

**Constitution of**  
**Islamic Center of Quad Cities**  
**(ICQC)**

# **PREAMBLE**

Whereas, we the members of the Islamic Center of Quad Cities recognize Islam as a total way of life based on the Qur'an and the Sunnah (words, practices and affirmations) of the last Prophet and Messenger Muhammad, (peace and blessings of Allah be upon him), henceforth referred to as the Sunnah, and have pledged to endeavor practicing it as such, do hereby adopt and give ourselves this constitution and pledge to abide by its provisions, insha'Allah (God willing).

These By-laws (referred to as the "Constitution") govern the affairs of the Islamic Center of Quad Cities, Texas, a nonprofit organization organized under the Texas Nonprofit Corporation Act.

## **ARTICLE I**

### **1. Name and Address**

- 1.1 The name of this organization shall be Islamic Center of Quad Cities, henceforth referred to as ICQC.
- 1.2 The principal office of ICQC shall be located at the physical address of the current or future premises of ICQC.
- 1.3 All the assets of ICQC shall be utilized to provide the maximum benefit to its members in particular and the Muslim community in general.
- 1.4 The acquisition, operation and maintenance of all assets of ICQC shall be the responsibility of its Board of Directors.

# ARTICLE 2

## 2. Purpose and Objectives

2.1. ICQC has been formed exclusively for religious, charitable, and educational purposes.

2.2 All the activities of ICQC shall be in accordance with the Qur'an and Sunnah as understood by the scholars of Ahlus-Sunnah-wa-al-Jam'aah and as codified by its well-known schools of jurisprudence.

2.3. To ensure harmony and to prevent any conflicts or feelings of ill-will amongst them, all members of ICQC, volunteers and employees responsible for its religious affairs will declare and adhere to the following:

- a. That there is none worthy of worship except Allah and that Muhammad (Sallallahu `Alayhi wa Sallam) son of Abdullah son of Abdul Muttalib, who was born in the city of Makkah in Arabia, in 570 CE, is his last Prophet and final Messenger and that 'Eesaa (Jesus) ('Alayhis Salaam) son of Mary was a Messenger of Allah and he was neither killed nor crucified but rather he was raised by Allah to himself and will be sent back to earth again before the Day of Judgement.
- b. Respect all the Companions of the Prophet Muhammad (Sallallahu `Alayhi wa Sallam) and his family,
- c. That they not subscribe to any belief that is contrary to article 2, such as attributing the characteristics of Allah and his qualities to other than Allah, ascribing physical form to Allah Ta'ala (anthropomorphism) or any other belief that has been rejected by the overwhelming majority of the scholars of Ahlus-Sunnah wa-al-Jam'aah.
- d. That anyone who has declared himself as a Prophet or Messenger after the Prophet Mohammad (Sallallahu `Alayhi wa Sallam), is not a Muslim.

2.4. In addition to the above, all candidates for the Board positions should be upright individuals in the community who follow the Shari'ah in their daily lives and are not known to habitually indulge in acts that are clearly prohibited in Islam by consensus of the scholars of all schools of jurisprudence.

2.5. ICQC shall conduct social and religious activities aimed at preserving Islamic values and traditions, and shall strive to provide an environment for Muslims that strengthens their Islamic beliefs and engages them in Islamic activities. To fulfil these objectives, ICQC shall strive to establish mosques, schools, libraries and other institutions of Islamic education and may also establish funeral facilities, cemeteries, community centers, childcare centers, health centers and other such facilities as needed by the communities it serves.

2.6. ICQC shall strive to promote good relations and understanding between Muslims and non-Muslims and shall strive to propagate Islam.

2.7. ICQC shall work with other Muslim communities and organizations pursuing similar objectives and shall foster coordination, communication and cooperation among such organizations.

2.8. ICQC shall collect and distribute charities such as Zakaat-ul-Maal, Zakaat-ul-Fitr, Sadaqah and Kaffarah and other donations in accordance with the Qur'an and Sunnah.

