

***Bismillahi Rahmani Rahim***  
***In the name of Allah, the most beneficent, the most merciful***

## **The Tri-State Islamic Center (TIC)**

### **Constitution**

Version 2.0

**05/18/2010**

Bismillahi Rahmani Rahim  
*In the name of Allah, the most beneficent, the most merciful*

## **Constitution of the Tri-State Islamic Center**

### **Part One- Articles of Incorporation**

Article I. Name  
Article II. Purpose  
Article III. Membership  
Article IV. The General Assembly, Executive, Advisory and other Committees  
Article V. Meetings  
Article VI. Finances  
Article VII. Fiscal Periods  
Article VIII. Amendments  
Article IX Dissolution

### **Part Two: By-Laws**

Article I. Duties of the Executive Committee  
Article II. Duties of the Advisory Committee  
Article III. Amendments To The By-Laws  
Article IV. Parliamentary Procedures  
Article V. Constitution Adoption and Enforcement  
Article VI. Transfer of Resp. to Newly Elected Executive Committee  
Article VII. Headquarters and Properties  
Article VIII. Sanctity of Masjid / Retreat  
Article IX: Miscellaneous  
Article X: Appointment of Imam  
Article XI: Affiliation to National Organizations

### **Part Three : Standing Orders**

Article I. Motions  
Article II. Amendments To A Motion  
Article III. Debate  
Article IV. Points of Order, Privilege, Information, & Appeal  
Article V. Vote  
Article VI. Amending The Standing Order  
Article VII. Election Committee  
Revision History

## **Part One: ARTICLES OF INCORPORATION**

### **Article I: NAME**

The organization shall be a non-profit organization, and shall be named as "Tri-State Islamic Center" hereafter referred to as the organization or TIC serving the Muslim Community of the Tri-State area of Iowa, Wisconsin, and Illinois.

### **Article II: PURPOSE and MISSION**

A. The purpose of this organization shall be:

1. To Increase the understanding of Islam.
2. To provide guidance for Muslims and to integrate the local Muslim Community into a unit and to arrange discussion meetings.
3. To form a basic entity to which Muslims in the Tri-State area of all walks of life may assemble to share and gain knowledge, give and receive charity, to offer and receive guidance and assistance, and promote fellowship.
4. To strengthen fraternal bonds among Muslims and non-Muslims locally, nationally and internationally.
5. To promote friendly relations and understanding between Muslims and non Muslims in the Tri-State area.
6. To act as a representative of the Tri-State Muslim Community in educational, social and religious matters.
7. To organize and conduct congregational prayers and Islamic festivities (Eids).
8. To take initiative for making Islamic teachings known to interested non-Muslims
9. Manage the properties that belong to the TIC.

B. MISSION

This organization will espouse 'Oneness of Allah', adhere to the values of Islam as enshrined in Qur'an and follow the Sunnah (specific words, actions and practices) of Prophet Muhammad (Peace be upon him) for further guidance.

The organization will carry on religious, charitable, educational, civic, social, cultural, literary, athletic, scientific, research, financial, and any other function pertaining to the realization of Islam as a complete way of life.

### **Article III: MEMBERSHIP**

A. Any Muslim, eighteen (18) years of age or older is eligible for membership in this organization. Non-Muslim children of a Muslim or a non-Muslim spouse of a Muslim are also eligible to become a member of this organization provided they meet the aforementioned age limit.

1. **REGULAR MEMBERS:** Muslim residents of the Tri-State area including students of local educational institutions, in good standing are regular members.
2. **MEMBERS RELATED TO MUSLIM (TYPE 2):** Non-Muslim children of a Muslim and non-Muslim spouse of a Muslim who belong to faith(s) acceptable per Islamic law and are residents of the Tri-State area are also members of this organization.
3. **NON-RESIDENT MEMBERS:** Muslims, non-Muslim children of a Muslim or non-Muslim spouse of a Muslim who are not resident of Tri-State area but wish to affiliate with the organization are Non-Resident members.
4. **ASSOCIATE MEMBERS:** Non-Muslims who are interested in Islam are eligible to join the organization and may be Associate Members subject to the recommendation of two regular members and subject to the approval of the Executive Committee.

**B. VOTING RIGHTS OF THE MEMBERSHIP:**

1. Members, who have paid their dues and resided in the Tri-State area for a period of three (3) month, shall become the voting members.
2. Non-Resident members and Associate members shall not have voting power.

