

ISLAMIC CENTER OF SAN GABRIEL VALLEY, INC.
BY-LAWS

**ISLAMIC CENTER
OF
SAN GABRIEL VALLEY, INC.**

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BY-LAWS

Revised and Updated December 13, 2015

BY-LAWS COMMITTEE

**Br. Haroon Parekh
Br. Usman Asrar
Br. Khurram Qidwai
Br. Omer Faghfoor**

ARTICLE-I

SECTION I.1: MEMBERSHIP

- I.1.1-** There shall be only one class of membership, i.e. ordinary membership.
- I.1.2-** Each member in good standing shall be entitled to one vote at all general body meetings of the Islamic Center of San Gabriel Valley, Inc.
- I.1.3-** A member can vote ~~six (6)~~twenty-four (24)~~twelve (12)~~ months after the approval of membership.
- I.1.4-** A member shall be deemed to be in good standing when he/she has paid his/her current annual membership dues or when he /she has been dully exempted from paying such membership dues by the Majlis-E-Shoora [\(see section I.4.2\)](#).
- I.1.5-** A member in good standing can sponsor a maximum of ~~five (5)~~three (3) members [\(e.g. sponsor one family membership and one individual membership or three individual memberships\)](#) in one calendar year
- I.1.6-** A member can bring one proxy vote of his or her spouse only.
- I.1.7-** The membership year of the Islamic Center shall begin on the 1st day of January and shall end on the 31st day of December.
- I.1.8-** Family membership shall include husband and wife only, children over the age of sixteen shall hold individual membership with payment of dues.

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SECTION I.2: MEMBERSHIP ELIGIBILITY

I.2.1- Membership is open to all adult Muslims, sixteen years of age or older, who believe, uphold, and declare that:

A: *THERE IS NO ONE WORTHY OF WORSHIP EXCEPT ALLAH.*

B: *PROPHET MOHAMMAD (SAWS) IS THE LAST MESSENGER OF ALLAH AND THE FINAL PROPHET OF ALLAH.*

C: *THE HOLY QURAN IS(-THE BOOK OF ALLAH) AND THE SUNNAH OF PROPHET MUHAMMAD (SAWS) SERVE AS AN AUTHORITY FOR MUSLIMS AND REPRESENT A COMPLETE WAY OF LIFE. AS INTERPRETED BY SUNNAH, HADITH AND FIQ'H AND IS A COMPLETE CODE OF LIFE.*

I.2.2- It is required of all members that in the event of dispute between members and the Islamic Center's Shoorā, officials, staff and volunteers, they must submit to the decision of the ~~Islamic~~ Arbitration ~~C~~committee.

I.2.3- The members of the Islamic Center must be residents of California and must strictly abide by the ~~B~~by-laws of this Islamic Center and any rules and regulations adopted by its Majlis-E-Shoorā.

SECTION I.3: APPLICATION AND APPROVAL PROCEDURE

I.3.1- Two existing members in good standing for at least two consecutive years must sponsor the applicant for membership.

I.3.2- Membership applications are required by all applicants (including those exempt from payment as mentioned in section I.4.2) and shall be submitted in writing using the approved membership application form, to a member of the the Majlis-E-Shoora, with membership dues. Membership applications shall be forwarded to the Membership Committee for validation of all membership requirements no later than ~~tenseven~~ calendar days from receipt of application. If all membership requirements are met, then uUpon approval by the Shoora, the applicant shall become a member. Validation by the membership committee and approval by the shoora shall take no longer than twenty-one calendar days from receipt of application.

I.3.3- Any application that does not meet all of membership requirements shall be rejected within twenty-one calendar days from receipt of application. An applicant that is rejected shall be provided notice and reason for rejection by the shoora within 14 calendar days from the date of rejection.

Comment [ua1]: On the application we need to mention for the sponsor that they should have been a member for at least two consecutive years. And we need to specify what they're validating.

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SECTION I.4: DUES & SUBSCRIPTION

I.4.1- Membership fees shall be ~~\$150.00~~~~90.00~~ for a married couple and ~~\$100.00~~~~60.00~~ for an individual per year. All dues shall be paid either by check, Chec-o-Matic, or other forms of electronic payment that is traceable. Cash payment is not an acceptable form of paying membership dues. Upon payment by check or other forms of electronic payment, the Shoora shall issue receipts for all membership fees.

1.4.1.a- Chec-O-Matic donors whose annual contributions meet or exceed or is projected to meet or exceed the annual membership fee shall be considered members if they meet all other membership requirements including submission and approval of a signed membership form.

