

In the name of Allah, the most gracious, the most merciful.

Constitution of Islamic Association of Carrollton

TABLE OF CONTENTS:

- PREAMBLE
- VISION
- MISSION
- NAMES AND ADDRESS
- OBJECTIVES
- ORGANIZATION
- GENERAL RULES
- MEMBERSHIP
- ELECTIONS
- QUALIFICATIONS
- RESPONSIBILITIES
- FINANCES
- MEETINGS AND QUORUM
- DISSOLUTION OF IAC
- AMENDMENTS
- RECOMMENDATIONS
- MEDIATION AND ARBITRATION
- THE IMAM
- CERTIFICATION

PREAMBLE

Whereas, we the members of the Islamic Association of Carrollton, do hereby adopt and give ourselves this constitution and pledge to abide by its provisions.

These By-laws (referred to as the “constitution”) govern the affairs of Islamic Association of Carrollton as per the teachings of the Holy Qur'an and Sunnah of Prophet Muhammad (SAW) and the practices of Sunni sect. This will be a non-profit organization (referred to as the “I.A.C.”), organized under the Texas Non-Profit Corporation Act, General Body, and Board of Directors (form here on referred to as the “Board”).

Note: *No part of this constitution shall be in violation of the Texas Non-Profit Corporations Act.*

VISION:

The Vision of IAC is to be an exemplary and unifying Islamic organization in North Texas in general and Carrollton in particular that contributes to the betterment of the Muslim community and society at large.

MISSION:

The mission of IAC is to provide religious services to the Muslim community of Carrollton and its adjacent cities by supporting Muslim communities, developing educational, social and outreach programs and fostering good relations with other religious communities, civic and service organizations.

ARTICLE 1: NAME AND ADDRESS

- 1.1 The name of this organization shall be Islamic Association of Carrollton
- 1.2 The location of Islamic Association of Carrollton is Carrollton, Dallas County, Texas.
- 1.3 All real estate properties shall be utilized primarily for a Mosque to provide Islamic education, and social services to benefit the Muslims in particular, and members of community at large.
- 1.4 The Board will determine all acquisition, utilization, maintenance, and operational aspect of the acquired properties.

NAMES AND ADDRESS

Constitution of Islamic Association of Carrollton (I.A.C), Constitution Committee, Constitution and Bylaws of the Islamic Association of Carrollton (I.A.C).

1901 Kelly Blvd
Carrollton, TX 75006
Telephone: (214) 390-1120
Telefax: (214) 390-1170
Web site: <http://www.carrolltonmasjid.org>
Email: info@carrolltonmasjid.org

ARTICLE 2: OBJECTIVES

Whereas, the members of the IAC recognize Islam as a total way of life based on Qur'an and authentic Sunnah of Prophet Mohammed (SAW), the Association is organized exclusively for religious and social activities in accordance with the Islamic principles based on Qur'an and Sunnah. In particular, the Association will strive for the following objectives:

- 2.1 Strengthening and enforcing the faith of all Muslims in Allah (SWT), His Prophet Mohammed (SAW) and the Holy Qur'an.
- 2.2 Provide an Islamic atmosphere for children and adults where they can learn and participate in Islamic activities.
- 2.4 Establishing and maintaining Islamic Center, Masjid, Library, School extra curricular activities like sports and assets of the Association.
- 2.5 Promoting better relations and understanding between Muslims and non-Muslims

ARTICLE 3: ORGANIZATION

- 3.1 The Association shall not carry out, perform or allow any activities which are not permitted by law for:
 - a) An organization which is exempt from Federal Income Tax under Section 501 (C)(3) of the Internal Revenue Code of 1954, as now in force or afterwards amended.
 - b) An organization, contributions to which are deductible under Section 170 (C) (2) of the Internal Revenue Code of 1954, as now in force or afterwards amended.
- 3.2 Islamic association of Carrollton (IAC) shall be governed by the following branches.
 - 3.2.1 **General Body:** The General Body shall consist of all registered members of IAC in Accordance with Article 5. The General Body is the final authority of IAC and its decisions are final as long as they are in accordance with Article 2.
 - a) The General Body will consist of all members of the Association who have paid their Membership dues, and are in good standing.
 - b) One third of the voting members will constitute a quorum for the General Body meetings.
 - c) General Body will meet as required by the Bylaws.

