the meeting of the Majlis Shoorā in the absence of the President.
2. Assist the President in the execution of his duties.
3. In case the President is unable to discharge his duties, the Vice-President shall be the Acting President.

Section 3 KATIB (~Secretary)

1. Record the minutes of the Majlis Shoorā meetings.
2. Keep files, records and documents of the Organization.
3. Inform Committee members of the time and agenda of their meetings.
4. Take care of correspondence between the Organization and its members as well as other organizations.
5. Keep the Organization registered in the State of North Carolina? and the Islamic Society of North America.

Section 4 Treasurer

1. Prepare an annual financial report at the end of the fiscal year.
2. Prepare a financial report including estimates of expected income whenever it is requested by the Majlis Shoorā.
3. Manage the Islamic Center and the organization's assets and properties including rent (if applicable), utility bills, maintenance costs, renovations, etc.
4. Collect donation, zakatul maal, and revenues, and report it every three months and post it in the Islamic Center.
5. Collect Relief Funds and forward them to the proper authorities, as defined by the Majlis Shoorā.
6. Write checks (not exceeding \$500 without approval) for the approved activities.
7. File year-end tax return with IRS (whenever required).

Section 5 Coordinator of Social Affairs

1. Propose a budget for the planned activities.
2. Organize trips, picnics, term activities, Eid prayers and parties, sports events, group Iftar (break-fasting), Tahajjud (night) prayers, etc.
3. Announce graduation of students, birth of babies, etc. in the Community.
4. Extend condolence in times of personal grief, death, illness, etc.
5. Seek information about those within the community who are in need of financial assistance and present the information to Majlis Shoora for response within the capabilities of the organization to those in need.

Section 6 Coordinator of Educational Affairs

1. Propose a budget for the activities.
2. Organize the Islamic Sunday School for children. Organize the Mosque Library and supervise acquisitions.
3. Occasionally select the Friday khateeb (outside speakers) in consultation with the Fiqh Committee. Integrate them into meaningful, relevant and timely themes.
4. Organize lessons in the Mosque to meet the needs of the Organization. Organize intensive courses, workshops, seminars, etc. on relevant important topics.

Section 7 Coordinator of Public Relations

1. Propose a budget for the planned activities.
2. Provide Islamic literature to the (President) of MSA-ECU, churches, high schools and local libraries through book sales and free literature distribution. Request new acquisitions at local libraries.
3. Monitor local mass media for coverage on Islam and Muslims and respond in a timely fashion to misrepresentations.
4. Present Islam and Muslims in articles, local radio and TV channels.
5. Identify opportunities to present views on behalf of the Muslims of Greenville & North Carolina on issues of concern to Americans and Muslims all over

Section 8 Coordinator of Da'wah (Imparting and Teaching the Truth)

1. Propose a budget for the planned activities.
2. Be responsible for Da'wah (imparting and teaching the truth) activities for Muslims and non-Muslims.
3. Activities may include the following:
 - a. Study and devise effective ways to bring Muslims together.
 - b. Involve families into well organized activities with the Coordinator of Social Affairs.
 - c. Devise methods to increase attendance of prayers and lessons.
 - d. Organize sessions on "Muslim World Update" with Coordinator of Educational Affairs.
 - e. Provide local speakers to churches, high schools and Muslim communities of other localities.

Section 9 President of MSA (Muslim Students Association)

1. Attend as a voting member of Majlis Shoora from MSA
2. Be the official representative of the Organization on campus.
3. Be responsible for Da'wah (imparting and teaching the truth) activities for Muslims and non-Muslims on-campus.
4. Coordinate Da'wah (imparting and teaching the truth) activities on and off-campus with the Coordinator of Da'wah.
5. Activities may include the following:
 - a. Organize lectures on campus.
 - b. Organize an Islamic Study Group on campus.
 - c. Receive and initiate new students into the community, and facilitate their establishment. Organize orientation program for new students. Organize welcome party with Coordinator of Social Affairs.
 - d. Have Muslim students join various campus organization which may be deemed to be
 - e. Learn and utilize all campus resources.

Section 10 Coordinator of Women Affairs

1. Organize and coordinate study sessions for sisters
2. Ensure that opinions/concerns of sisters are conveyed to the Majlis Shoora
3. Organizing and supervising social activities for the sisters

Section 11 Coordinator of Youth Affairs

1. Guiding and educating youth members (ages 12 to 18 years).
2. Oversee all youth activities and programs (particularly the educational, tarbiyah, and social programs) and make sure that they are conducted in conformity with IAENC objectives, constitution, bylaws, and policies. The IAENC-CC has the final authority over all youth activities.