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- I.4.2-** In consideration of a prospective or current member's ~~substantial contribution to the Islamic Center,~~ personal financial hardship ~~or extra ordinary contributions, personal or otherwise, to the cause of ISLAM~~ the Majlis-E-Shoora may by simple majority, exempt such members or prospective members from the payment of membership dues, ~~for one (1) up to a period not exceeding five of one (1)(5)~~ calendar years. Such exemption may be granted in excess of five (5) years by 3/4 majority of the Majlis E-Shoora. Any such exemption shall be documented clearly in the minutes of the shoora meeting and justification shall be noted therein and provided to the Membership Committee on dates specified within these by-laws.
- I.4.3-** Membership dues should be paid by the ~~31st of May 15th of February~~ each year. If membership lapses, a late fee of \$~~3~~²⁵ will be charged.
- I.4.4-** All members must be in good standing by ~~October-March~~ 31st, to participate-count toward the quorum requirement or vote in the following General Body Meetings and Elections.

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SECTION I.5: TERMINATION AND REINSTATEMENT

I.5.1- The Secretary of the Islamic Center, or a person designated by him, shall notify all members of the dues payable by them ~~by the 15th of January.~~ If such dues are not paid ~~by the 15th of February within 30 days of such notification,~~ the members in default shall, thereupon, be considered non-current for the balance of the fiscal year and shall have their voting rights and all other membership privileges revoked till they pay membership dues and late fees by the 31st of ~~October~~ March.

1.5.1.a- ~~Members who do not pay membership dues and late fees by the 31st of March shall be considered non-current and shall not be able to vote or count toward quorum requirements for the balance of the fiscal year.~~

1.5.1.b.- ~~Non-current members who pay membership dues and late fees after March 31st shall not be entitled to vote and count toward the quorum requirement for any general body meeting.~~ shall be reinstated as current members upon full payment of membership dues and late fees by the 31st of ~~October~~ March update to December.

I.5.2- A member may terminate his/her membership voluntarily by submitting the resignation in writing which shall be effective upon acceptance thereof by the Shoora.

I.5.3- Any member who is found to be acting contrary to the by-laws of the Islamic Center or in direct contradiction of the fundamental tenets of Islam, shall be terminated from membership of the Islamic Center in accordance with the procedure adopted by the Shoora.

I.5.4- Any member whose membership has been terminated either by resignation, expulsion or by non-payment of ~~membership dues and late fees by the 31st of December~~ March dues exceeding one year's membership dues, shall forthwith, forfeit all rights, claims and interests arising from or associated with the membership ~~in of~~ the Islamic Center.

I.5.5- Non-current members who fail to pay dues and late fees by the 31st of ~~October~~ December ~~March~~ shall be terminated and shall only be reinstated by submission and approval of a new membership application as described in § 1.3. ~~All other requirements pertaining to membership shall apply (e.g. 1224 month lapse before gaining voting right), issuance of new unique identification number and ID card).~~

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Comment [UA2]: STOP HERE – We need shoora to notify members who haven't paid by Feb. 15th (maybe Feb. 21, the date they're required to post the list).

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Comment [UA3]: Look at this section to see if it makes sense; make sure to add at least two notifications given by the shoora.

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Comment [IP4]: To maximize revenue for the masjid from membership can we add a reinstatement option vs. new application with a larger penalty or requirement to pay all pending dues/penalties?

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I.5.6- Non-current members shall be given a second notice of their impending termination before 30 days from October 31st. The table below summarizes the rules pertaining to membership status, deadlines, voting rights, mailings, and reinstatement.

<u>Status</u>	<u>Status Deadlines</u>	<u>Voting Rights</u>	<u>Mailings</u>	<u>Reinstatement</u>
<u>New Members</u>	<u>May apply anytime</u>	<u>Begins 242 months after the date of membership approval</u>	<u>Shall receive mail</u>	<u>N/A</u>
<u>Current Members</u>	<u>Paid by February 15th May 31st</u>	<u>Can vote</u>	<u>Shall receive mail</u>	<u>N/A</u>
<u>Non-Current Members</u>	<u>Did not pay by May 31st Feb. 15th</u>	<u>Can only vote if ddues & late fees paid by March Oct. 31st</u>	<u>Shall receive mail</u>	<u>By paying dues & late fees</u>
<u>Non-Current Members</u>	<u>Did not pay dues and late fees by Mar. 31st</u>	<u>Shall not count toward quorum requirements or vote for the balance of the fiscal year</u>	<u>Shall receive mail</u>	<u>By paying dues & late fees</u>
<u>Terminated Members</u>	<u>Did not pay by Oct March 31st</u>	<u>Cannot vote</u>	<u>May not receive mail</u>	<u>By submission & approval of new membership application</u>

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SECTION I.6: MANAGEMENT OF MEMBERSHIP PROCESS

I.6.1- To promote transparency and proper management of the membership process, the communication and deliverables involving the shoora, membership committee, and the general body are described herein.