- d) Board is the governing Body of the Association. The Board will be formed by and be answerable to the General Body.
 - e) Emergency meetings of the General Body may be requested by a simple majority of the Board, or out standing two-third of the General Body voting members in good standing. Annual meetings of the General Body will be held once a year. At these meetings, the Board and its committees will present the annual reports to the General Body. Additionally, the elections for the Board will be held every three years.
- 3.2.2 **Board of Directors (Board):** The Board shall be composed of total o nine members consisting of seven (7) elected members and two non voting members. The Board shall be responsible for all affairs of IAC. The Board members will be:
- President
 - Vice President
 - Secretary
 - Treasurer
 - Three (3) other elected Board members.
 - Two non-voting member, who will participate on the Board as consultants and advisors if needed. The process of selecting the non-voting members shall be according to Article 6.6.6.
 - One of the two non-voting members shall be the immediate past president.
 - In case where there is no elected female board member, the second non-voting member shall be a female.
 - Resident Imam of the IAC Mosque, a non-voting member will participate on the Board for consultation and advice on religious matters if needed.
- 3.2.3 The Board may appoint committees in order to accomplish the goals and objectives of IAC in accordance with Article 2. The Board under the overall guidance of the general Body will:
- 3.2.4 Develop, plan, and implement programs and activities, and provide procedural guidelines for such programs and activities and perform such acts that may be necessary for the achievement of the long-term vision and plans and established overall objectives of the Association.
- 3.2.5 Administer the day-to-day affairs of the Association.
- 3.2.6 Implement the decisions of the General Body.
- 3.2.7 Be responsible for the actual care and maintenance of the Association facilities, property and other related affairs including the management of finances of the Association.
- 3.2.8 Keep the Community apprised of the Association’s activities, challenges, and accomplishments.
- 3.2.9 The Board will meet at least twice a month or by majority consent of Board members.
- a) A majority of the Board members may request the Secretary to call a special/ emergency meeting on three (3) days’ notice.

ARTICLE 4: GENERAL RULES

The following general rules are applicable to General Body, Board of Directors, all committees, and sub-committees, non-members, guests, employees, and contractors of IAC.

- 4.1 The Board may accept on behalf of IAC any property, whether real and or personal, by way of gift, bequest from any person, firm, trust, or corporation; such property to be held, administered, and disposed of in accordance with and pursuant to the provisions of this document. However, no gift, bequest of any property shall be received or accepted if it is conditioned or limited in such a manner as to require the disposition of the income or

property for any purpose other than the purpose set forth in Article 2 thereof, or in violation of any local, state, and federal laws.

- 4.2 IAC shall carry liability insurance. Members of Board are not individually or collectively liable for the actions of others and from potential claims against the IAC.
- 4.3 The voting members of Board shall not receive salaries, remuneration, compensation, or wages for their services as members of the Board.
- 4.4 No part of the Association funds, property, and facilities will be used for the benefit of or be distributed to any member(s) of the Board.
- 4.5 All original legal documents of IAC shall be kept in a safe deposit. The President and his designee shall have access to this box at all times. Copies of such documents are kept on the premises of the principal office of IAC. Such documents shall be available to the members for viewing within a week of written request. The Board may request disclosure of certain personal information from those members requesting the documents.
- 4.6 The official medium of communication of IAC is English language.
- 4.7 All members shall observe the Islamic code of conduct and ethics in all proceedings, meetings, and activities of IAC.
- 4.8 Any legal action against IAC shall only be instituted in Dallas County, state of Texas.
- 4.9 In case a member of the Board who commits crime or sin as mentioned by in the Holy Qur'an and the authentic Sunnah of the Prophet (SAW) the Board will appoint an ad hoc Committee consisting of three (3) members to be chaired by the Resident Imam of IAC or any other major Mosque of the metroplex and on the recommendations of the Committee, the Board may proceed to expel the said Board member.
- 4.10 The Board shall verify the eligibility of an individual for employment with IAC.
- 4.11 All employees of the IAC shall have a legal status and work authorization to work in USA.
- 4.12 IAC shall maintain up to date personal information on all serving members of the Board.

