

IN THE NAME OF ALLAH, THE MERCIFUL, THE COMPASSIONATE

**The Islamic Center of Fort Collins
Document #2: Bylaws**

Article I: Membership

Section 1.1: Rights and Limitations

- A. Any Muslim, as defined in Article 5 of the Constitution, who so desires shall be admitted to membership of the ICFC.
- B. Sunni Muslims shall be designated as “Active Members” upon filling out the designated application form and paying the prescribed membership dues of at least \$10.
- C. The application process will be the responsibility of the chairperson of the Membership Committee (an ad-hoc committee to be appointed by the President and Secretary of the Executive Committee [EC]) who will handle the design of the application form, membership dues, and annual renewal for active members.
- D. Renewal shall commence at the beginning of each calendar year and may continue up to 45 days prior to the beginning of the annual election to renew, replace, or remove members of the Executive Committee (EC) or the Shura Council (SC).
- E. The names and contact information of active members in good standing will be included in the printed roster of members.
- F. Each member will be included in the list serve to receive the quarterly or monthly newsletters and other literature distributed by the center.

Section 1.2: Voting

Only active members in good standing shall have full voting rights.

Section 1.3: Termination of membership

- A. Upon non-payment of dues for one year, an individual will no longer remain an active member.
- B. Upon written charges against any member who seeks to threaten the unity of the Muslim community or commits an act against sound Islamic principles, the charges shall be filed with the Secretary of the SC, and after a fair hearing by the Council in a duly convened meeting, a member may be suspended or expelled from the Center.
- C. Any suspended or expelled member who is not re-instated shall have the right to a hearing before the next General Assembly (GA), provided he or she submits a written request to the Secretary of the SC for such a hearing. The decision reached at the GA regarding the reinstatement of such a member shall be final and cannot be overruled.

Article II: Annual General Assembly

Section 2.1: General Assembly meeting

- A. The annual General Assembly meeting shall be held in November of each year.

- B. A special General Assembly meeting may be held upon the request of the majority of the Executive Committee, three members of the SC, or one-third of the general body of active members
- C. The notice and agenda of the annual GA meeting shall be sent to each active member at the address given in the mailing list three weeks prior to the scheduled meeting
- D. The General Assembly shall be governed by the following rules:
 - a. Each active member in good standing shall cast only one vote.
 - b. All decisions, excluding amendments to the Constitution, shall be reached by a simple majority once the quorum has been reached.
 - c. Two thirds of the total number of active members shall constitute a quorum. If a quorum cannot be reached at first meeting, another meeting will be called after one week, at which decisions will be made by approval of the simple majority, regardless of the number of voting members present.

SECTION 2.2:

The General Assembly, hereafter referred to as the “GA” shall consist of all nominating members. The Assembly shall be the supreme body of the ICFC. The Assembly shall nominate and elect members to the SC.

The Assembly shall have the power to remove any office holder for gross misconduct or deliberate violation of the Center’s Bylaws, as defined herein.

The responsibilities of the General Assembly include:

- A. Safeguarding the ideological integrity of ICFC.
- B. Safeguarding the mosque and other properties owned/operated by ICFC.
- C. Providing policy, guidelines and recommendations for programs and activities.
- D. Nominating and electing members to the SC.

Nominating members may become members of ad-hoc committees appointed by the SC and/or EC.

Article III: Nominations and Elections

Section 3.1: Election, responsibilities, meeting and dissolution of the SC

- A. An Election Committee shall consist of three members, who will be responsible for running the elections. This committee shall be selected by the past President of the SC or his delegate(s). No member of the election committee shall be eligible to be a member of the SC or EC.
- B. Dr. Moin Siddiqui shall be a permanent member of the SC for life unless he chooses otherwise.
- C. The GA shall elect six members of the SC. Each voting member is entitled to vote for no more than two candidates from the list of the nominees
- D. The seven members of the SC shall vote in an internal election to choose a president, secretary, three coordinators, and two members at large as follows:

- a. The President-Elect shall be elected to the SC for a three-year term. The President-Elect shall assume the duties of President-Elect on January 1 of the first year after election; the duties of President on January 1 of the second year after election; and the duties of Past President on January 1 of the third year after election.
- b. The Secretary shall be elected for a two-year term and shall serve on the SC for those two years. In addition, the Secretary shall be elected for one year before assuming office. He shall spend that year in training but shall not be a voting member of the SC during that one-year training period (assistant to the Secretary).
- c. Three members shall be elected for three-year terms, with the elections to be staggered (one elected per year). One member will coordinate financial affairs; the second member will coordinate cultural affairs; and the third will coordinate services.
- d. Two members-at-large shall be elected for two-year terms, with staggered elections (one to be elected per year). The five members discussed in this section shall assume their duties on January 1 of the year following their election. The rules in this section do not apply to the election of the first SC.

Section 3.2: Responsibilities of the SC

The SC has no power to buy, sell, exchange, mortgage, lease, pledge, transfer or dispose of, in any manner, any property belonging to ICFC without approval of the Assembly.

All the members of the SC, individually and collectively, shall endeavor to implement the objectives of the Center. Towards this end, they shall:

- A. Define internal and external policies for the Center in accordance with generally accepted Islamic principles and the Bylaws stated herein.
- B. Appoint and oversee the performance of the EC in handling all the Center's day-to-day administrative and business affairs without infringement on the powers granted to the EC members.
- C. Be the final authority delegated by the Assembly in resolving any dispute or conflict related to the affairs of the Center. Seven in affirmation to five declines 9/15/13

Section 3.3: Election process and schedule for SC:

- A. The original candidate nomination form, GA meeting notice, and the voters' roster will be sent to all voters by November 5th.
- B. Voters shall nominate themselves or their candidates in advance, no later than November 12th.
- C. The list of nominees will be posted both on the ICFC display board and on the ICFC web site on November 13th.
- D. A nominee will have the opportunity to withdraw his candidacy by written communication to the Election Committee by November 15th.
- E. The decision of the Election Committee regarding nominations, the validity of a nomination, withdrawal from nomination, and the final announcement of acceptance of candidacy will be irrevocable and non-appealable.

- F. A controlled (original paper with a serial no.) paper ballot bearing the names of the nominees will be distributed during the GA meeting for casting a vote on the last Friday of November.
- G. Voting members may mail in their ballots if they have a valid reason to do so that is accepted by the Election Committee.
- H. The Election Committee shall decide how the election will proceed with regard to ballot design, vote count, and finalizing election results.

Section 3.4: Termination of SC membership

Any member who fails to attend three consecutive regular meetings of the SC without due cause acceptable to the Council, and any member who loses his membership (due to misconduct or stark violations) shall cease to be a member after approval by the majority of the SC.

Section 3.5: Dissolution of the SC

The SC may dissolve itself by the vote or consent of two-thirds (2/3) of the SC members, effective on the date of the membership meeting. Such a meeting may be called as soon as is appropriate. The SC may also be dissolved by a vote of two-thirds (2/3) of the recorded voting members in a special GA meeting called for that purpose.

Section 3.6: Meetings of the SC and EC

- A. Both bodies, the SC and EC, shall, at minimum, hold regular quarterly and bi-weekly meetings, respectively.
- B. The SC may hold executive (closed to the public) meetings at its discretion.
- C. In the case of the SC, a quorum shall consist of five voting members.
- D. Even without such a meeting, the members may take action if each member entitled to vote signs a written consent, and such consents are filed with the Secretary of the SC.

Section 3.7: Criteria for candidacy of the SC

- A. Must be an active member of good standing and have been physically present in the Fort Collins area for at least one year.
- B. Must be a permanent resident of the US.
- B. Does not engage in any clear and obvious un-Islamic activities or illegal dealings. Clean criminal records for the past ten years, plus a good reputation are prerequisites in case of question.
- C. Participates in the Center's activities either physically or financially.
- D. Attends the Center's general meetings regularly.
- E. Shall be at least thirty years of age (in case of SC membership only).
- F. Plans to stay in the area for at least two years.
- G. Has a good command of English.
- H. Members of the SC should receive at least get/give \$10,000 annually.