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I.6.2- RESPONSIBILITIES OF SHOORA AND MEMBERSHIP COMMITTEE

Comment [ua5]: We need to think about making these responsibilities position-specific as opposed to body-specific.

I.6.2.a- The shoora and the membership committee are responsible for observing all rules pertaining to the process of establishing and maintaining membership as defined in the by-laws.

Comment [IP6R5]: Yes we should make this the secretary's role.

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1) Member(s) of the by-laws committee shall participate in at least one meeting per year of the shoora and membership committee to ensure proper interpretation and application of the rules pertaining to membership and its management.

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I.6.2.b- The shooraa and the membership committee are responsible for providing access to the most recent membership application. The shooraa shall be responsible for the contents of the membership application.

Comment [ua7]: We need to address who will be responsible for control of the membership form.

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I.6.2.c- The shooraa and the membership committee are responsible for record-keeping of all documents and information pertaining to membership, and tracking, updating, and recording any changes to membership data.

I.6.2.d- The membership committee shall be responsible for reviewing, and recommending approval or rejection of validating membership applications. These applications then shall be provided to the shooraa for ratification. Any differences in judgment between the membership committee and the shooraa shall be resolved through consultation.

Comment [ua8]: Is the committee responsible for rejecting? Is validation inclusive of rejection.

Comment [IP9R8]: There are only 3 criteria that they must answer yes or no to.

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~~I.6.2.e- The membership committee is responsible for issuing identification cards containing the information mentioned in section I.1.9. An identification card bearing a unique identification number shall be issued upon approval of the membership application.~~

I.6.3- COMMUNICATION AND DELIVERABLES EXCHANGED BETWEEN SHOORA AND MEMBERSHIP COMMITTEE

I.6.3.a- The shooraa shall provide to the membership committee any information affecting membership status, including:

1) Any new membership applications received

2) Any membership fees received (as per. Section I.4.1)

a. Copies of checks and/or proof of electronic payment shall be provided by the shooraa to the chairperson of the membership committee as objective evidence. Such evidence shall be retained as record.

2) Any addition or removal of chec-o-matic participant (as per section I.4.1.a)

3) Any individuals exempted from paying membership fees (as per section I.4.2).

a. Exemption of individuals shall be communicated by the shooraa to the chairperson in writing including justification (exemption only applies to membership fees, membership application must still be reviewed and approved).

4) Any termination requests or order (as per section I.5.2-I.5.4)

I.6.3.b- Based on the communication between the shooraa and the Membership Committee, the information in section I.6.3.a shall be tracked, updated, and the most recent information shall be delivered by the shooraa no later than the following dates and periods:

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- 1) ~~31st~~^{15th} of January
- 2) ~~28th~~^{16th} of February
- 3) ~~15th~~^{1st} of April
- 4) At least ten calendar days prior to the date of any General Body Meeting

I.6.3.c- If the membership committee is the original recipient of the information in section I.6.3.a, it shall share such information with the shoorā by the dates mentioned in section I.6.3.b.

I.6.3.d- Based on the information exchanged (as contained in section I.6.3.b) the membership committee shall provide to the shoorā a comprehensive list containing the following information of each member:

- 1) Identification #
- 2) Last name
- 3) First name
- 4) Physical address
- 5) City
- 6) State
- 7) ZIP
- 8) Cell phone #
- 9) Home phone #
- 10) Email address
- 11) Membership type (family/individual)
- 12) Payment type (Check/chec-o-matic/electronic/exempt)
- 13) Exempt justification (financial hardship)
- 14) Membership application received date
- 15) Received by (Name of Shoorā member)
- 16) Date application -forwarded to membership committee for validation
- 17) Received by (Name of membership committee member application was forwarded to)
- 18) Date application validated or rejected by membership committee
- 19) Responsible personnel (Name of membership committee member performing validation)
- 20) Membership application approval date (~~approved by shoorā and reflected as “member since” date on ID card~~)
- 21) Responsible personnel (Name of shoorā member approving application)
- 22) ~~24~~¹² ~~m~~^Month requirement (Yes/or date of prospecting ~~24~~¹² month lapse)
- 23) Consecutive membership year [reflects no. of consecutive years in good standing]
- 24) Number of members sponsored in one calendar year (per. I.1.1 year (Max. 3))
- 25) Membership status (current/non-current/new/terminated)
- 26) Voting eligibility (yes/no)

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Comment [ua10]: These dates are not realistic , maybe the first date should be Jan 31st and then establish the other dates from there.