ARTICLE 5: MEMBERSHIP

- 5.1 IAC membership is open to all Muslims residents of the city of Carrollton and its adjacent cities, provided that they accept to abide by the constitution of IAC.
- 5.2 If an IAC member behaves in a manner unbecoming of a practicing Muslim, commits a major crime or a grave sin, then he/she would be considered to have betrayed the commitment of abiding by Article 2 of this constitution. In such situation the Board will start the process for the possible revocation of the membership of the said individual on case to case basis.
- 5.3 The member, whose membership has been revoked, can reapply for membership to the IAC after six months of revocation, provided the individual can produce three members of the Muslim community in good standing who can attest to his/her good conduct. The board at that time may grant IAC membership, stipulate a longer waiting period or reject the application and reimburse the membership fee.
- 5.4 In case of denial of the re-submitted application by the Board, the applicant may file an appeal with the Board of directors for reconsideration and that decision will be final.
- 5.5 The membership fee is a donation amount proposed by Board, this amount will be different for individuals and families. The membership is for one calendar year and is due on the first day of January each year.
- 5.6 Only IAC Members are eligible to vote for nominating and electing the members of the Board, accepting the nomination of the membership of the Board, and participating in the proceedings of General Body. In order to be eligible to vote one has to be a member of IAC for at least six months.

ARTICLES 6: ELECTIONS

- 6.1 The Board shall appoint an Election Commissioner 30 days prior to the Election Day. Election Commissioner shall be a member of Islamic community from the DFW area. In addition the Board shall appoint three members of community at large to act as an election committee.
- 6.2 Members shall be at least eighteen (18) years of age.
- 6.3 Elections shall be conducted at the end of the term on the last Sunday of December and newly elected Board shall take charge effective after Zuhar prayer on the last Sunday of January. Elections can be delayed up to a maximum of thirty days.
- 6.4 The Election Day voting shall be in writing and shall be conducted in person or mail.
- 6.5 The Election Commissioner shall open, publicize, and maintain the ballots. The vote shall be received before the end of voting date and time.
- 6.6 Election Committee shall adopt the following procedures:
 - 6.6.1 Seek nominations at least 15 days prior to the Election Day.
 - 6.6.2 Announce final list of candidates at least 15 days prior to the Election Day.
 - 6.6.3 Provide an opportunity (enough time) for members to mail the ballot.
 - 6.6.4 Count the ballots (early votes and Election Day votes) in public, announce and document the election results.
 - 6.6.5 The election commission shall maintain all election ballots and record for a period of one (1) year.
 - 6.6.6 The election committee will issue the final results of the election within one week. The results will be posted on the Masjid's bulletin board. The first seven elected members will serve on the board and the name of the next three male and three female contestants shall be kept on file. These members may be called upon to serve on the board if:
 - One or more of the elected members could not continue to serve on the IAC board.
 - The immediate past president declines to serve on the new Board.
 - No female candidate was elected through the election process.
 - 6.6.7 If the conditions on the Election Day warrant postponing election due to reasons beyond control of the Election Committee (example, inclement weather, a community emergency), it may be postponed to the following Sunday. If the circumstances warrant again, it may be postponed to the following Sundays till the election is held.
- 6.7 Serving Term for the Board:
 - 6.7.1 The General Body will elect seven Board members for a term of three years.
 - 6.7.2 The Board will approve the nomination of executives.
 - 6.7.3 No member will hold more than one (1) position in the Board.
 - 6.7.4 In case of a vacancy the Board shall conduct ad hoc election to fill the vacancy for the remainder of term.
 - 6.7.5 In case the entire or majority of elected members of the Board resign then the general body under the guidance of the Imam and the two non-voting members of the Board shall assume the operational role for the running of the affairs of the IAC. Within two weeks of assuming the operational role the general body under the stewardship of the Imam and the two non-voting members shall call a meeting to proceed for dissolution of the Board or conduct elections according to the Article 6.
 - 6.7.6 The term limit for executive officers of Board shall not be for more than two consecutive terms for the same position.

ARTICLES 7: QUALIFICATIONS

Candidate for the Board of Director shall be:

- 7.1 A member in good standing of Islamic Association of Carrollton.