**C. TERMINATION OF MEMBERSHIP:**

1. Membership may be terminated or suspended, for violation of the spirit of this constitution. Charges shall be presented in writing; and filed with the General Secretary; and upon consideration of the Executive committee; and the affirmative vote of not less than three-fourth (3/4th) of the Executive committee at any regular meeting or a special meeting called for such a purpose. Any member so expelled or suspended may appeal to the membership at the next General Assembly meeting, and if by an affirmative vote of two-third (2/3rd) of the voting members present to set aside such expulsion or suspension of the Executive committee.
2. Resignation: The written Resignation of any member shall be filed with the General Secretary, and when accepted by the Executive Committee, shall become effective.
3. Any member who has been suspended or expelled may be re-instated by the affirmative vote of three-fourth (3/4th) of the Executive committee at any regular or special meeting called for such purpose; certified by a two-third (2/3rd) of the members at a General Assembly meeting, and upon such terms as the executive committee may has designated.

**D. TRANSFER OF MEMBERSHIP:** Membership is granted to individuals and/or their families and may not be transferred to any other person or family.

**Article IV: THE GENERAL ASSEMBLY, THE EXECUTIVE COMMITTEE & OTHER COMMITTEES**

**A. THE GENERAL ASSEMBLY:** The General Assembly shall be composed of all regular members of TIC. As a guardian of the constitution, the General Assembly shall settle all disputes regarding interpretation of any Article of this constitution. The General Assembly elects members of Executive and Advisory Committees.

**B. THE EXECUTIVE COMMITTEE:** The Executive Committee of Tri-State Islamic Center shall have five (5) officers elected for a term of two years. They are:

1. President
  2. Vice President
  3. General Secretary
  4. Financial Secretary/Treasurer
  5. Social Secretary
- These officers shall form the Executive committee and shall be responsible for the day-to-day activities of the organization and the establishment of policies and procedures for the organization and for promoting the purpose of the Tri-State Islamic Center.
  - No one shall hold the same Executive Committee position for more than three consecutive terms.
  - If an Executive Committee position (other than President) is vacated, a regular member nominated by Executive committee and approved by Advisory committee shall assume the office for the remainder period of the term of the office.
  - A regular member (see Article III) who has been an active member of the organization for twelve (12) months immediately prior to the election or as specified by General Assembly shall be eligible to be an officer, provided he or she abides by Islamic jurisprudence (Fiqh, Sunnah etc) and pledges to work towards achieving the Mission of this organization (Article II, section B). President, Vice President and Treasurer may require additional knowledge on Islamic finances.

C. ADVISORY COMMITTEE: This committee shall consist of minimum five (5) and no more than seven (7) members elected for a term of four years. This committee shall elect a chairperson from among the members.

- Any regular member (see Article III) who is resident of Tri-state area and has been active member of this organization for twelve (12) months or as specified by General Assembly shall be eligible to be a member of this committee. A member of this committee must abide by Islamic jurisprudence (Fiqh, Sunnah etc.) and must pledge to work towards achieving the Mission of this organization (Article II, section B).
- No Executive member can be a member of Advisory Committee and vice versa at the same time.
- If an Advisory Committee position is vacated, a member who meets the requirement of this office, is nominated by Advisory committee and approved by Executive committee shall assume the office for the remainder period of the term of the office.