2.9. None of the articles in this section can be deleted or made inoperable by any amendments to this Constitution.

## **ARTICLE 3**

### **3. Organization**

3.1. ICQC shall be organized as follows:

#### **3.2. The General Body**

The General Body shall consist of all currently registered members of ICQC in accordance with Article 5. The General Body is the final authority of ICQC and its decisions are final, as long as they are in accordance with the Qur'an and the Sunnah, as understood in the light of Article 2.

#### **3.3. The Board of Directors (henceforth referred to as the Board)**

The Board shall be composed of seven (7) elected members including the Ameer (President), Treasurer and General Secretary. The Board shall be ultimately responsible for the daily affairs of ICQC. The Board may appoint committees and subcommittees in order to accomplish the goals and objectives of ICQC as laid down in Article 2.

3.4. In the future, based on need, the Board (Board of Directors) can be extended to nine (9) elected members including the Ameer. This decision of extending the Board to nine (9) members may ONLY be decided by the existing Board. Once approved, the election commission will add an additional two members in the next scheduled election.

3.5. Extending to more than nine (9) Board members shall ONLY be achieved via an amendment to the constitution, as long as it is an odd number.

## **ARTICLE 4**

### **4. General Rules**

The following general rules are applicable to any and all organs of ICQC. They also apply to all committees, subcommittees, members, non-members, guests, employees, and contractors of ICQC.

4.1. The Board may accept, on behalf of ICQC, any property, whether real and/or personal by way of gift, bequest from any person, firm, trust, or corporation; such property is to be held, administered, and disposed of in accordance with and pursuant to the provisions of this document. However, no gift or bequest of any such property shall be received or accepted if it is conditioned or limited in such a manner as to require the disposition of the property or any income derived from that property for any purpose other than the those set forth in Article 2. hereof, or in violation of any local, state and federal laws. Any material or financial support shall not be accepted from illegal or outlawed organizations or individuals.

4.2. ICQC shall carry liability insurance. Board members are not individually or collectively liable for all legal actions taken in pursuance of their duties and responsibilities as Board members of ICQC. If needed, ICQC shall purchase adequate Directors and Officers Insurance policy to protect Board members against frivolous lawsuits.

4.3. Board members shall not receive salaries, remuneration, compensation, or wages for their services to ICQC. To avoid any conflict of interest, Board members shall not do business with or participate in any competitive bidding to render any paid sureties to ICQC, unless overridden by a majority vote of the General Body.

4.4. All original legal documents (such as formation documents, bylaws, minutes of General Body meetings and election results, contracts and covenants worth more than \$25,000) of ICQC shall be kept in a fire-proof safe on the premises of ICQC. The Board shall have access to this box at all times. All other documents will be maintained in secure electronic format by the Secretary and/or the Treasurer and access to them granted to members of the Board, upon request. Such documents shall be available to the registered members for general viewing within fifteen business days of the written request. The Board may restrict disclosure of certain personal information.

4.5. ICQC's official medium of communication shall be English.

4.6. The relationship between ICQC and other organizations pursuing similar objectives as specified in article 2 shall be governed by a Memorandum of Understanding (MOU). Such a MOU shall be signed by the authorized representatives of both organizations and implemented thereafter. The purpose of such MOUs is to allow the members of each organization to enjoy the benefits of the other organization without becoming a member of that organization. However, such benefits shall not include voting rights.

4.7. All members shall observe a dignified code of conduct and ethics in all proceedings, meetings and activities of ICQC. The code of conduct shall be framed by the Imam in

consultation with the Board and displayed on the noticeboard.

4.8. Any legal action against ICQC can only be filed in the courts of Collin County, Texas.

4.9. For the purpose of Eid-ul-Fitr, Eid-ul-Adha and the declaration of the beginning of Ramadan and other months, ICQC shall follow the principle of naked eye moonsighting that is consistent with generally agreed upon scientific models of crescent visibility. However, sighting reports from areas beyond the Pacific Time zone will not be considered.