Section 3.8: Criteria for candidacy of the EC

- A. Must be an active member in good standing.
- B. Does not engage in any clear or obvious un-Islamic activities or illegal dealings.

- C. Participates in the Center’s activities either physically or financially.
- D. Attends the Center’s general meetings regularly.
- F. Plans to stay in the area for at least one year.
- G. Has good command of English.

Section 3.9: Nominations and selection procedure for the President of the EC

- A. The SC will select the President from a list of nominees.
- B. Any member of the ICFC in good standing who is entitled to vote may nominate any member from among the GA for consideration by the SC before the date specified in the call for nominations.
- C. At least fifteen (15) days prior to the annual meeting of the GA, the Nominating Committee shall select two nominees to serve as backups in case the primary nominee declines, for each position to be filled as stated previously, and shall promptly thereafter advise the SC of the names of the nominees.
- D. Upon receipt of the report of the SC, but in no event less than ten (10) days prior to the annual meeting, the SC shall depute the President-Elect to form the Executive Committee with the goal of appointing a harmonious group of officers in order to achieve balance and work together in full cooperation.

Article IV: EC Officers

Section 4.1: General powers and responsibilities

The day-to-day affairs of the Center shall be managed by the Executive Committee, hereinafter referred to as the “Committee,” subject to the provisions of these bylaws. The EC shall be responsible to the Assembly and the SC. The EC shall have no more than ten (10) and no less than seven (7) members. All members of the EC must meet the eligibility requirements defined in Article III, Section 3.7 of these Bylaws.

Together, the Executive Committee members shall:

- A. Provide vision, leadership, and maintain focus on the Aims and Objectives, as described in Article II of the ICFC Constitution.
- B. Approve the annual budget and fiscal policies.
- C. Appoint standing committees as it deems necessary to carry out various functions in order to accomplish the set objectives.
- D. Serve as chairpersons of standing and ad-hoc committees.
- E. All officers shall report to the President of the EC.

The Committee shall consist of the following officers:

1. President: The president shall:

- A. Be responsible for the general management of all the day-to-day activities of the ICFC with the goal of achieving the objectives of the Center listed in the Constitution.

- B. Call for and preside over the EC and the GA meetings.
- C. Supervise the maintenance of the office of the Center.
- D. Oversee the disbursement of the Center's funds. The President's signature shall be required on all the Center's accounts. The President may have authority over discretionary expenses up to \$500. Expenses up to \$5000 shall require the consent of two-thirds of the EC. All expenses shall be reported to the Treasurer for recording for bookkeeping purposes)
- E. Evaluate potential sustainability opportunities to make recommendations to the SC Form various ad-hoc committees and appoint their members.
- F. In coordination with the other officers, establish efficient links between the Center and other Muslim organizations, including ISNA, NAIT and local entities.
- G. Semiannually, provide a written report to the SC and GA, outlining the achievements of the EC during the President's period in office. The report shall include any observed impediments or constraints that might have hampered the President's attempt to achieve the Center's goals, and how such obstacles were/could be overcome.

2. Vice President: The Vice-President shall:

- A. Act as spokesperson of the Center, handling all in-house and external communications; namely, weekly announcements, 'Eid festivities, press releases, electronic and postal mail, etc.
- B. Carry out the administrative and managerial activities of the Center in the absence of the President.
- C. Assume the functions of the President at the request of the President or the SC., and in the event that the President's position should for any reason be vacant until the next annual election is held. The SC can promote the current Vice-President to the Presidency, and then, in the case of a VC vacancy, may appoint another vice-president from among the EC or eligible GA members.
- D. Assist the President in achieving the objectives of the Center.
- E. Keep the Center registered as a Non-Profit Corporation in the State of Colorado, and report to all relevant governmental agencies.
- F. Coordinate the activities of the Center's Ad-Hoc and Sub-Committees.
- G. Oversee and maintain the Center's media outlets (website, Facebook, Twitter...etc.)