- 7.2 A US citizen or a permanent resident alien, who believes in the Holy Qur'an and the teachings of the last Prophet Mohammed (SAW) as the guiding principles of life and prescribes to Sunni sect of practices.
- 7.3 Has good knowledge and understanding of Islam.
- 7.4 Practices Islam in personal life.
- 7.5 Has the capacity and capabilities to fulfill the objective set in Article 2.
- 7.6 Candidates for the Board must have been living in the Carrollton or adjacent cities and must be an active member for at least one year.
- 7.7 Must be a voting member of the IAC for at last one year.
- 7.8 No two immediate family members shall be on the Board during the same term including non voting members.

ARTICLE 8: RESPONSIBILITIES

- 8.1 General Body
 - 8.1.1 The General Body of IAC is the final authority, which shall determine the course of action of all issues presented. The General Body elects the members of the Board and authorizes them to elect officials and administer affairs of IAC in accordance with this constitution.
 - 8.1.2 Any or no confidence vote against elected member must be approved by a simple majority of the General Body present at the meeting after satisfying the quorum requirements as provided in Article 10.
 - 8.1.3 The General Body must approve liquidation of any assets in excess of \$100,000.00 (One Hundred Thousand) by three fourth majority of the general Body represented either in person or through mail.
- 8.2 Board of Directors
 - 8.2.1 The Board of directors shall develop and set the overall long-term vision and direction to achieve the objectives of the Association as defined under OBJECTIVES in Article 2 of the Constitution and get approval of the General Body of such plans before implementation.
 - 8.2.2 The Board of directors shall determine and maintain the independence and integrity of the Association and its holdings, which will be consistent with the doctrines and concepts of Islam and in keeping with the best interest of the Association.
 - 8.2.3 Provide an organizational overview of all activities of the Association.
 - 8.2.4 General Body with a Three-fourth (3/4) majority can dissolve the Board, and request new Board elections, if in its opinion; the Board is not performing its responsibilities satisfactorily to accomplish the objectives of the Association as mentioned in Article 2 of the Constitution.
 - 8.2.5 The Board of directors will resolve disputes among other branches of the Association and adjudicate all conflicts referred to them
 - 8.2.6 The Board of directors will have the authority and power to buy, sell, exchange, lease, pledge, transfer, or dispose of any facilities and property of the Association after ratification of such decisions from the General Body in accordance with the bylaws and Article 2.
 - 8.2.7 The Board is responsible for the maintenance of the financial statements and records of the Association. The president of the Board shall on a periodic basis, request a review and audit of the financial records by an outside expert to ensure accuracy and integrity of the records of the organization. The President and Treasurer of the Board will assist and facilitate any such reviews and audits.
 - 8.2.8 If for any reason, the entire Board resigns during mid-term, the Imam and two non-voting members will immediately appoint an Election Commissioner and invoke the

- requirements set forth in Article 6.
- 8.2.9 The Board shall be responsible for providing policy guidelines for program and activities of IAC.
 - 8.2.10 The Board shall strive for all decisions through consensus; however majority of the Board of Directors shall always prevail.
 - 8.2.11 The Board shall elect from among the elected members President, Vice-President, Secretary, and the Treasurer.
 - 8.2.12 The Board shall appoint and govern all committee's and sub committee of IAC.
 - 8.2.13 The Board shall meet twice a month. Minutes of these meetings shall be maintained and be available to the members of IAC for review within seven days after the meeting.
 - 8.2.14 The Board must maintain all records and documents of IAC including but not limited to deeds of trust, donors' list, members' list, and financial records.
 - 8.2.15 The Board shall be responsible for all financial activities including but not limited to fund-raising and other donations.
 - 8.2.16 The Board is authorized to hire or terminate the School Principal, teaching staff, non-teaching staff, and other employees of IAC.
 - 8.2.17 The Board is authorized to obtain bids, execute and award contracts. Any contract work over Ten Thousand Dollars (\$10,000.00) shall require at least three bids.
 - 8.2.18 The succeeding Board shall honor and implement the written commitments/contracts of the previous Board.
 - 8.2.19 Any member of Board who is absent without prior notification to Board for three consecutive meetings shall automatically lose the office and the vacancy so created shall be filled in accordance with Article 6.6.6 and 6.7.4.
- 8.3 President of the Board
- 8.3.1 The President shall conduct and preside over meetings of the General Body and the Board.
 - 8.3.2 The President shall present an Annual Report to the General Body.
 - 8.3.3 The President with other Board members shall implement all resolutions passed by the General Body.
 - 8.3.4 The President with at least two other Board members shall sign all documents on behalf of the Board.
 - 8.3.5 The President shall implement all decisions made by the Board.
 - 8.3.6 The President with other Board members may execute any deeds, contracts, or other instruments that the Board has authorized.
 - 8.3.7 Make all logistical arrangements for review of all amendments to the Constitution or Bylaws by either the General Body or the Board of directors in accordance with Articles 12 of the Constitution.
 - 8.3.8 The President must inform Vice-President when he is unable to carry out the responsibilities.
- 8.4 Vice-President
- 8.4.1 The Vice-President shall automatically assume the responsibilities of the President, when President is out of town, sick, or unable to carry out the responsibilities.
 - 8.4.2 Performs any special assignments assigned by the president.
- 8.5 Secretary
- 8.5.1 The Secretary shall prepare the General Body meeting agenda in conjunction with the President and the Board.
 - 8.5.2 The Secretary or any other designated Board member shall document the minutes of General Body and the Board meeting.
 - 8.5.3 The Secretary shall prepare a list of action items.
 - 8.5.4 The Secretary shall monitor the progress of all committees, collect their reports, and