4.10. The Board may appoint a Constitution committee to interpret the articles, sections and clauses of this Constitution to further clarify the purpose and intent and recommend necessary amendments as needed. It is strongly recommended that at least one member of the original Constitution Committee, if available, be included in this committee because of prior knowledge of the purpose and intent of any clause.

4.11. Dispute Resolution: In any dispute between persons concerning activities of ICQC, all parties involved shall cooperate in good faith to resolve the dispute. If the parties cannot resolve the dispute between themselves, ICQC members can bring the concern or complaint in writing to the Board. The Board shall acknowledge such complaint, in writing, within 15 business days and may try to resolve the dispute if they deem fit. The Board may advise the Ameer to form a Grievance Committee, which will consist of three members of the Board (excluding the person against whom the complaint is brought and the complainant). This committee will try to conduct a reasonable investigation of the issue in 90 days and then will present their findings to the Board in the next scheduled meeting. The Board will then make a final decision on the matter.

4.12 Board disputes: If there is a dispute between Board members, the Ameer in consultation with the Imam will try to resolve the dispute amicably within 60 days of receiving the complaint. However, if the dispute cannot be resolved within the Board, the Ameer shall then invite NTIC (North Texas Islamic Council) to intervene and arbitrate the matter and their decision will be binding on all parties.

4.13. Any books including copies of the Quran must be verified by the ICQC Imam and/or Resident Scholar and the Board before placing them on the Masjid bookshelves. Verified books shall be stamped and dated as evidence of approval. Any books found on the shelves that have not been verified by ICQC Imam and/or Resident Scholar will be removed at the discretion of the Board.

## **ARTICLE 5**

### **5. Membership**

5.1. ICQC membership is open to all who fulfill all of the following conditions:

a. Who profess the beliefs and accept the purpose and objectives of ICQC as set forth in Article 2 above.

b. Reside within a 4-mile radius of the current or any previous ICQC premises.

Note: As long as some part of the development or apartment complex lies within this radius, the entire development or apartment complex will be considered to lie within it.

c. Are 18 years or above of age.

d. Duly register themselves by filling the membership form and submitting it to ICQC.

e. Their membership application is found to be valid and accepted by ICQC.

5.2. Only registered members are eligible to participate in ICQC elections and participate in the proceedings of the General Body. Dependents over eighteen (18) years of age must register separately.

5.3 ICQC membership will need to be verified every election year and the Board shall begin the verification process at the beginning of June and publish the verified list by the beginning of July. This will not apply to the first election.

## **ARTICLE 6**

### **6. Elections**

6.1. An Election Commissioner shall be appointed by the Board ninety (90) days before Election Day. The Election Commissioner shall be a currently registered member of ICQC, who is not a member of the Board. The Election Commissioner shall choose at least two current members who are not part of the Board to serve on the commission to assist in the Election process. The requirement of ninety days will not apply to the first election.

6.2. Only those members who have submitted their registration to ICQC at least six (6) months prior to the Election Day and their name appears on the membership list of ICQC published in July of that year, shall be allowed to vote. Proof of residency shall be required at the time of casting the vote. For the first election, the requirement of registration at least six months prior to the election, shall not apply.

6.3. Elections shall be conducted at the end of the current Board's term on the first Sunday of December and newly elected officials shall take the oath of office after Zuhar (afternoon) prayer on the Sunday after the first Monday in January.

6.4. All voting will only be in-person

**6.6. Election commission shall adopt the following procedure:**

6.6.1. Seek nominations for Ameer and Board members at least 60 days prior to the Election Day.

6.6.2. Nominations may be submitted only by current ICQC members. A nomination needs to be approved by the candidate being nominated, for it to be deemed acceptable.

6.6.3. Announce the list of qualified candidates for respective offices at least 30 days prior to the election and provide a week for any candidate to withdraw their name from consideration.

6.6.4. Publish the final list of candidates three (3) weeks prior to Election Day.

6.6.5. Provide an opportunity for early voting to those who may not be able to vote on Election Day. Early voting shall begin after the final list is announced and shall end one week before Election Day.

6.6.6. Counting of all the ballots shall be done by the election commission in the presence of the candidates or one of their representatives and the members of the current Shura.