3. Secretary: The Secretary of the EC shall:

- A. Keep updated and accurate records of all activities and general meetings of the Center's membership?? to report to the Committee at subsequent meetings.
- B. Keep an updated membership roster.
- C. Assist the Vice-President in all communications with the SC and with the GA.
- D. Manage and maintain the archives of the Center.
- E. Train the secretary-select gradually, in order to secure a smooth transfer of the Center's affairs, records, keys, etc.
- F. Assume the function of office manager who will oversee the maintenance of the office, e.g. copier, supplies, etc.
- G. Keep and maintain the record of the cemetery lots

4. Treasurer: The treasurer shall:

- A. Take charge of all monies belonging to the Center, and scrupulously account for those monies that are at the Center or in banks.
- B. Utilize and maintain a financial ledger or appropriate accounting software that contains breakdown of all receipts, disbursements, and cash balances (including membership dues, income and donations).
- C. Monitor conformity with local personnel bylaws and IRS guidelines that govern the Center as a Non-Profit Organization, in particular, the tax exemption documents to be filed annually under the supervision of the Vice-President of the EC.
- D. Determine the cash needs of the Center and ensure that sufficient liquid assets are available to pay current obligations and to report that to the EC President.
- E. Develop the Center's budget annually according to the President's directions and with the approval of the SC
- F. Co-sign on all of the Center's accounts, together with the current president. The Treasurer can spend up to \$200 at his discretion for purchasing stationary, stamps, signs...etc.
- G. Maintain and file the receipt of proceeds from the sales of cemetery lots.
- H. Issue tax receipts to donors when requested.

The Budget and Finance Committee headed by the treasurer shall:

- a. Prepare an annual budget by March 15 for the current year for submission to the SC.
- b. Prepare an income statement, audited by qualified individuals appointed by the Financial Coordinator of the SC in consultation with the Chairman of the SC, for submission to its members ten (10) days before the annual GA.
- c. Plan and forecast the budget of special projects of the Islamic Center.

The duties of the Fund Raising Committee, headed by the Treasurer, shall be to:

- a. Provide the means to raise funds for the Center through pledges, donations and special events.

5. The Social Coordinator shall:

- A. Organize programs jointly with other committees and/or officers on religious holidays.
- B. Organize Ramadan programs such as Iftar, Suhoor, I'tikaf, Qiyam ul-Lail, the two 'Eids, etc.
- C. Organize programs to promote brotherhood and understanding among both Muslim and non-Muslim community members, such as picnics and other cultural events, including the Annual Spring Dinner, Lunch Sales, Bazaars and other fundraising events.
- D. Provide assistance programs for needy Muslims.

5. The Services Coordinator heading the Building and Property Committee shall:

- A. Maintain all facilities of the ICFC, including the mosque, cemetery and all other properties within Hidayah Village.
- B. Be responsible for cleaning and maintaining the mosque, the social hall, kitchen, parking lot and the green area.
- C. Coordinate the rental of the social hall and other Islamic Center properties. Collect and turn over the rental income to the Treasurer.

- D. Ensure the security and safety of all Islamic Center properties.
- E. Maintain janitorial supplies, kitchen supplies and paper products.

7. The Education Coordinator heading the Education Committee shall:

- A. Supervise religious educational programs for Muslim children at the Islamic Center and establish policies and procedures for the Sunday school.
- B. Develop and implement a curriculum of study religious education at the Islamic school.
- C. Oversee and supervise the activities of the school principal.
- D. Organize programs and exhibits involving children to foster understanding of the Islamic faith.
- E. Appoint a qualified librarian to maintain the arrangement of books and multimedia in the library, as well as proper lending and return procedures to ensure the security of all library equipment and material.
- F. Recommend fees such as tuition, etc., for consideration by the SC, and coordinate school registration.

8. The Outreach/Da'awa Coordinator heading the Public Relations / Communication Committee shall:

- A. Publish a monthly newsletter of the Islamic Center's activities.
- B. Develop and maintain the Islamic Center website.
- C. Monitor newspapers, periodicals and other media in order to rebut information that is false, adverse or contrary to Islam and the Islamic Center.
- D. Prepare articles to be released to the media on various occasions of Islamic or community significance.
- E. Arrange for printing and distribution of Islamic literature, instructional material, brochures, leaflets, 'Eid cards, calendars, etc.
- F. In coordination with the Cultural Coordinator, arrange for guest speakers, forums and seminars.
- G. Ensure proper announcements and notices of the Center's activities.