brief the Board. The following items shall always be part of a regular Board meeting:

- a) Reading of the minutes of the previous meeting and their approval.
- b) Progress reports of the Committees.
- c) The action items covered between the current and previous meeting.

8.6 Treasurer

8.6.1 The Treasurer shall be responsible for financial transactions, including the annual budget and financial reports. Any transaction other than the fixed cost shall have endorsement of the Board.

8.6.2 The Treasurer shall receive and give receipt for moneys due and payable to IAC from any source provided the receipts and payments are consistent with Article 2.

- a) Receipts issued for non-cash donation items shall not exceed the fair market value of the item donated.

8.6.3 The Treasurer shall write checks, and distribute funds to discharge obligations of IAC. Funds greater than \$2,000.00 (Two Thousand Dollars) shall need the signature of two authorized Board members. Any funds above \$5000.00 (five thousand dollars) shall need the signature of three authorized Board members.

8.6.4 The Treasurer shall maintain the financial books and records of IAC and keep separate ledgers for donations and special projects.

8.6.5 The fiscal year of IAC shall begin on the first day of January and end on the last day of December in each year. At the end of each fiscal year, the Treasurer shall have IAC accounts and financial statement showing income, expenses, assets, liabilities, and net worth. The treasurer shall post this statement on IAC bulletin Board.

8.6.6 Quarterly statements of income and expenses shall be prepared.

8.6.7 The Treasurer shall hand over all the accounts and books of IAC in the Board meeting to the incoming Treasurer at the end of the term or upon leaving the office.

8.7 Director of Education

8.7.1 The Director of education shall be a liaison between Board and IAC schools, institutions, and other educational projects.

8.7.2 The Director of Education shall be a current Board member and shall be responsible for developing educational policies, programs, monitoring the quality of education along with the school principal and school staff.

8.7.3 The Director of Education shall apprise the Board in understanding the various resolutions and reports of Schools, Institutions, and Projects.

8.7.4 The Director of Education shall be responsible for representing IAC in other organizations that offers educational forums.

8.7.5 The Director of Education will submit the annual budget of the school for approval of the Board (Board of Directors).

8.7.6 The Director of Education will delineate the responsibilities of the members of the Education Committee.

8.8 Committees and Sub-committees

8.8.1 Committees and sub-committees may be established or dissolved by the Board on as need basis. The responsibilities of all committees and sub-committees shall be within the framework of this constitution. No committee or sub-committee shall have the authority to take any action outside the scope delegated to it by the Board.

8.8.2 All committees shall be composed of at least three individuals including one Board member. All sub-committees shall work under the guidance of the Board and respective committee.

8.9 The Member

8.9.1 It is the duty of all members of IAC to safeguard IAC assets and facilities.

8.9.2 All members of IAC shall observe Islamic Code of Conduct, during the meeting, inside the facilities, and outside the facilities.

ARTICLE 9: FINANCES

- 9.1 The Board shall maintain a non-interest bearing account of IAC at a local bank in Texas.
- 9.2 Separate accounts shall be maintained for separate financial activities.
- 9.3 The Board shall appoint a certified public accountant (CPA) to audit IAC accounts annually.
- 9.4 The Board shall open and operate accounts to allow schools, institutes, and committees for defined purposes.