6.6.7. Election results shall be announced and documented by the Election commission in a timely manner, preferably the same day.

6.6.8. All election ballots and records shall be maintained by the Board for a period of at least four years.

6.6.9. If the conditions on election day warrant postponing the election due to reasons beyond the control of the election committee (such as 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 Sunday till the election is held.

Note: For the first election, the above timeframes will not apply, however nominations will need to be received by 8:30 p.m. November 15, 2021 and the first election shall happen in December, 2021.

## **6.7. Term of office bearers and term limits**

6.7.1. The term of the Board including Ameer, shall be two years.

6.7.2. All Board members including the Ameer can only serve two consecutive full 2-year terms and a maximum of 3 full terms during their life-time.

6.7.3. Any vacancy of an elected office shall be filled in accordance with article 6.7.5. The term of the vacant position that is so filled shall be for the unexpired term only.



6.7.4. The Secretary and Treasurer shall be nominated for the remaining term by the Ameer from the elected Board members.

6.7.5. The most recent election results shall be used to fill a Board member vacancy other than that of the Ameer. The person with the highest number of votes who was not elected shall be offered the vacant position. If such a person is not available or declines the position, then the individual with the next highest number of votes shall be offered the vacant position. The above procedure shall be repeated until the vacant position is filled. If the vacant position is not filled through this process, then the Board is authorized to fill the vacant position by majority vote, within 30 days through an appointment, provided that the remaining term is less than twelve (12) months. If the remaining term is twelve months or more, then the vacancy will be filled via a special election, following the procedure laid out in Section 6.6

6.7.6 If the Ameer position falls vacant in the middle of the term, it will be offered to the person who has received the highest number of votes in the current Board, if it is declined, then the person with the next highest number of votes will be offered the position, till one of the members of the Board accepts. If no one accepts the position and more than twelve (12) months are left in the current term then a special election will be held for the Ameer in accordance with Section 6.4 above and the Secretary shall serve as the interim Ameer, till a new Ameer is elected. However, if less than twelve months are left in the current term and no one in the Shura is willing to accept the position of the Ameer, then the Secretary shall be appointed the interim Ameer and his position in the Board will be filled following the process outlined in 6.7.5 above.

6.7.7. If the entire Board including the Ameer resigns, the last election commission shall take charge of the responsibilities of the Board and carry out the affairs of ICQC until a new Ameer and Board are elected in accordance with article 6.7. The chair of the election commission or if unavailable then one of the deputy election commissioners shall act as interim Ameer until a new Ameer is elected.

6.7.8. The current term of the non-elected Board shall not be counted for the purpose of term-limits.

## **ARTICLE 7**

### **7. Qualifications for Office Bearers**

7.1. All candidates for the Board positions should be upright individuals in the community who follow the Shari'ah in their daily lives and are not known to habitually indulge in acts that are clearly prohibited in Islam by consensus of the scholars of all schools of jurisprudence. Further, they should be attendees of congregational prayers at ICQC.

7.2. All candidates for the Board should be current members of ICQC and must have held membership for at least one year. This does not apply to the first election.

7.3. All candidates for the office of Ameer or the Board must be legal permanent residents or citizens of USA and can provide necessary documentation, when requested.

7.4 All candidates for Ameer must fulfill the minimum requirements for leading all congregational worship (Salaat).

7.5. Any candidate for the office of Ameer must have served as an ICQC Board member for at least one term or as a Board member in any other Masjid in USA and can provide references for it.

If no such candidate is found then other candidates who fulfill all other conditions in Article 7 shall be accepted. This clause will not apply to the first election.

7.6. All ICQC Board members including the Ameer shall not hold or accept any position such as Chairman, Chairman-Elect, President, and President-Elect, Vice President, Treasurer, or a member of the Board of Directors in any other Masjid during their term in office. All candidates for the Ameer and Board positions shall disclose if they are holding a position such as Chairman, President or Board member or a committee member in any Masjid or any other non-profit organization. If at any time there is a conflict of interest involving any Board member due to their position in another non-profit organization, such Board member will be required to recuse themselves from the decision-making process.