9. Youth Coordinator heading Youth Activity Committee – "Invest in our Future"

- A. The Youth Activity Sub-Committee shall consist of at least three members and be responsible for the following:
- B. Organize religious (weekly Qur'anic *halaqas*), cultural, athletic, and artistic activities based on the Islamic teachings to attract the youth to the Muslim community with emphasis on instilling morals and etiquette.
- C. Provide mentorship and advice to young members of the Muslim community; and foster cooperation and coordination with the larger community and other organizations of the community through a "Muslim Buddy program".
- D. Promote volunteering in different activities of the Center.
- E. Promote the learning of Arabic.

10. The Cultural Affairs Secretary shall:

- A. Organize religious activities, such as short daily and weekly talks.
- B. Plan and be responsible for the major religious celebrations in coordination with other coordinators and committees
- C. Appoint *khateeb*s (speakers) for Friday sermons under the guidelines of the SC.
- D. Prepare material (pamphlets, brochures, etc.) in coordination with the *Da'awa* coordinator to be available to visitors at the Center.
- E. Help organize open house events.
- F. Be responsible for preparing the yearly Islamic calendar, with prayer times, holidays, etc.
- G. Form a moon-sighting committee to determine the start of the lunar months

Section 4.2: Women Affairs Committee:

- A. The women shall nominate names for the SC to select an *Amira*. The *Amira* will form a Committee, which will consist minimally of:
 - a. A treasurer
 - b. A social secretary who will be responsible for the social coordination of all events, especially babysitting and cleaning the women's area.
 - c. A cultural secretary(ies) for both Arabic and English programs.
 - d. A d'awa chairwoman.
- B. The Women's Affairs Committee, in coordination with the Center's EC and other committees, shall:
 - a. Organize women's educational and social activities in order to develop spiritually and create a sound sisterly environment.
 - b. Actively invite and engage sisters in the community to plan, develop and execute programs that suit their needs.
 - c. Identify barriers and challenges faced by Muslim sisters living in North America and offer solutions through consultation and advice.
 - d. Give special attention to adolescent Muslim girls and mentor them so that they can practice their religion at school, university, workplace and the community.
 - e. Welcome and assist new families moving into the community and introduce them to the Islamic Center membership.
 - f. Serve as a liaison between the EC and the Muslim women in the community under the leadership of the Amira.
- C. Invite women of other faiths to the Center to inform them about Islam and its various aspects.

Article V- Imam

Section 5.1: Role and responsibilities of the Imam

The Imam will be in charge of leading the five daily prayers in the mosque. [As needed and appropriate,] he may designate someone else to lead the prayers.

Section 5.2: Appointment

The qualifications of the Imam shall be those that are based on the Prophet's *Sunnah*, which include:

- A. Righteousness and piety
- B. Knowledge of the Islamic teachings, coupled with sound belief and practice of Islam.
- C. Memorization and good ability to recite the Qur'an.
- D. Avoidance of all major sins.
- E. Familiarity with the culture of North America.
- F. Fluency in both English and Arabic in order to deliver the *khutba* and interact with both Muslims and non-Muslims.

Article VI- Principal of Islamic School

Section 6.1: Selection of a principal for the Islamic School

- A. Bi-annually, the Education Coordinator shall propose the names of three members of the Center to the SC for the selection of the principal of the Islamic school. The SC will approve one name for the post of Principal. However, if all three proposed names are disapproved, the Education Coordinator shall propose another set of three names for the same purpose until one nominee is approved by the SC.
- B. If the Education Coordinator is not satisfied with the performance of the Principal and the progress of the school, the coordinator will ask the Principal to improve his performance and remedy deficiencies. If the Principal is not able to address the deficiencies pointed out by the SC and/or community members within six weeks, the SC may remove the Principal from office. A simple majority of the SC will be required for this action.