D. SUBCOMMITTEES OF THE ORGANIZATION and OTHER APPOINTEES:

1. ISLAMIC AFFAIRS COMMITTEE: The Executive committee shall appoint no less than three (3) members to this committee. This committee shall elect a chairperson from among the members. The members should be knowledgeable in the principles of Islam, Islamic jurisprudence and the studies of the Qur'an. The committee shall be responsible for all matters related to the Islamic faith and practices including but not limited to, the Shariah; Zakat (the collection and - distribution of Zakat); Da'wa; Janaza; Ramadan; religious weddings and funerals. In addition to above three members, President or Vice President of the Executive committee can be a non voting member of this committee.
2. EDUCATION AND STUDENT AFFAIRS COMMITTEE: This committee shall be comprised of a minimum of three (3) members appointed by the Executive committee. This committee shall elect a chairperson from among the members. The committee shall be responsible for educational support of the students; Tafseer-i- Qur'an; Hadith; conducting children's classes and the maintenance of the organization's Library.
3. FINANCIAL COMMITTEE: This committee shall be composed of a minimum of three (3) members appointed by the Executive committee. This committee shall elect a chairperson from among the members. The committee shall review and recommend on all matters related to the finances of the organization. Also this committee shall be responsible for fund raising of the organization. The committee shall be responsible for the renovation and day to day maintenance of the organization's properties as deemed necessary.
4. SOCIAL SERVICES COMMITTEE: This committee shall be composed of a minimum of three (3) members appointed by the Executive committee. This committee shall elect a chairperson from among the members. This committee is responsible for planning and organizing activities to promote the welfare of the Muslim community in the Tri-State area and further the organization's relations with the community at large.
5. WOMEN COMMITTEE: This committee shall be composed of a minimum of (3) members appointed by the Executive Committee. This committee shall elect a chairperson from among the members. The committee shall be responsible for planning and organizing the activities for the welfare of the women members of the organization through educational, recreational and Daawa programs.
6. INFORMATION COMMITTEE: This committee shall consist of no less than three (3) members appointed by the executive committee. This committee shall elect a chairperson from among the members. The committee shall be responsible for reviewing and recommending the matters concerning publications, library books, seminars and other related matters. This committee shall also be responsible for the publication of the Tri-State Islamic Center newsletter and website.
7. The Executive Committee may establish other subcommittees as deemed necessary
8. The Executive Committee may appoint as assistants to Executive Committee Members for managing the respective offices. These appointees are non-voting members of Executive Committee and can be Muslim members or non-Muslim members related to Muslim (see Article III: Membership)

All sub-committee appointees and assistants (as described in 8) must be confirmed by Advisory Committee or General Assembly.

#### E. REMOVAL OF A COMMITTEE MEMBER

##### 1. Automatic Removal:

If a member of the Executive Committee, Advisory Committee, or all other Committees or an auditor, is indicted or arrested or against whom a trial is pending in a State or Federal Court shall be immediately and automatically suspended from his duties till the member is acquitted. If that member is convicted after all appeals, if any, the member shall be expelled from the office automatically.

##### 2. Removal of a member of the Executive Committee

A member of Executive Committee can be removed from the office through a process of 'No Confidence'.

The reasons of removal fall into the following categories:

- Behavior incompatible with guideline of Islam as prescribed in Qur'an and Sunnah of Prophet Mohammad (Peace be upon him) or incompatible with proper function or purpose of the office or incompatible with TIC constitution.
- Failing to respect the prerogative of General Assembly (the guardian of the constitution)
- Exceeding the power of office in derogation to those of Advisory committee.
- Misappropriation of fund of the organization.
- Using the power of the office for improper purpose.

The removal process shall be as follows:

P1: Upon receiving a petition signed by one-fifth (1/5) of the registered active members of TIC, the Advisory Committee must inquire into and decide within one week whether or not to proceed with 'No-Confidence Vote'. Quorum shall be 2/3rd of the Advisory Committee members and decision shall be by simple majority obtained via secret ballot.

P2: The Chairperson of the Advisory Committee shall convene a Special General Assembly meeting within 15 days from the date of their decision stating that NO-Confidence Vote is warranted and why or that NO-Confidence Vote is not called for.

P3: Should No-Confidence is warranted and be passed by a simple majority vote of the General Assembly; the concerned elected official shall be removed from office with immediate effect. The Quorum of this meeting shall be no less than two-third (2/3rd) of the total members of the General Assembly. If the quorum is not met during first meeting, another General Assembly meeting shall be called for the same purpose within two weeks after the first meeting, in which the quorum requirement as stated in this Article shall be waived and adopted by a simple majority of the members present.

P4: If No-Confidence is passed by simple majority in P3, the Advisory Committee shall vote on a verdict for determining whether the individual official should be allowed to hold office in future or prohibited from holding office for a specified term or permanently.

##### 3. Removal of a Member of Advisory Committee

A member of Advisory Committee can be removed from the office through a process of 'No Confidence'. The reasons and procedure of removal of a member of Executive Committee as described in this Article at Section E.2 shall apply, '*mutatis mutandis*', to removal of a member of Advisory committee (meaning the word 'Executive Committee' in E.2 should now be changed to 'Advisory Committee', 'Advisory Committee' to 'Executive Committee', and 'Chairperson' as 'President').

4. Removal of a Member of a Committee other than Executive and Advisory committee.

Any member other than the Executive and Advisory committee member can be removed by General Assembly or the Executive Committee whenever in their judgment the best interest of the organization is served thereby, and a vote of two-third (2/3rd) of the Executive committee has to be obtained by a secret ballot in one of the regular or special meetings called for such purpose.