7.7. All Board members including the Ameer, the Imam, Resident Scholars, Directors, employees, and volunteers must agree to allow ICQC to conduct a complete background check and must have a clean record. This background check may be run every five (5) years for any person currently holding the above-mentioned positions.

## **ARTICLE 8**

### **8. Responsibilities**

#### **8.1. The General Body**

8.1.1. The General Body elects all the members of the Governing Bodies and authorizes them to administer affairs of ICQC in accordance with this constitution.

8.1.2. Any no confidence vote against an elected member must be approved by a 2/3<sup>rd</sup> majority of the General Body present at the meeting after satisfying the quorum requirements as provided in Article 10.

8.1.3. Liquidation of any assets in excess of \$100,000 (One Hundred Thousand dollars) must

be approved by the General Body by a simple majority of those present, as long as a quorum is met.

## **8.2. The Board of Directors**

8.2.1. The Board shall be responsible for providing policy guidelines for programs and activities of ICQC.

8.2.2. The Board shall strive for all decisions through full consensus; however, the majority vote of the Board shall always prevail as long as it does not violate the Islamic principles and guidelines as articulated in Article 2 of this constitution.

8.2.3. The Board shall meet at least once a month. Minutes of these meetings shall be maintained and be available to the registered members for review within fifteen (15) working days after the meeting.

8.2.4. The Board shall maintain all records and documents of ICQC, including but not limited to, formation documents, deeds of trust, leases and marriages performed by ICQC officials.

8.2.5. The Board shall be responsible for all financial activities, including but not limited to, fund-raising, collection and disbursement of charity and other donations.

8.2.6. The Board may hire or terminate employee(s) of ICQC as required to efficiently run the operations of ICQC on such terms and conditions as the Board deems fit. The specific scenario of the hiring and termination (not renewal of the contract) of the Imam requires two-thirds (2/3) of the Board to approve.

8.2.7. The Board shall be authorized to obtain bids, execute and award contracts. Any contract work or purchases with a cumulative value of more than ten thousand Dollars (\$10,000) shall require at least three bids.

8.2.8. Any Board member who is absent for three consecutive meetings may be asked by the Board to justify their absence and may be considered for dismissal from the Board.

8.2.9. The first Board in the history of Islamic Center of Quad Cities (ICQC) shall consist of unelected founding members.

## **8.3. Ameer**

8.3.1. The Ameer shall conduct and preside over all meetings of the General Body and Board.

8.3.2. The Ameer shall present an Annual Report to the General Body.

8.3.3. The Ameer shall sign all documents on behalf of the Board.

8.3.4. The Ameer shall implement all decisions made by the Board.

8.3.5. The Ameer may execute any deeds, contracts, or other instruments that the General Body has authorized.

8.3.6. In the absence of the Ameer all the above activities in article 8.3 can be executed by a designee of the Ameer, from amongst the Board.

8.3.7. The Ameer shall seek the advice and opinion of the ICQC Imam and/or resident scholar on all religious matters. Under extraordinary circumstances, he may seek the advice or opinion of other religious scholars from the local area who adhere to the beliefs outlined in Article 2 of this constitution. If the opinion(s) received differs from the Imam, then the differing opinion will be adopted only if at least a two-thirds majority of the Shura supports it.

## **8.4. Treasurer**

8.4.1. The President/Ameer shall appoint one of the Board members as Treasurer.

8.4.2. The Treasurer shall be responsible for all financial transactions, financial reports and tax filings. Any transaction worth more than \$5,000.00 will need formal approval from the Board. Recurring monthly expenditures will need approval once every twelve months.

8.4.3. The Treasurer shall receive and issue receipts in a timely manner for money donated or paid to ICQC from any source provided the receipts and payments are consistent with Article 2. Receipts issued for non-cash items shall not exceed the fair market value of the item donated. Receipts for cash donations shall only be issued upon request if the donation is made in-person to an ICQC representative.