SECTION 6.2: Role of the Principal of the Islamic School

The principal of the Islamic school will be responsible for:

- A. Running the Islamic school according to the best Islamic traditions.
- B. Submit an annual budget to the Education Coordinator for presentation to the SC.
- C. Report all activities, progress made, and/or any related matters directly to the Education Coordinator.

- D. Appoint or remove the Assistant Principal during the operating term of the school. The Principal shall appoint no more than two (2) assistant principals for the same term.
- E. Operate the Islamic school bank's account. The Principal can withdraw money from this account with his signature. However, this account shall contain money which is approved and transferred from Center's capital/deposit account by the SC under the approved budget. Any surplus in this account shall be transferred back to the capital/deposit account at the end of each year. Neither the Principal nor the Education Coordinator shall make any deposit to the Islamic school bank account. All the income from the school (dues, fees, registration fee, donations, activities, etc.) shall be deposited in the capital/deposit account of the Center through the Treasurer.

Article VII: Contributions

The SC may accept any donation (money, cars, furniture, clothing, etc.) in any form and from any source consistent with the purposes of the Center and US law. To the extent permitted by law, all funds collected for a specific purpose shall be used for that cause unless a two-thirds majority of the SC members votes to authorize its use for a different purpose falling within the goals and objectives of the Center. However, the funds collected for the specific purpose of expanding and maintaining the Center shall not be used for any other purpose.

Article VIII: Accounts, Idemnification and Insurance

Section 8.1: The Center shall maintain the following separate accounts:

- A. Capital/Deposit Account: All income, donations and contributions must be deposited in the Center's capital/deposit account. Such income, donations and contributions, including money specifically donated to the Center or the Center's maintenance and expansion; collection box donations; sales; *zakat*; school income (fees, registration fees, activity income, etc.), and any or all other forms of income and donation, belong to the Center. The signatures of the President of the SC and the Treasurer will be required for withdrawal of funds from this account.
- B. Operating Account: This account shall be maintained for the Center's operating expenses, utilizing funds from the capital/deposit account according to the approved budget. The signatures of the President of the EC and the Treasurer will be required for withdrawal of funds from this account.
- C. Cemetery account: All the proceeds from the sale of grave sites, and all donations and contributions related to the building, maintenance and expansion of the Muslim cemetery, will be kept in a separate fund. Only the SC President and Treasurer may withdraw funds from this account.

Section 8.2: Authorization of expenditures

- A. The President shall not authorize the expenditure of more than \$500 for a single discretionary expenditure without approval of the EC, nor shall he authorize a total expenditure of \$5000/month without prior approval of the SC.

Section 8.3: Auditors

- A. For the fiscal year that follows, the SC shall nominate as auditors two members of the Center who are neither members of the SC nor EC for the year in which they are appointed to audit, and who possess basic knowledge and understanding of accounting and auditing procedures. The auditors shall audit the Center's accounts continuously and submit a quarterly report to the SC. If necessary, the SC may hire professional auditors.

Section 8.4: Limitation of expenditures

- B. Notwithstanding any other provision of this Constitution or Bylaws, no expenditure shall be made in any manner or for any purpose whatsoever that could jeopardize (i) the status of the Center as an organization under Section 501(c)(3) of the Internal Revenue Code, State of Colorado, and/or the city of Fort Collins Code and the regulations pertaining thereto; or which could jeopardize (ii) the status of contributions or payments made by any person insofar as it may concern deductions which are allowed under the provisions of Sections 170, 2055, 2106 and 2522, and any applicable Internal Revenue codes and the regulations pertaining thereto.

Section 8.5: Indemnification

A. Authority

- a. The Center shall, to the fullest extent permitted by the Colorado Nonprofit Corporation Act of any year of the Center's existence, indemnify all persons for whom indemnification is appropriate as long as such persons have conducted themselves in good faith and reasonably believed their conduct not to be opposed to the Center's best interests.

B. Insurance

- a. The Center may purchase and maintain insurance on behalf of any person who is a SC Member, official, employee or agent of the Center, or who, while a SC member, official, employee or agent of the Center is or was serving at the request of the Center as a trustee, officer, partner, employee or agent of another corporation, partnership, joint venture, trust employee benefit plan or other enterprise against a liability claimed against or incurred by them in that capacity or arising from their status as such, whether or not the Center actually possesses the power to indemnify them against the same liability under the Colorado Nonprofit Corporation Act of the year.