#### **Article V: MEETINGS**

A. The organization shall have at least two General Assembly meetings during the year: one of the meetings shall be held no later than the last day of **March** of each year and the other during the middle of year.

1. The President of the Executive committee shall call the meetings of the executive committee members.
2. The President in consultation with the executive committee members shall call special General Assembly meetings as deemed necessary.
3. The President of the organization shall serve as the Presiding officer of the General Assembly meetings unless otherwise stated.
4. The Chairperson of Advisory committee shall preside over the General Assembly meeting as stipulated in Article IV Section E.2.
5. Sub-committee chairperson shall call their respective committee meetings.

B. The General Assembly meeting quorum shall be one-fourth (1/4th) of the regular members unless otherwise stated.

C. A written notice shall be posted on the bulletin board and announced on Fridays (15) days prior to the meeting for all General Assembly meetings. The annual meeting at which elections are held shall require a thirty (30) days notice. The agenda shall be specified.

D. If one-fourth (1/4th) of the regular members are not present in a General Assembly meeting, another General Assembly meeting shall be called for the same purpose within two weeks after the first meeting, in which the quorum requirement as stated in this Article shall be waived and adopted by a simple majority of the members present.

E. The Executive Committee Meeting: The executive committee shall meet at least once every two months or more as deemed necessary. The quorum shall be three voting members of the executive committee.

#### **Article VI. FINANCES**

1. The TIC shall have two accounts: **Expense account and Capital account** under the control of treasurer.
2. All non-routine expenses exceeding \$3,000 (three thousand dollars) and up to \$10,000 (ten thousand dollars) must be approved by the advisory Committee.
3. All non-routine expenses exceeding \$10,000 (ten thousand dollars) must be approved by the General Assembly.
4. A finance committee shall be empowered to collect dues.
5. The amount of membership fee is to be determined by the General Assembly at the first General Assembly meeting of the year.
6. The Executive committee, the officers on the finance committee may accept any contribution in any form, from any source and may also raise funds in any appropriate way consistent with the purposes of the organization.
7. A financial report and a budget shall be presented at the first General Assembly meeting of

the year. In addition to this a quarterly financial statement and an annual financial statement shall be presented to the community.

**Article VII. FISCAL PERIODS**

The fiscal year of the organization shall begin on the first (1st) day of January of every year and shall end on thirty first (31st) of December.

**Article VIII. AMENDMENTS**

- A. A written proposed amendment to the constitution or to its by-laws, signed by one-fourth (1/4th) of the voting members, shall be presented to the General Assembly of the organization.
- B. The Executive and Advisory committee shall thoroughly examine the proposed amendment to insure that it is in accordance with the constitution of the organization. The General Secretary shall then notify the regular members of the proposed amendment and the date of the next General Assembly meeting to act upon the amendment.
- C. An affirmative vote by three-fourth (3/4th) of the regular members present, with consideration of voting powers of all present shall be necessary for the adoption of all amendments.

**Article IX. DISSOLUTION**

Dissolution of the organization shall occur only upon the consent of three-fourth (3/4th) of the entire members of the General Assembly. Upon dissolution the Executive committee shall, after paying or making provisions for payment of all liabilities of the Organization, dispose of all assets of the organization, in consultation with Advisory Committee, to any Islamic organization which is organized and operated exclusively for charitable and religious purposes at the time and which qualifies as a tax-exempt organization.



## Part Two: BY-LAWS

### Article I. DUTIES OF THE EXECUTIVE COMMITTEE

#### A. EXECUTIVE COMMITTEE:

1. The executive committee shall be the **chief governing body of organization** with the responsibility to implement the constitution as prescribed in this document. Its purpose is to formulate policies and define the guidelines by which the Executive Committee will operate. Additionally, Executive Committee is responsible for:
2. Finding ways and means of raising funds for the TIC.
3. Maintaining the expense account for the various activities of TIC and allocating funds to this account according to the approved year budget.
4. Overseeing the general activities of the TIC to ensure that they are within the framework of the Constitution of the TIC.
5. The Executive Committee is accountable to General Assembly and shall receive the approval of the General Assembly for important issues such as those involving purchase/sale of real estate or other major expenses.
6. Executive committee shall consult the advisory committee.