8.4.4. The Treasurer shall write checks, and distribute funds to discharge obligations of ICQC. Any checks greater than \$7,500 (Seven Thousand and Five Hundred Dollars) shall require the signatures of both the Treasurer and the Ameer. For non-check transactions such as electronic transfers greater than \$7,500 (Seven Thousand and Five Hundred Dollars) a written approval from both the Treasurer and the Ameer will be needed.

8.4.5. The Treasurer shall maintain the financial books and records of ICQC and keep separate ledgers for Sadaqah, Zakat, Zakat ul Fitr, and donations for any special projects.

8.4.6. The fiscal year of ICQC shall begin on the first day of January and end on the last day of December in each year. At the end of the fiscal year, the Treasurer shall ensure that the annual financial report is prepared and published on the ICQC bulletin board before the end of January of the new year.

8.4.7. The Treasurer shall also ensure that a quarterly statement of income and expenses is published on the ICQC noticeboard, no later than the end of the month of the new quarter.

8.4.8. The Treasurer shall hand over all the accounts and books of ICQC in the presence of at least two Board members, to the succeeding Treasurer at the end of the term or upon leaving office.

## **8.5. Secretary**

8.5.1. The President/Ameer shall appoint one of the Board members as the Secretary.

8.5.2. The Secretary shall prepare the General Board meeting agenda and the Board meeting agenda in consultation with the Ameer and the Board.

8.5.4. The Secretary shall document the minutes of General Body and Board meetings and circulate the minutes in a timely manner, no later than ten business days of the meeting.

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

8.5.6.1. Approval of the minutes of the previous meeting.

8.5.6.2. Any issues or concerns raised by the various committees or any member.

8.5.6.3. Action item updates from the previous meetings.

## **8.6 Committees and sub-Committees**

8.6.1. Committees and subcommittees may be established or dissolved by the Board as needed, to conduct the various activities of ICQC. The responsibilities of all committees shall be within the framework of this Constitution. No Committee shall have authority to take any action outside the scope of authority delegated to it by the Board. All committees shall be composed of at least three members including the Chairperson and may have a Board member serve as a liaison between the committee and the Board. It is recommended that all members of committees and subcommittees be registered members of ICQC. Non-members may join committees or sub-committees as long as they fulfil the requirements of Article 2. This requirement may be waived by the Shura for special events.

## **8.7. Imam**

8.7.1. The Imam is the spiritual leader of the community and the belief of the Imam should conform to the beliefs of Ahlus-Sunnah-wal-Jam'aah as outlined in Article 2.

8.7.2. The Imam shall possess strong knowledge of the Qur'an and Sunnah. He shall preferably be a Hafiz of the Qur'an and be fluent in the English language. He shall also be fluent in the recitation of the Qur'an with Tajweed, understand Arabic and preferably be able to converse in Arabic.

8.7.3. The Imam must lead assigned prayers on time.

8.7.4. The Imam shall perform by himself, or through his designee (approved by the Board) all religious rituals, ceremonies, and duties, including but not limited to, leading the daily prayers, Jum'ah prayer, Taraweeh prayer in Ramadan, Eid prayers, funeral prayers, marriages, or any other duties pertinent to the office of Imam.

8.7.5 The Imam will arrange training on Islamic leadership for new Shura members.

## **8.8. Selection of Imam**

8.8.1. The Board shall appoint an Imam search committee consisting of at least five registered members for the selection of an Imam and who shall make final recommendations to the Board. This committee shall consist of people like the ex-Ameer (if available) and respected community members knowledgeable in the Qur'an and Sunnah.

8.8.2. This committee shall seek applications for the position of Imam, make announcements, and may advertise for the position, contact Islamic organizations to invite applications, scrutinize the applications using at a minimum the criteria established in Article 8.7. The committee shall separately invite a minimum of three (3) prospective candidates to provide them a chance to interact with the community in the Masjid through lectures, Jumu'ah Khutbaat and informal gatherings.

8.8.3. The Board, in consultation with the Imam search committee, shall make the final determination regarding the candidate to hire, and shall extend a written offer letter to the prospective Imam.