Comment [IP11R10]: Agreed we should push all dates out

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I.6.3.e- The comprehensive list mentioned in section I.5.3.d shall be tracked, updated, and the most recent information shall be produced and approved by the membership committee and delivered to and ratified by the shooraa no later than the following dates and periods:

- 1) ~~3rd of February~~^{183th} of January
- 2) ~~3rd~~^{19th} of March~~February~~
- 3) ~~18th~~^{5th} of April
- 4) At least five calendar days prior to the date of any General Body Meeting

I.6.4 – DELIVERABLES PROVIDED TO THE GENERAL BODY

I.6.4.a- After ratification, the shooraa shall post a summarized list (of the contents mentioned in I.6.3.d) containing the following information of each member:

- 1) Identification #
- 2) Last name
- 3) First name
- 4) City
- 5) ZIP
- 6) Membership type (family/individual)
- 7) Payment type (Check/chec-o-matic/electronic/exempt)
- 8) Exempt justification (financial hardship)
- 9) Membership application received date
- 10) Membership application approval date (~~approved by shooraa and reflected as~~ “member since” date on ID card)
- 11) ~~24~~¹² moMonth requirement (Yes/or date of prospecte~~d~~²⁴ month lapse)
- 12) Consecutive membership year [reflects no. of consecutive years in good standing]
- 13) Number of members sponsored in one calendar year (per. I.I.1 year (Max. 3)
- 14) Membership status (current/non-current/new/terminated)
- 15) Voting eligibility (yes/no)

I.6.4.b- The summarized list shall be revised and posted at the ICSGV at a publically accessible space on the following dates and periods:

- 1) ~~5th~~^{2015th} of February~~January~~
- 2) ~~5th~~^{21st} of March~~21st of February~~
- 3) ~~20th~~^{7th} of April
- 4) 4) At least two calendar days prior to the date of any General Body Meeting

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I.6.4.c- The most up-to-date summarized list shall remain posted through the 30th of June and then at least two calendar days prior to the date of any General Body Meeting.

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I.6.4.d- On the date of any General Body Meeting, the Membership Committee shall report the following information to the general body:

- 1) The total number of members along with a breakdown of current members, new members, non-current (if applicable) and terminated members (if applicable).
- 2) Number of members approved since the 1st of January of the fiscal year.
- 3) Number of members satisfying ~~12~~24 month requirement and eligible to vote
- 4) Number and percentage of exemptions
- 5) Number and percentage of membership type (i.e. family, individual)
- 6) Number and percentage of payment type (i.e. check, chec-o-matic, electronic, exempt)

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I.6.5 – Summary of Deadlines and Deliverables Schedule

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>Any General Body Meeting</u>
<u>Membership Deadline</u>		<u>2/15 (deadline to pay membership fee without incurring late fee)</u>	<u>3/31 (deadline to pay membership fee and late fee)</u>		
<u>Info. Exchange b/w Shoora and Membership Committee</u>	<u>1/3115</u>	<u>2/2816</u>		<u>4/15</u>	<u>10 days before</u>
<u>Comprehensive List from Shoora to Membership Committee</u>	<u>2/0314</u>	<u>3/0324</u>		<u>4/185</u>	<u>5 days before</u>
<u>Summarized List to be Posted</u>	<u>2/0514</u>	<u>3/0524</u>		<u>4/207</u>	<u>2 days before</u>
<u>Report Provided to the General Body</u>					<u>Day of General Body Meeting</u>