Article IV Policy for Use of the Islamic Center

1. The Islamic Center shall be opened to all Muslims during the hours of regular daily prayers, and IAENC's arranged and sponsored activities.
2. Normal operating hours of the Islamic Center include the regular daily prayers and IAENC's programs.
3. Overnight stay in the Islamic Center shall not be allowed for safety and security reasons, except in the exceptional circumstances approved in accordance with policies

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and procedures set forth by the Majlis Shooraa: [Guests and individuals invited by the Majlis Shooraa, IAENC approved programs (e.g. Itikaf, Ramadan night activities)].

4. In conformity with the city regulation, the call for prayers (Adhaan), and other functions shall be limited to inside the Islamic Center.
5. Verbal and written announcements, and distribution of printed materials on the premises of the Islamic Center and at the location of IAENC's sponsored activities elsewhere, shall be approved by the Majlis Shooraa of IAENC and in conformity with IAENC's policies.
6. The use of the facilities and equipment in the Islamic Center (i.e., library, office, kitchen, classrooms, furniture, etc.) shall be only for IAENC activities within the Islamic Center and in accordance with the policies and procedures set forth by the Majlis Shooraa of IAENC.

Article V Other Policies of IAENC

Policies for fund-raising activities:

1. Fund-raising may be made for individuals and/or organizations approved by the CC in accordance with the following criteria:
 - (a) In conformity with the existing law of the land.
 - (b) The objectives, means, administration, and affiliations of the said organizations/individuals are generally in conformity with IAENC's understanding.
 - (c) The dispensing of funds shall be made by the Majlis Shooraa to the intended individuals/organizations, in accordance with the designation of the donors, and in the absence of such designation as deemed appropriate by the Majlis Shooraa.

Article VII Membership

Section 1

The membership (voting) is by Registration and donation of minimum \$20/year. This may be waived due to strained circumstances as decided by the Majlis Shooraa.

Article VIII Finance

Section 1

The IAENC membership (voting) donation shall be minimum of \$20 for the year or as decided by the Majlis Shooraa.

Section 2

The fiscal year shall start from the January 1st of the year which will coincide with Majlis Shooraa term.

Section 3

The annual membership (voting) donation shall not be increased more than 25% in any year without the approval of the General Body.

Section 4

All funds collected for a specific cause shall be used for that cause unless the Majlis Shoora and the General Body authorize its use for a different purpose according to the voting procedures for amendment of by laws. Funds collected for the specific purpose of establishing, expanding, or maintaining the Mosque/Islamic Center shall not be used for any other purpose.

Section 5

The Treasurer shall maintain any required accounts such as, zakatul maal, Sunday Islamic school, or Graveyard. The accounts shall be interest free.

Section 6

The signatures of one designated member of BoD and the Treasurer are sufficient for withdrawal of funds from the accounts. Both signatures are required for the withdrawal/payment of any amount over \$500 from IAENC bank account..

Section 7

The Treasurer shall be the bookkeeper for the different accounts.

Section 8

The designated BoD member or the Treasurer shall not authorize expenditures of more than \$500.00 on a single expense without prior approval of the Majlis Shoora, nor shall they authorize total expenses on one occasion of more than \$1000.00 without the prior approval of the Majlis Shoora.

Section 9

The Treasurer shall present a financial report at the end of the term of the Majlis Shoora, or upon the request of the General Body.

Section 10

The annual budget and financial report shall include all items of expenditure approved for the fiscal year. The Majlis Shoora is responsible for the proper implementation of the annual budget.

Article IX Amendments of the Bylaws

Section 1

Amendments to the Bylaws shall be submitted in writing to the Amir of the Organization not less than a month prior to a General Body meeting, signed by 20% of the voting members of the General Body.

Section 2

The Amir shall inform the Majlis Shoora of the proposed amendments and present them to the next General Assembly meeting.

Section 3

Amendments shall be approved by simple majority of the voting members of the General Body present and voted at a meeting with a quorum as specified in Article VI Section 1.6 of the Constitution.

Section 4

If the quorum requirement as specified above is not fulfilled, another General Body meeting shall be called for the same purpose within one month after the adjourned meeting. The quorum requirement shall be one thirds of the General Body with a simple majority needed for approval.

Section 5

The proposed amendment cannot be discussed or presented for voting more than three times through one term of the Majlis Shoora.