#### B. EXECUTIVE COMMITTEE MEMBERS:

1. The President: The President shall serve as the chief executive officer with responsibilities for the general management according to the provisions of the constitution. Also the President shall be responsible for the relations between the community and the mass media. In addition to above, the president is responsible for:
  - (a) Directing, coordinating and managing of all the activities so as to achieve the purpose of the TIC
  - (b) Calling and presiding over the meetings per Part One Article V
  - (c) Authorizing funds and expenses of the TIC
  - (d) Presenting reports on the state of the TIC to the general body meetings
  - (e) Acting as a spokesperson, representative and correspondent for the TIC in the external activities
  - (f) Signing leases or contracts approved by a majority vote of the Executive Committee along with any Executive Committee member so designated by the Executive Committee.
  - (g) Acting as liaison between the Executive Committee and other Committees
  - (h) Authorize withdrawals of funds and signs withdrawal checks on behalf of the TIC in the absence of the treasurer
  - (i) Advising Vice President to assume charge in his absence
2. The Vice President: The Vice President shall succeed the President in the event the President is unable to perform the duties of the office and are responsible for:
  - (a) Assisting the President in the performance of the duties
  - (b) Notifying members of and organizing the General assembly meeting(s)
  - (c) All educational activities and the special task assigned by President
3. The General Secretary: Any member of the organization including the members of the Executive committee shall submit the agenda items, for meetings, to the general secretary. General Secretary are responsible for:

- (a) Keeping records of all official correspondence, and shall publish news letters at least twice a year
  - (b) Preparing and maintaining the minutes of all the Executive Committee and General Assembly meetings
  - (c) Preparing the agenda for the Executive Committee and General Assembly meetings and notifying the members of the Executive Committee and the General Assembly.
  - (d) Keeping and maintaining an accurate list of the TIC members and the volunteers for various functions of the TIC
  - (e) Presenting at the beginning of every Executive Committee and General Assembly meeting the minutes of the previous meeting for approval by the Executive Committee/General Assembly.
  - (f) Preparing and maintaining a list of members eligible to vote in the election. This list shall be posted at TIC at least three weeks before the election.
  - (g) Collecting and logging the mail.
  - (h) Registering the TIC with the IRS.
4. The Financial Secretary/Treasurer: The financial secretary/Treasurer shall be responsible for:
- (a) All financial matters of the organization
  - (b) Keeping records of all financial transactions. Such records shall remain the property of the Tri-State Islamic Center.
  - (c) Depositing with an appropriate account established by the Executive committee.
  - (d) Presenting before the Executive Committee a monthly report on the status of the TIC financial affairs, including in it anonymous donations and total donations received by the TIC
  - (e) Documenting donations made to TIC and any services performed for TIC by its Members or by any Non-members.
  - (f) Distributing receipts to document said services or donations to these individuals in a timely manner for tax purposes.
  - (g) Preparing financial statements: quarterly and annual financial statements shall be distributed to the General Assembly.
5. Social Secretary: The social secretary shall work towards promoting social activities related to Islamic festivities such as potluck dinners, Eids, picnics and camps. The social secretary should be responsible for:
- (a) Maintaining TIC Email list
  - (b) Keeping the General Assembly updated about the events going on at TIC.
  - (c) Facilitating on-going communication between TIC and the media, other Islamic and non-Islamic religious organizations
  - (d) Being a liaison between the TIC and other organizations, such as ISNA, etc. by his/her active involvement.
  - (e) Handling the TIC voice mail.

## **Article II. DUTIES OF THE ADVISORY COMMITTEE**

The Advisory committee is responsible for :

1. Maintaining integrity of the organization and providing day to day advice to the executive committee on the matters concerning the community and the organization.
2. Mediating any disputes

3. Deciding on 'No-Confidence Vote' against Executive Committee member(s) and calling special General Assembly meeting as stipulated in Part One Article IV. E.2
4. Approving financial spending according to Part One Article VI: Finances
5. Providing consultation to Executive committee and subcommittees when requested
6. Organizing confirmation hearing of subcommittee and election committee appointees

**Article III. AMENDING THE BY-LAWS**

1. The Executive Committee in consultation with the advisory committee can introduce a proposal for specific amendment(s) or a petition signed by one-fourth (1/4th) of the registered members shall be required
2. The Executive Committee shall call a General Assembly meeting within one month after the receipt of the proposed amendment(s). The call to the General Assembly meeting should include the proposed amendment(s).
3. The General Assembly shall amend the by-laws by an *affirmative vote* of three-fourth (3/4th) of the registered members present.
4. The quorum requirements are the same as defined in the regular General Assembly meeting (Part One Article V: Meetings).