Article IX- SEAL

The Center may have a corporate seal as determined by the SC featuring an inscription thereon of the name of the Center, the year of its incorporation, and the name of ICFC pursuant to the laws by which the Center was organized (not clear).

Article X: Amendments to the Constitution and Bylaws

Section 10.1: Proposed amendments

The SC or any ten (10) Members of the GA/or ten percent (10%) of the members, whichever is greater, may propose amendment(s) to the Constitution and Bylaws. Such a proposal shall be submitted to and signed by the SC Secretary, who shall send the proposal to the Center's members and call a general meeting within two months following the receipt of the proposed amendment(s).

Section 10.2:

An affirmative vote by three-fourths of the members present in such a meeting shall be necessary for approving the adoption of any amendment(s) to the Constitution, and a simple majority shall suffice for the adoption of new bylaws.

Section 10.3:

The quorum requirement for voting on amendments shall be two-thirds of the members.

Section 10.4:

If two-thirds of the members are not present in a meeting of members called for the purpose of voting on the proposed amendment(s), the meeting shall be adjourned and a second meeting of the members shall be called for the same purpose within four weeks of the original meeting. At the second and/or all subsequent meetings, the presence of two-thirds of bona fide members will be required to constitute the quorum. Any constitutional amendment(s) proposed and accepted by vote at that meeting must be adopted by a three-fourths majority of the members present, and by a simple majority for the Bylaws.

ARTICLE XI: JUDICIARY PROCEDURE

Section 11.1:

Charge(s) of misdemeanor, misappropriation of funds, fraud, corruption, violation of the Constitution, as well as cover-up of such offenses, etc., can be brought against a member or a group of members by means of a petition signed by at least ten (10) or ten percent (10%) of total members, whichever is greater. The petition shall be submitted to the EC President and a copy of the same shall be sent to the SC President.

Section 11.2:

The SC members or their quorum shall meet jointly within two weeks of the receipt of such a petition in order to set up a panel to consider the charge(s). If the charge(s) is/are against a SC member(S), the GA shall be responsible for calling the said meeting for setting up the panel. If the charges are not against one or more SC members, the SC shall be responsible for calling the meeting for setting up the panel.

Section 11.3:

The panel shall consist of a SC member, and four other members who are not in the SC or EC. The member(s) against whom the charge(s) has/have been brought shall have the option of choosing, by random drawing, four names from among the names of all the ICFC members who have been in good standing for at least six months, and the SC member who will serve on the panel shall be chosen in a similar way. No person(s) against whom charge(s) has/have been brought in the current matter is eligible to serve on the panel.

Section 11.4:

If applicable, the SC member on the panel described above shall be the Chairperson of the panel.

Section 11.5:

If the member(s) accused refuses to exercise the right to draw the names of the panel members arbitrating his/their case, the EC President or his replacement shall draw the names in the presence of the SC.

Section 11.6:

The chairperson of the panel shall set the date, time and place of the first session of the said panel within two weeks after the formation of the panel, and he shall communicate this information in writing to the panelists at least one week before the scheduled session.

Section 11.7:

The panel shall hear the charge(s), as well as hearing witnesses from both sides. They shall then examine all the evidence, and pass a verdict of "Guilty" or "Not Guilty." Its members shall then determine punitive and/or corrective measures, up to and including termination of membership. If the panel finds clear evidence of criminal violation according to State and/or Federal laws, and if a solution is not found within the framework and Bylaws of the Center, it may recommend members to consider bringing legal action against the person(s) accused. Subsequently, the SC shall abide by the recommendations of the panel.

Section 11.8:

In order to inform the membership of the panel's findings and actions, the panel shall submit a detailed report through the Center's newsletter.

Section 11.9:

Any member(s) of the SC, any associate(s), ad hoc Committee member(s) or auditor(s) who are indicted or arrested, or against whom a criminal charge has been filed in a state or federal court shall be immediately and automatically suspended from office with ICFC until he is/they are acquitted. If he/they are convicted after all appeals, if any, he/they shall be expelled as member(s).