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ARTICLE-II

SECTION II: **ELIGIBILITY AND TERM OF MAJLIS-E-SHOORA** ~~(EXECUTIVE COUNCIL)~~ **MEMBERS**

- II.1-** The day to day affairs of the Islamic Center shall be managed by the Majlis-E-Shoora (Referred to hereafter as Shoora) of SEVEN (7) or more members, as decided by the membership.
- II.2-** Each Shoora member, prior to his/her election, appointment or nomination, shall a) be a member in good standing for at least ~~six~~ **twenty four** months and maintain good standing throughout his/her tenure in office; **and** b) have served in any committee of the Islamic Center for at least a period of one year.
- II.3-** Subject to by-laws, the members of the Islamic Center may nominate, elect or appoint eligible members as a member of the Shoora to conduct the business, discipline and management of the Islamic Center and its affairs.
- II.4-** Only those members who consistently perform five (5) daily Salats shall be eligible to be a member of the Shoora.
- II.5-** A candidate for Shoora is required to sign the nomination form which includes:
“I accept the nomination and affirm that, if elected, I shall attend the meetings of the Shoora regularly and I shall devote the required time.”
- II.6-** The term of office of each member of Shoora shall be for a period of ~~THREE~~ **FOUR** YEARS and shall begin on the first day of the fiscal year.
- II.7-** Effective as of the approval of this amendment, a~~A~~ member of Shoora can only be elected or selected for a maximum of two consecutive or cumulative terms (max. 86 years). A member of the Shoora cannot serve more than two consecutive or cumulative terms. He/She can be elected again after the break of one term (3 Years).
- II.7.1 – This amendment is not retroactive and therefore Shoora members who served prior to the approval and effective date of this amendment may serve again for a maximum of two consecutive or cumulative terms.**

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Comment [IP12]: Should add to membership form and attest during oath of office.

Comment [UA13R12]: Need to create a candidacy form (upon accepting nomination)

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II.7.2 – Members that are co-opted by the Shoora or elected during a general body meeting as per section VI.6 to fill a vacancy of an unfinished term may do so only once without it counting toward the maximum 2 four year term limitation mentioned in sections II.6 and II.7.

II.8- Election of members of Shoora shall be conducted ~~on rotation basis~~ during the Semi-Annual General Body Meeting. ~~Four members should be elected in one year and three members the next year, with one year of no elections.~~ All seven members of the shoora shall be elected every four years during the semi-annual general body meeting ~~member~~ and the existing shoora members shall collaborate and cooperate with the elected members so that the latter are prepared to assume office the following fiscal year.

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II.8.1 – In order to hold elections for all seven members of the Shoora at once, the first such election shall be held at the 2019 Semi-Annual General Body Meeting. This would result in one additional year for the three members elected for the 2016-2018 term. This will not affect the three year term for the four shoora members elected for the 2017-2019 term.

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II.9- A member of Shoora should give at least 10 hours per week to the affairs of the Islamic Center.

II.10- A member of Shoora should be discharged from the Shoora if he/she fails to attend three consecutive Shoora meetings without due cause and excused by the Shoora.

II.10.1 – Any excuse for failure to attend three consecutive Shoora meetings shall be documented in the meeting minutes.

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II.11- The Shoora may, from time to time, appoint such officers and agents and authorize the employment of such other persons as they deem necessary to carry out the objectives of the Islamic Center. Such officers, agents, and employees shall have the authority and shall perform such duties as prescribed by the Shoora.

II.12- The Shoora shall, in their first meeting after each new election of the Shoora, elect from among themselves, a PRESIDENT, VICE PRESIDENT, SECRETARY, JOINT SECRETARY and TREASURER. The duties and responsibilities of each of these officers shall be as stated in ARTICLE-III.

II.13- A candidate and/or Shoora member candidate shall not be an employee of the Islamic Center, receiving remuneration and or benefits.

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Comment [UA14]: Need new section on conflict of interest.

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ARTICLE-III OFFICE BEARERS

SECTION III.1: PRESIDENT

- III.1.1-** The President will be the official *HEAD* of the Islamic Center.
- III.1.2-** He/she shall, when present, preside at all the Shoora meetings and the General Body meetings of the Islamic Center.
- III.1.3-** He/she shall approve and sign all minutes of the Shoora, General Body meetings, contracts, agreements, appointments of staff positions, resolutions, membership certificatesapplications, etc.
- III.1.4-** He/she shall authorize and instruct the Secretary to issue notifications to arrange and convene the meetings according to the by-laws.
- III.1.5-** He/she shall, in consultation and with the approval of Shoora, designate officers, employees or members to represent the Islamic Center to any public and private agencies e.g. organizations including courts, governmental agencies, other religious and charitable organizations, etc.
- III.1.6-He/she shall co-sign with the Treasurer all disbursement checks \$5,000.00 and above.

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III.1.7-He/she shall be responsible for the overall functioning of the various ICSGV committees and be aware of the work being done on its premises.