**Article IV. PARLIAMENTARY PROCEDURE**

The meeting of the General Assembly, Executive committee and Advisory committee shall be conducted in accordance with the standing orders of the organization.

**Article V. CONSTITUTION ADOPTION and ENFORCEMENT**

The Constitution shall be adopted and enforced, effective immediately after it has been approved by a simple majority of the total members on the General Assembly roll.

**Article VI. TRANSFER OF RESPONSIBILITIES TO NEWLY ELECTED COMMITTEES**

1. The newly elected Executive and Advisory Committee shall assume the charge within 15 days after election
2. The outgoing office holders shall handover all files, documents and any property of the organization at their disposal to the incoming holders within thirty days of the election.
3. A list containing unfinished business, outstanding accounts and any other pertinent material shall be given to the respective holders.

**Article VII. HEADQUARTERS and PROPERTIES**

1. The Headquarters of the organization may be located anywhere in the Tri-State area.
2. The Executive Committee shall decide on headquarters and procurement of properties but it must be ratified by the General Assembly before implementation of the decision.
3. The Executive Committee may create a Masjid Committee for this endeavor.

**Article VIII. SANCTITY OF MASJID / RETREAT**

1. Except for the purpose of 'Itikaaf' (a period of 9-10 day's retreat in masjid during Ramadan by male), no one shall be allowed to stay overnight at the masjid.

**Article IX. MISCELLANEOUS**

1. The organization has a policy to obey the law of the land.
2. If a traveler in distress / wayfarer seeks help for accommodation, a maximum of \$75 are to be granted to this person by one of the Executive Committee members to cover hotel accommodation and meals for no more than one night.
3. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, advisory council, or other private persons except that the Executive Committee shall be authorized and empowered to pay reasonable compensation for services rendered.
4. Notwithstanding any other provisions of these articles, the Association shall not carry on

other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501-c of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law or (b) by a corporation, contributions to which are deductible under section 170-c-2 of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

#### **Article X. APPOINTMENT OF IMAM**

If TIC needs an Imam, the Executive Committee in consultation with the Advisory Committee shall select and appoint Imam based on following criteria:

- a. He should be an adult male Muslim.
- b. He should have proven his expertise as an Imam, community leader and effective communicator.
- c. He should be fluent in English as well as Arabic.
- d. He should have the potential for energizing and bringing together the Muslim Community of the Tri-State area of Iowa, Wisconsin, and Illinois.
- e. He should be an expert of Islamic knowledge (Fiqh, Hadeeth, Aqeedah...etc).
- f. He should have a good voice and his recitation of the Qur'an should be according to proper Tajweed rules.
- g. He should be a role model when executing his job.
- h. He should help with Da'wah efforts within Tri-State area as well as the prisons in the neighboring towns.
- i. The Executive Committee shall meet with the Imam on an as needed basis and consult him on the plans and suggestions. In case of an agreement being made with the Imam, two forms of the agreement shall be prepared. The first one will be signed by the Imam and submitted to the Executive Committee and the second form shall be kept with him for his records

#### **Article XI. AFFILIATION**

If the Executive committee considers that it adds substantial value to this organization to affiliate to Islamic Society of North America (ISNA), Plainfield, IN 46168 and North American Islamic Trust Inc. (NAIT) or other national organization of repute, the Executive committee, in consultation with Advisory committee, shall take steps to register TIC to those organizations.

**Article XII. Executive Committee Current Members**

X

Navaid Ahmed  
President

X

Adib Kassas  
Vice President

X

Zakir Farouqee  
Tresurer

X

Salma Mohammed  
Social Secretary

X

Vacant  
General Secretary

## **Part Three: STANDING ORDERS**

### **Article I. MOTIONS**

#### **A. General:**

1. Motions that conflict with the fundamental laws and principles of Islam are out of order.
2. Motions that conflict with the constitution or by-laws of the Tri-State Islamic Center are out of order.
3. To make a motion or address the assembly, the member must first be recognized by the chairperson of the meeting.
4. The person who has the floor may be interrupted by the chairperson, presiding officer of the meeting, in the interest of brevity and time.

#### **B. Main Motion:**

1. Definition: A motion is one that brings before the assembly any particular subject.
2. Main motion shall be submitted in writing upon request of the chair.
3. All motions should be seconded. Any member can second a motion without first obtaining the floor.
4. No other main motion can be made when one is pending.

#### **C. Secondary Motion: adjunct.**

1. Definition: A secondary motion is one that may be applied as an adjunct to the main motion for the purpose of classification or limiting the number of speeches or the time or reaching closure.
2. Secondary motion can equally be applied to amendments pertaining to a main motion.
3. Secondary motions take precedence on the main motion or amendments to which they pertain.