Section 11.10:

A Muslim desiring to speak to the (congregation) after the observance of a *Fard* or *Jum'a* prayer shall seek the consent of the EC before planning to do so.

Article XII: Dissolution

- A. The Islamic Center of Fort Collins (ICFC) may be dissolved and its business and other affairs terminated following an affirmative vote of an 80% majority of members present at a meeting, written notice of which shall have been conveyed to each member at least ninety days earlier. Such notice shall state the purpose of the proposed meeting. Attendance of two-thirds of its members shall constitute a quorum for such meeting(s). After dissolution is approved, Articles of Dissolution shall be filed with the Secretary of State of Colorado.
- B. Upon dissolution of the ICFC, and after all its debts and expenses have been met, all its assets that can be legally distributed, shall be distributed in conformity with this Constitution and the present Bylaws, and for the purposes set forth herein and in the ICFC's Articles of Incorporation. All remaining assets of the Center shall be turned over to the North American Islamic Trust (NAIT) or such other Islamic Institutions as are exempt as organizations described in Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code or corresponding sections of any prior or future law, or to federal, state or local governments, exclusively for public purposes.

ARTICLE XIII: Miscellaneous

Section 13.1: Funeral Assistance Committee

The Funeral Assistance Committee shall be an Associate Committee that shall consist of the EC President, the SC President, and any person they choose who is well-versed in *Fiqh*.

The Funeral Assistance Committee shall be responsible for the followings:

- A. Keep current information on community members who are willing to help wash and prepare the dead for burial, cemetery practices and regulations, and funeral homes/mortuaries and their services.
- B. Store several sets of pre-cut shrouding (*kafan*) material, etc., in conformity with established Islamic practices for males and for females.
- C. Gather information regarding the legal requirements of the State of Colorado, as well as the Islamic requirements for burial, and assist the relatives of the deceased in fulfilling such requirements.
- D. Contact relatives of the deceased, if he/she has no relatives in the area.
- E. If the deceased was not a US citizen, contact the embassy of the country of which the deceased was a citizen.
- F. Keep informed of the expenses as well as modes of transportation of bodies outside the US, as well as to other destinations in the US.

F. Assist the family of the deceased in arranging and publicizing a suitable time and place for receiving condolences (*ta'ziya*).

Section 13.3:

Each member shall exercise tolerance and respect for the right of others to their opinions.

Exhibit A- Oath of Office

In the Name of Allah, the Compassionate, the Merciful

Oath of Office

I _____, who have been elected _____ of the Islamic Center of Fort Collins (ICFC), and whose signature is inscribed below, do hereby affirm, with Allah (SWT) as my witness that, I will, inshallah:--

- Be obedient and faithful to Allah’s command and guidance, and to the practice of Prophet Muhammad (PBUH).
- Abide by the provisions of the Constitution and Bylaws of the ICFC, and work toward the unity of Muslims in the area.
- Conduct the affairs of ICFC community with justice and honesty, and safeguard the trust of the ICFC assigned to me for the best interests of the Muslim community.
- Not seek any personal gratification or financial gain by means of this office.

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

Name: _____

Signature: _____

Date: _____

Exhibit B- Bylaws Update

In the Name of Allah, the Merciful, the Compassionate

Praise be to ALLAH (SWT), the Merciful, the Compassionate.

O Allah, pardon us and forgive us if we have transgressed in our duty,
and guide us to the straight path, the path of those on whom You have
bestowed Your grace.

Ameen.

BYLAWS Updated: xx/xx/xxxx Page of

These Bylaws were originally approved by the General Assembly at its
Annual Meeting held on xxxxxxxx, xxxxxx xx, xxxx.

These Bylaws have been updated to incorporate all the amendments approved by the General
Assembly through the xxxxxxxx, xx, xxxx annual General Assembly meeting.

Reviewed By: _____ Date: _____

General Secretary

Reviewed By: _____ Date: _____

Treasurer

Approved By: _____ Date: _____

Vice President

Approved By: _____ Date: _____