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SECTION III.2: VICE PRESIDENT

- III.2.1-** The Vice President shall ~~share-assume~~ all the duties and responsibilities of the PRESIDENT and shall assume them when the latter is absent or unable to perform his duties.

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SECTION III.3: SECRETARY

- III.3.1-** The Secretary shall be ~~the CHIEF EXECUTIVE OFFICER of the Islamic Center and shall be~~ charged with the general management, supervision of the affairs, operations and employees of the Islamic Center.
- III.3.2-** He/she shall upon instructions and authorization from the President, issue notifications, arrange and convene Shoora and General body meetings of the Islamic Center.
- III.3.3-** He/she shall attend all meetings and record all facts and maintain accurate minutes of all proceedings of such meetings.
- III.3.4-** He/she shall be the custodian of the seal of the Islamic Center, books, papers, records, correspondence, contracts and other documents belonging to the Islamic Center.
- III.3.5-** He/she shall execute, sign and issue all notices, ~~contracts~~, correspondence and other documents on behalf of the Islamic Center.
- III.3.6-** He/she shall with the approval of the ~~Shoora~~President, authorize and instruct the Treasurer to disburse moneys on behalf of the Islamic Center.
- III.3.7-** He/she shall perform such other duties as may from time to time, be determined by the Shoora.
- III.3.8-** When authorized by the Shoora, he/she shall deliver records, documents, books, correspondence and seal belonging to the Islamic Center to designated person or persons.
- III.3.9-** ~~Shall be responsible~~serve as the responsible Shoora member in transferring of necessary documents to appropriate bodies~~committees, including but not limited to the Board of Trustees, Membership Committee, By-laws Committee, and Compliance and Arbitration Committees.~~
- III.3.10** ~~Shall be responsible for maintaining and updating of policies and procedures relating as they relate~~ to the management and operations of the Islamic Center.

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SECTION III.4: JOINT SECRETARY

III.4.1- The Joint Secretary, shall ~~share~~assume all duties and responsibilities of the Secretary and shall assume them, when the latter is absent or unable to perform his duties.

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SECTION-III.5: TREASURER

III.5.1- The Treasurer shall receive, deposit and make disbursement of all moneys of the Islamic Center, provided that no disbursement shall be made without prior authorization by the President and the Secretary,

III.5.2- He/she shall prepare monthly and annual financial statements of the Islamic Center for the Shooraa and for the General Body meetings.

III.5.3- He/she shall prepare any special financial report as directed by the Shooraa.

III.5.4- He/she shall co-sign with the President all disbursement checks \$5,000.00 and above.

III.5.5- He/she shall provide all financial books, bank statements and all pertinent records for prior fiscal years to the Board of Trustees upon completion of his/her term. Only information for the current year and one prior year should remain in possession of the Treasurer.

III.5.6- He/she shall, in agreement with the shooraa, identify an auditor to conduct a financial audit of the previous fiscal year every year.

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ARTICLE-IV MEETINGS

SECTION IV.1: MEETINGS OF THE SHOORA

- IV.1.1-** The Shoora may, by a simple majority, appoint the time, place and frequency of its regular meetings. Notice of such regular meetings, along with the agenda shall be given to each Shoora member not less than five (5) days before the meeting is to take place.
- IV.1.2-** Simple majority of the Shoora members shall form a quorum for the transaction of ~~the~~ business for such meeting.
- IV.1.3-** The Shoora may consider or transact any business at its meetings.
- IV.1.4-** Questions arising at any meeting of the Shoora shall be decided by a simple majority vote unless otherwise required by the by-laws. All votes at any such meeting shall be taken by voice of assent or dissent. However, should it be so demanded by any member present, the vote shall be taken by ballot. A declaration by the President that a resolution has been carried and an entry to that effect in the minutes shall be a prima facie evidence. No further proof of the number or proportion of the votes recorded in favor or against such resolution is required.
- IV.1.5-** A special meeting of the Shoora may be called either by the Secretary or the President.
- IV.1.6-** When requested by at least two (2) members of The Shoora, the President shall authorize and instruct the Secretary to convene a special meeting.
- IV.1.7-** Notice of such special meeting along with the agenda shall be given to each Shoora member at least 24 hours before such meeting takes place.
- IV.1.8-** The minutes for each Shoora meeting shall be either posted on ICSGV's website, emailed to the General Body, or displayed in a visible and easily accessible area inside ICSGV (e.g. the board to the east of the front entrance doors) within ten (10) calendar days of the meeting. Minutes that are posted on the website or

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displayed inside ICSGV shall remain posted or displayed for at least three weeks. Meeting minutes of past Shoorra meetings shall be made available to members of ICSGV upon request.