8.8.4. If chosen candidate does not accept the position; the Imam Search Committee will propose the next best candidate and follow the procedure outlined in 8.8.3 above.

## **8.9 Members**

8.9.1 Individual Board members, registered members and attendees of ICQC shall safeguard ICQC's assets and facilities.

8.9.2 Each member/attendee of ICQC shall observe proper decorum in dealing with each other and respect the decisions of the Board and other officials of ICQC. The sanctity of the prayer hall and other facilities shall be observed at all times and no activity that goes against the Qur'an and Sunnah will be permitted within them.

8.9.3 If any member/attendee is found in violation of ICQC policies or violating norms of decent behavior or disturbing the peace and harmony of the Masjid or using foul language or threats of physical violence or abusing ICQC assets, the Board may take appropriate

disciplinary action against such an individual or group.

## **ARTICLE 9**

### **9. Finances**

9.1 The Board shall maintain a non-interest-bearing account of ICQC. This account shall be operated under the signatures of the Ameer and Treasurer.

9.2 The Board shall appoint or hire a certified public accountant (CPA) to audit ICQC's accounts at the end of every financial year.

## **ARTICLE 10**

### **10. Meetings and Quorum**

10.1 All meetings shall start with praise of Allah and end with a Du'aa (supplication). The meetings shall be conducted in accordance with proper etiquettes and decorum. All parties shall respect each other's rights and obligations and any dispute shall be resolved in accordance with the arbitration procedure outlined in articles 4.11 and 4.12

10.2. Annual General Body meeting:

There shall be an annual General Body meeting of ICQC at its premises or at an appropriate place determined by the Board to be held on the second Sunday of December each year. The purpose of this meeting is to disseminate information to the community. This meeting shall be held after Zohar (afternoon) prayer and shall be chaired by the Ameer. In the absence of the Ameer, a Board member designated by the Ameer shall conduct the meeting. The following activities shall be conducted at this meeting:

10.2.1 The Annual Report including the financial status shall be presented by the Ameer or his designee.

10.2.2 Next year's budget shall be presented.

10.2.3 No quorum is required and no approval of any issue is required at this meeting.

10.2.4 Non-members may attend the General Body meetings as observers.

10.3. **Notification of Meetings:**

All registered members will be notified of the time, date and place of the General Body meeting by the best means of communication possible. The notice of the meeting shall also be displayed on the noticeboard and on the ICQC website and announced at Jumu'ah and at regular prayers,

so as to reach the most members of the community.

**10.4. Special Meeting:** The Ameer shall call for a special General Body meeting, if:

a) requested by 30% of registered members via a written petition that includes the reason(s) why such a meeting is being requested.

or

b) through a resolution passed in the Board meeting.

## **10.5 Quorum**

10.5.1. For a seven-member Board the quorum will be a minimum of 5 members. If and when the Board is expanded, the quorum shall be a majority of the board.

10.5.2. Twenty percent (20%) of registered members shall constitute the quorum for a General Body meeting, except if stated otherwise. Meetings adjourned for lack of quorum must be reconvened within a reasonable time, not exceeding thirty (30) days.

10.5.3. The time, date and place for the reconvened meeting shall be determined before adjournment and posted on the Masjid bulletin board, on the ICQC website, announced at Jumu'ah and other prayers and publicized via other means.

10.5.4. If the second meeting is adjourned due to lack of quorum, then the matter(s) for which the General Body was being convened, shall be decided by the Board with a two-thirds (2/3) majority. This does not apply to amendments to the Constitution, which can only be done via the process outline in Article 11.

10.5.5. A majority quorum vote is required to adopt any resolutions at the General Body meetings, unless stated otherwise. In case of a tie the matter will be decided by the Board.

Note: Quorum requirements should be met, whenever a vote is taken.

# **ARTICLE 11**

## **11. Amendments**

11.1. No part of Article 2 can be amended or made inoperable; however, the General Body may adopt resolutions to add additional clauses to Article 2. Such clauses can only be used to specify the beliefs of Ahlus-Sunnah-wal-Jam'aah and will need the approval of a majority of scholars in the local area, before they are adopted by the General Body.