### **Article II. AMENDMENTS TO A MOTION**

- A. Definition: An amendment is a statement which is made to properly work a motion under consideration or to modify it so as to meet the approval of the assembly.
- B. All amendments should be seconded
- C. When an amendment is offered to a main motion, the chairperson of the meeting is required to ask the member, who made the motion, whether the amendment is acceptable. If the maker of the main motion accepts then the amendment is incorporated into the motion.
- D. An amendment can be amended but this "amendment of the amendment" (second degree amendment) cannot be further amended.
- E. The procedure outlined in section 2 of this article should also be followed for second degree amendments.
- F. Only one amendment if the first degree is permitted at the time and one amendment of the second degree.
- G. Any number of amendments of both degrees can be offered in succession.

### **Article III. DEBATE**

#### **A. General:**

1. All debates should be carried out in the atmosphere of brotherhood.
2. In the debate, each member has the right to speak only twice on the same question (motion or amendment) except on an -appeal.
3. No member can address the assembly for more than five (5) minutes except by the permission of the chairperson.

4. The member who has proposed a motion on an amendment is entitled to close the debate with a speech of not more than five (5) minutes duration in addition to his/her ten (10) minutes time (two 5 minutes speeches).
5. Only two speakers are allowed to discuss a secondary motion. One for the motion and one against the motion.

**B. Order of Debate:**

The following order of procedure shall be followed in the debate:

- Point of order.
  - Point of personal privilege.
  - Point of information.
  - Appeal
  - Secondary motion.
  - Secondary degree motion.
  - First degree amendment.
  - Main motion.
2. When a second degree amendment is adopted, the order is to consider the first degree amendment to which it applies after amending it. When a first degree amendment is adopted, the amended main motion is considered.

**Article IV: POINTS OF ORDER, PRIVILEGE, INTEREST**

**INFORMATION AND APPEAL**

The following points can be raised by any member upon being recognized and should be addressed to the Chairperson:

**A. Point of order:**

Definition: A point of order is one that is raised to bring the attention of the Chairperson to the standing orders.

A point of order may only be raised if the Chairperson fails to follow the standing orders.

**B. Point of personal privilege:**

Definition: A point of personal privilege is one that, while having no relation to the pending question, pertains to the rights and privileges of the assembly or any of its members.

**C. Point of information:**

1. Definition: A point of information is one that is made to request or offer some information.
2. If a member who has obtained the floor is interrupted, that member should be asked by the chairperson whether that member is willing to give or receive the information.

**D. Point of appeal:**

1. An appeal may be made by any member from any decision or ruling of the Chairperson.
2. The chairperson is required to make a short explanation of the ruling immediately after the appeal is made.
3. The appeal should be put directly to vote without debate.
4. If the appeal gets a majority vote, the Chairperson has to reverse the decision or resign.

**Article V: VOTE**

A. The vote on all matters and proceedings of the General Assembly shall be through and by "show of hand", except voting in general elections which shall be conducted by secret ballot, prepared under the supervision of the Election committee (Part Three Article VII). Voting shall be conducted

in accordance with rules, regulations and guideline issued by Election Committee. The counting of ballots for the general election shall be in conformity with paragraph "B" and "C" of this article.

B. The Chairperson of the Election committee should announce the results of the vote immediately after it is known.

C. The Chairperson being a member of the General Assembly may vote on any question. If there is equal number of votes for and against any motion or question, the chairperson can vote last, for or against the motion or question.

D. Any member may know the exact number of votes by merely raising a point of information.

#### **Article VI: AMENDING THE STANDING ORDER**

The standing orders may be amended by a majority vote of the registered members present at a General Assembly of the Organization.

#### **Article VII: THE ELECTION COMMITTEE**

A. Members of Election Committee:

For conducting free and fair general elections, the Executive committee shall convene a session at least one month prior to the election date but no later than February 15, for establishing a semi-autonomous 'Election Committee'. This committee shall be composed of three (3) members (hereafter referred as Election Officers) for a term of four years. Any regular member who has right to vote (Part One, Article III) can be an officer of this committee.