SECTION IV.2: GENERAL BODY MEETING

- IV.2.1-** The regular General Body meeting shall be held at least twice a year. The first General Body meeting shall be held within the first seven (7) months of the ICSGV's fiscal year. The second General Body meeting shall be held within forty-five (45) days of the end of the ICSGV's fiscal year.
- IV.2.2-** The notice of the time and place of the General Body meeting, along with the agenda, shall be given at least seven (7) days before the meeting.
- IV.2.3-** Each year, within forty five (45) days of the end of the fiscal year of the Islamic Center, an Annual General Body meeting shall be held to transact, among other business, the following:
- IV.2.3.1-** To receive, consider and ~~discuss~~approve the ~~AA~~Annual ~~RR~~Report-on the ~~State of Affairs of~~State of Affairs of the Islamic Center by the ~~President or~~ Secretary.
 - IV.2.3.2-** To receive, consider and ~~discuss~~approve the ~~A~~Annual Financial Report and Statement by the Treasurer, ~~which shall include a report by the auditor appointed by the Shoora.~~
 - IV.2.3.3-** To elect the members of the Majlis-E-Shoora or Trustees (if needed).
 - IV.2.3.4-** To receive recommendations for and discuss future amendments to the by-laws of the Islamic Center, and, consider, discuss, and vote and approve on current proposal amendments to the by-laws of the Islamic Center.any changes, in the article and by-laws of the Islamic Center.
 - IV.2.3.5-** ~~To fix the annual membership dues and other fees. To consider adequacy of annual membership dues and other fees.~~
 - IV.2.3.6-** To provide status updates on all projects and proposals.
 - IV.2.3.7-** To share goals for the upcoming fiscal year.

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Comment [IP15]: Do we want to remove the word auditor here. May also be helpful to identify how often the books should be formally audited. Haroon uncle suggested every 5 years. May also want to consider ideas for compliance of 501c3 Status. Muslim Legal Fund has a consultant available to help-per Haroon uncle.

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- IV.2.4-** A Special General Body meeting shall be convened by either order of the Shoora or at the request of at least twenty-five (25) members. Said request shall be delivered to the secretary or president of ICSGV by personal delivery or ICSGV's agent for service of process by either US Mail or personal delivery. A request by the aforementioned members shall be either rejected or affirmed by the Shoora, or if the Shoora so elects, by the Membership Committee, within seven (7) business days of receipt of the request. A request shall be affirmed if it meets the requirements of section IV.2.5 and is signed by at least twenty-five (25) current members in good standing. If a request is rejected, the Shoora or Membership Committee shall provide a written explanation for the rejection within three (3) business days of the rejection. The President, upon the passage of a resolution by the Shoora or upon affirmation of a request for a Special General Body meeting, shall instruct the Secretary, or another Shoora member should the Secretary be absent, to convene a Special General Body meeting as soon as possible but no later than twenty-eight (28) days from the affirmed request or passage of the aforementioned resolution.
- IV.2.5-** Majlis-E-Shoora or members requesting a special General Body meeting must specifically detail the purpose and agenda of the business for such meeting. The President or a designated shoora member shall preside over the meeting.
- IV.2.6-** The notice of time and place of such special general body meeting, along with the specific agenda of business to be transacted, shall be given at least ~~Three~~five (~~3~~) days before the holding of such meeting.
- IV.2.7-** Twenty (20) percent of the members in good standing on the date of the meeting present and by duly authorized proxy of the spouse shall constitute a quorum at any regular or special General Body meeting of the Islamic Center. (See exception to this rule in section VII.2)
- IV.2.7.a.-** In calculating the quorum, the general body of members shall consist of all current individual members and both spouses in case of family membership.* Quorum is established by counting: 1) all members in good standing present in person; 2) in cases of family membership only, the proxy attendance of the non-present spouse who completes and delivers an authorization form with the present spouse at the time of sign-in.
- *# of Current Members Required for Quorum = Individual Current Members + Two Spouses for Current Family Membership X .20
- IV.2.7.b-** The proxy form should be sent to all members in good standing in the mail along with the notification of the meeting and the agenda.

IV.2.8- If a meeting of the General body is called and the quorum is not in order, the Majlis-e-Shoora may a) either hold an unofficial meeting for the purpose of disseminating information only and entertaining inquiries and questions or b) simply adjourn. The next meeting and any subsequent attempts thereafter shall require fifteen (15) percent of members in good standing to be present in order to constitute quorum. The aforementioned rules for effecting quorum shall apply.