11.2. 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 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 registered members of ICQC. The annual meeting of the General Body may also be utilized for this purpose provided that the registered members are notified in advance as stated above and the quorum required for amending the constitution, is met.

11.3. Thirty percent (30%) of the registered members constitute the quorum for an amendment to the constitution. At least a two-thirds (2/3) majority vote of members present at the General Body meeting is required to adopt any amendments to the constitution of ICQC and the quorum requirements should be met at the time of the vote.

11.4. The amendment process may be initiated either by the Board or by a petition containing the amendments that has been signed by thirty percent (30%) of the currently registered members, that is submitted to the Board.

11.5. The proposed written amendments shall be reviewed by a Constitution Committee appointed by the Board. The recommendation of this committee shall be made to the General Body in writing, at least a week before the meeting, by posting them on the Masjid bulletin board and disseminating them to the membership via other means.

11.6. The Constitution must be reviewed every four (4) years by a constitution committee appointed by the Board (Ref. Article 4.10) in order to adopt any changes if needed

11.7. This Constitution shall not be altered with the adopted amendments and shall be left in its original form. All amendments adopted shall be attached to this original document. The adopted amendment shall reference the proper Article number or sub-section and shall be made part of this Constitution.

11.8. Dissolution: If the circumstances so warrant, either the Board or 51% of currently registered members of ICQC may propose a dissolution of the organization in writing. On receipt of such a proposal, the Board shall call for a special General Body meeting within eight weeks and follow the processes outlined above for publicizing the meeting. At least 51 % of the currently registered members are required to be present during this meeting and when the resolution for dissolution is voted upon. The dissolution resolution must be adopted by at least a two thirds (2/3) majority of those present.

11.9. Upon dissolution, all assets of ICQC will first be used to pay any outstanding liabilities and the remaining assets shall be transferred to a local tax-exempt Islamic organization that is organized and operated for religious, charitable or educational purposes and its purpose and objectives agree broadly with the aims and purposes of ICQC, as outlined in Article 2.

Note: Any premises owned by ICQC that is being used as a Masjid, will not be liquidated, instead, its ownership will be transferred as described above.



## CERTIFICATION

Praise be to Allah the Most Gracious, the Most Merciful, O Allah pardon us and forgive us, if we have transgressed your bounds, guide us to the straight path, the path of those on whom You have bestowed your Grace. Aameen.

Through this article, we the presently appointed members of the Constitution Committee attest our signatures as witnesses that we have reviewed and approved (and Allah Ta'ala is the greatest of all witnesses) this document (Constitution of ICQC), which consists of eleven (11) Articles, to govern the affairs of ICQC on October 9, 2021.

Anyone who willfully or knowingly or unknowingly or consciously or unconsciously violates the adopted rules of this constitution such a person shall be responsible for their actions in this world and the Hereafter.

And the inspiration and ability to do any good, comes from Allah Ta'ala alone.

### Signatures

#### Constitution Committee:



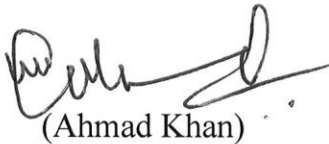
(Mohammad Yusuf Dadani)



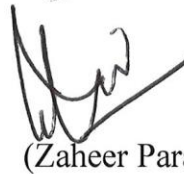
(Farid Adlouni)



(Salman Akram)

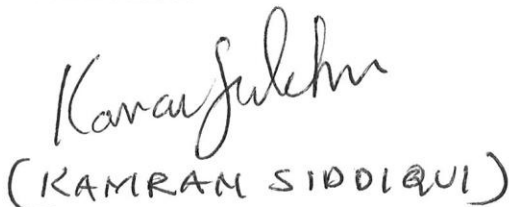


(Ahmad Khan)



(Zaheer Paracha)

#### Witnesses:



(KAMRAN SIDDIQUI)

MOSaab Barazi