ARTICLE 10: MEETINGS AND QUORUMS

- 10.1 The Board shall call an Annual General Body meeting of IAC during the month of December. The notification of the meeting shall be posted on IAC's web site and sent to all members and community at large along with the venue, date, and time.
- 10.2 The President shall chair the meeting or shall assign a Board member to conduct meeting.
- 10.3 In the absence of the President, the Vice President shall chair the meeting and the Vice-President shall present the President's Report and deliver the concluding remarks.
- 10.4 The agenda of the meeting shall be the following:
 - 10.4.1 Recitation of Holy Qur'an.
 - 10.4.2 The President's Report.
 - 10.4.3 The Secretary's Report
 - 10.4.4 The Director of School's Report.
 - 10.4.5 The Financial Report by the Treasurer.
 - 10.4.6 Next Year's budget by the Treasurer.
 - 10.4.7 Comments, Question, Answers, and Acceptance of the above reports.
 - 10.4.8 Concluding Remarks by the President.
 - 10.4.9 Dua (Supplication).
 - 10.4.10 All members and community members are allowed to attend the meeting.
- 10.5 The Board shall call a Special General Body meeting if:
 - 10.5.1 Fifty one percent current members sign a petition for discussing and voting on a written resolution
 - 10.5.2 They have agreed to present the issue to the General Body and written resolution has been prepared.
 - 10.5.3 The President shall chair the meeting and the agenda of the meeting shall be:
 - a) Recitation of Holy Qur'an
 - b) Introduction of the resolution.
 - c) Presentation and seconding of the resolution.
 - d) Open short speeches or comments. The President shall allow minimum one hour for the discussion.
 - e) Voting and declaration of the results
 - f) Dua. (supplication)
- 10.6 Quorum
 - 10.6.1 One third (1/3) of the active members shall constitute the quorum for the General Body.
 - 10.6.2 Meetings adjourned for lack of quorum must be reconvened within a reasonable time, not exceeding more than thirty (30) days.
 - 10.6.3 A reconvened meeting does not require a quorum. No written notification of such meeting is required. However, the place, date, and time for the reconvened meeting shall be determined before the adjournment of the meeting. The information must be available and posted to all members.

ARTICLE 11: DISSOLUTION OF IAC

- 11.1 At least 95% of current members of IAC shall request the Board in writing to call for a meeting to dissolve IAC. The Board shall call for a meeting within eight weeks from the requested date. At least (95%) of the members must be present and two third (2/3) majority votes are required to pass the resolution to dissolve the IAC.
- 11.2 Upon dissolution of the IAC, the outgoing General Body will dispose off all assets of IAC, and make provisions for the payment of all liabilities of IAC. In order to keep all the remaining assets locally where the members at large may benefit, the disposal of assets will be made to another Islamic Association or NAIT (North American Islamic Trust) which will, at that time, qualify as an exempt organization under Section 501 © (3) of the Internal Revenue Code of 1954, as now in force or afterwards amended.

ARTICLE 12: AMENDMENTS

- 12.1 Article 2 of this constitution shall not be amended.
- 12.2 Other section(s) of this constitution may be altered, changed, or amended at a special General Body meeting specifically called for this purpose. Four (4) weeks of written notice and an agenda including the text of the proposed constitutional provision as well as the text of any existing provisions proposed to be altered, amended, or repealed, must be made available to the members of IAC. The Annual Meeting of the General Body may also be utilized for this purpose provided that the members are notified in advance.
- 12.3 At least two third (2/3) of the General body members constitutes the quorum for an amendment to the constitution. More than two-third (2/3) of the members present at that meeting are required to adopt any amendments to the Constitution of IAC.

Example:

Assume there are ninety-nine (99) members of IAC who are in good standing to participate in the constitution amendment meeting. Then at least sixty-six (66) members are required for the proposed constitutional amendments. Of these sixty-six (66) members a minimum of forty-five (45) member would be required to vote in favor of the proposed amendment for it to pass.