- a. The Executive committee shall select (3) members from the community based on their experience and knowledge of Islam. Upon confirmation by the Advisory committee or General Assembly by a simple majority, they shall be appointed as Election Officers by President of the organization.
- b. The Election committee shall elect a Chairperson (hereafter referred as Chief Election Officer) within three (3) days of its creation from among three election officers.
- c. A sitting election officer shall not run for a position in Executive or Advisory committee and shall not nominate any one for any position in an upcoming election.
- d. If a relative of any election officer runs for an elected office, the election officer must disclose it, notify Chief Election Officer and President of TIC, and may not participate in counting of ballots.
- e. The election officers shall have the right to vote in the election.
- f. If an Election Committee position is vacated, a regular member nominated by Executive committee and approved by Advisory committee shall assume the responsibility for the remainder period of the term of the office.

B. Rules of Nomination

1. The nominator who must be a member with right to vote must obtain consent from nominees before submitting nomination papers to the Election committee.
2. A nominee is allowed to run for only one office in an upcoming election. A nominee must meet the qualification per section 'D' of this Article and should decide on a position to run.
3. A nomination must be signed by the nominator and seconder who must be a regular member with right to vote.
4. The nomination must show the names of the nominees and the positions they are nominated for. The letters of consent from nominees must be enclosed
5. The nominations for all positions in the upcoming election must be submitted to the Election committee no later than one (1) week and no earlier than three (3) weeks before the Election date or any other time period specified by the Election committee.



## C. Duties of the Election Committee:

1. Must ensure that the nomination including nominee, nominator and seconder meets the nomination rules.
2. Shall post the names of all the nominees on the board and inform the community
3. Shall reject the nominee who does not meet the qualifications (Section D of this Article)
4. If any body is nominated for more than one position, the Election Committee shall ask the nominee to select one of the positions, failing which the Election Committee has discretion to drop the nominee from the election.
5. If a nominee or representative of the nominee is not present on the day of the election, the election committee shall automatically drop the name of the nominee from the election, unless the nominee takes prior approval from the election committee to this effect.
6. If there is no nomination for a position, the Election Committee at its own discretion may grant additional days for obtaining nomination for that position only.
7. Shall post the qualifications of the nominees on the bulletin board during election month
8. The Chief Election Officer shall be responsible for conducting the election in accordance with Part Three, Article V, of the constitution of the organization.

## D. Qualifications for the Nominees:

1. A regular member (Part One, Article III) who is active in TIC activities for at least twelve (12) months or as specified by General Assembly. A nominee must be able to demonstrate his/her knowledge on Islamic jurisprudence (See Part One, Article IV for more requirements).
2. Nominees should convey their consent to the nominator to serve the Muslim' community
3. A nominee provide letter of consent to the nominator for one elected office only.
4. Nominees or their representatives must be present on the Election Day.
5. Nominees shall have time to devote for the service of the Tri-State Islamic Center.

E. Regular members voting will be asked to consider the following criteria about each nominee before casting their vote.

1. Knowledge of Islam.
2. Understanding about the Muslim community in the Tri-State area.
3. Prior contributions to the Muslim community (communities).
4. Willingness to accept the responsibility; and the ability to perform the duties of that position.

Voters are expected to form independent opinions on these criteria and ask ALLAH for guidance at each step. Voters have the right to ask questions to the final nominees. Those members, who are not fluent in speaking English, can ask someone to help present their answers.

## F. Suspension of the Rules to Amend articles Relating to Elections:

The constitution of the Tri-State Islamic Center and the election procedures therein shall not be questioned or changed on the day of election. Any such discussion and change can be introduced only in accordance with part I, Article VIII of the constitution.

## G. Encouraging Nominations:

During the month before the general elections, the election committee and the President of the Tri-State Islamic Center shall continually encourage the members to actively discuss the possible nominations to the Executive committee of directors with each other and make every effort to obtain nominations of qualified representatives of our diverse Muslim community.

## H. Traditions and Obligations:

- I. All members must keep in view the fact that according to some traditions of the Holy Prophet Muhammad (Peace Be upon Him) seeking of an office, places the member under

greater obligations before ALLAH and before the Muslim community as compared to the situation where the member is nominated for an office by another person.

**Revision History**

<b>Version</b>	<b>Date</b>	<b>Description</b>
1.0	11/01/2005	Initial version
2.0	05/18/2010	<ol style="list-style-type: none"><li>1. Modified Part 1 and 2</li><li>2. Modified Article II: PURPOSE and MISSION Part 3: Removed word "political" Corrected spelling and grammar.</li><li>3. Modified Part 1 and 3 : Added Type 2 membership, Advisory Committee members were 3, now 5-7 etc.</li></ol>