- 12.5 The Constitution Committee appointed by the Board of directors will review the proposed written amendments. The committee will provide written recommendations to the General Body.
- 12.6 The original text of the constitution shall not be altered with the adopted amendments and shall be left in its original form.
- 12.7 All amendments adopted shall be signed by the Board members, notarized and attached to the original document.
- 12.8 The adopted amendment shall reference the proper Article number or sub-section and will be made part of this constitution.

ARTICLE: 13 RECOMMENDATIONS

- 13.1 For the purpose of creating a greater program for the improvement of the Islamic education or education related issues, IAC should co-ordinate with other Islamic Organizations in matters of policy and larger interest of the Muslim community.
- 13.2 For the purposes of determining the dates of Eid-ul-Fitr, Eid-ul-Adha and the declaration of Ramadan and to keep the unity of Muslims in DFW metroplex, IAC will coordinate with Islamic Associations around the metroplex and nationally with Fiqh Council. No decision should be based on international criteria.

ARTICLE 14: MEDIATION AND ARBITRATION

- 14.1 Any dispute between the individual members of the Association or the members of the Board, related to any matters of the Association and not resolved by the Board, will be referred to General Body
- 14.2 The decision of the Board of directors will be final and binding, unless formally petitioned by the majority of the eligible members of the General Body. At that time the matter may be resolved by two third (2/3) majority of the General Body or the Board of directors may refer it to an outside Arbitration Committee.
- 14.3 Any irresolvable dispute among the Board members, related to the affairs of the IAC, shall be referred by the President to the General Body prior to seeking outside Arbitration
- 14.4 The Board of directors may, from time to time, form an outside Arbitration Committee to resolve issues, if the majority of the Board deems it necessary.
- 14.5 The Arbitration Committee will consist of either three (3) or five (5) members and it will have one (1) member selected by the Board of directors from the IAC General Body plus either two (2) or four (4) members selected from the circles of Imams or Chairmen of the Board of Trustees or the Board or the Executive Committee or the Board of Directors of the Masajid or Islamic Centers of the Dallas-Fort Worth Metropolitan area.
- 14.6 The Arbitration Committee may solicit assistance from other National Muslim organizations, if deemed necessary.
- 14.7 The Arbitration Committee will have the final and binding authority to impose its decision and corrective actions, as it deems fair. When the Arbitration Committee renders such decisions, they will be deemed final and binding to all voting and non-voting members of the Association.
- 14.8 The members of the Board of directors or the Arbitration Committee will not be individually liable for their collective decisions and actions.

ARTICLES 15: THE IMAM

- 15.1 The Imam will be appointed by the Board and will be directly responsible to the Board for all religious matters. He will be known as the Resident Imam.
- 15.2 He will be the Chairman of the Religious and Dawa Committee.
- 15.3 He will act as a liaison between the IAC and other religious organizations, both locally and nationally on religious matters.
- 15.4 Imam will be a consultant and advisor to the Board on all religious matters.
- 15.5 The Board shall review his salary annually and make appropriate adjustments as warranted.
- 15.6 The Imam must be a qualified individual, must be of male gender, must belong to Sunni sect, he should be either a USA citizen or have legal permit to work in USA. He must be a graduate of a recognized Islamic institute in USA or abroad with sufficient credentials and has the knowledge of Fiqh and teachings of the last prophet Mohammed (SAW).
- 15.7 Imam shall be fluent both in Arabic and English languages.
- 15.8 The Board in consultation with the Imam shall provide names of at least three individuals who will lead the five daily prayers in the absence of the Imam.

CERTIFICATION:

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

Through this article, we the presently appointed member of the Board of Directors attest our signatures as witnesses and Allah (SWT) is the greatest of all witnesses, that this document (Constitution of IAC) which consists of fifteen (15) articles presented to the General Body for approval.

This constitution was unanimously approved by the General body of IAC on Sunday, January 29, 2006. This constitution supersedes and nullifies all previous constitution/bylaws that may have been issued by the IAC.

Signatures:

ARIF DURANI

AZIR UDDIN AHMED

AZHAR AZEEZ

SHAHZAD AHMED

EMAD ALKUL

KASHIF SAEED

AMER SHAKIL

Notary Public:

Subscribed and sworn to before me this _____ day of _____ 20 ____ in the State of _____
in the County of _____

(Printed or typed name of notary officer) Notary expires on _____

(Signature of notary officer) (Seal of notary officer)

Administrative structure of Islamic Association of Carrollton
(Example)