IV.2.8.a- Subsequent attempts at meetings shall be held no later than 30 calendar days from the last attempted General Body Meeting. If quorum is not achieved for a Special General Body Meeting (as defined in IV.2.4), a subsequent meeting shall not be necessary.

IV.2.9- All matters requiring decision as disclosed in the agenda such as elections of Majlis-e-Shoora members and Trustees, and voting on proposed amendments to the By-Laws arising at any General Body Meeting shall be decided by a simple majority vote unless otherwise required by these By-Laws. These matters shall be resolved by secret ballot. A declaration by the individual presiding at such a meeting that a resolution has been carried and an entry to that effect in the minutes shall be prima facie evidence. The number or proportion of the votes recorded in favor or against such a resolution shall be disclosed.

IV.2.10- “Spur of the moment” proposals in the General Body Meetings (inclusive of special, annual, or semi-annual) cannot be voted on. “Spur of the moment” includes any item or proposal put forth for voting that is not explicitly mentioned as a voting proposal in the agenda.

SECTION IV.3: NOTICE OF MEETINGS

IV.3.1- Whenever notice is required to be given, such notice shall be given through the mail at the member's most recent mailing address appearing in the Membership record book of the Islamic Center.

IV.3.1- Notice of meetings shall explicitly detail the agenda and include any proposal put forth for voting.

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ARTICLE-V

FISCAL YEAR

The Fiscal Year of Islamic Center shall begin on the 1st day of January and shall end on 31st day of December. Monthly and annual financial statements shall be prepared by the Treasurer, presented to the Shoora for approval, and presented at the General body meetings.

ARTICLE-VI

ELECTION AND REMOVAL OF SHOORA MEMBER TERM OF OFFICE OF SHOORA

- VI.1- Election of Shoora members shall be held at the Semi-Annual General Body meeting of the Islamic Center.
- VI.2- Each newly elected member of the Shoora shall take charge of his/her office on the first day of fiscal year, and shall remain in office until any of the following occurs:
- VI.2.1- Completion of his/her term.
- VI.2.2- The resignation of the member from the Shoora or his/her resignation/termination of membership of the Islamic Center or his/her death.
- VI.2.3- Removal as per section VI.8 and Article XI-
- VI.3- Each member in good standing shall be entitled to one vote. Such vote may be cast either in person or by proxy. Proxy is limited to spouse only with the official authorization form duly signed by the member.
- VI.4- No member shall be entitled to vote, either in person or by proxy unless he/she has paid all his/her current ~~and accrued dues~~ and any late fees.
- VI.5- A member can vote ~~six~~ twelve ~~twenty four~~ months after the approval of his/her membership
- VI.6- In case a member of Shoora is unable to complete his/her term of office either because of resignation/termination from the membership of the Islamic Center or because of his/her death or any other such reason, the remaining members of the Shoora shall, by a simple majority vote, co-opt any member in good standing ~~for one year~~ for two years who has served in any committee of the Islamic Center for at least a period of one year as an office bearer of the Shoora to serve the remaining term of the vacant position. The Shoora may, by resolution, decide to hold a special election for the vacant position at the next regular or special General Body meeting.

VI.7- The Shoora may, by resolution passed by at least a three fourth (3/4) majority, reduce the current term of the entire Shoora and seek new election at the next regular meeting.

VI.8- A member of the Shoora shall be removed for cause by the affirmative vote of at least 66% of members present in person or by proxy at a Semi-Annual General Body Meeting, an Annual General Body Meeting, or a Special General Body Meeting. If the aforementioned 66% vote is achieved, then such a vote shall be sufficient proof, for the purposes of this section, that “cause” as defined below exists:

VI.8.1 - “Cause” shall be defined as follows:

VI.8.1.1 A Shoora member’s breach of any material duty or obligation under ICSGV’s bylaws; or

VI. 8.1.2 A Shoora member is convicted or pleads guilty or nolo contendere to any misdemeanor (other than a traffic violation), felony, or any crime involving fraud, dishonesty, moral turpitude, or misappropriation; or

VI.8.1.3 A Shoora member engages in behavior that (a) causes or will cause material harm to the ICSGV, including to the reputation or mission of the ICSGV or (b) represents a conflict of interest between the Shoora member and the ICSGV; or

VI.8.1.4 A Shoora member engages in an act which is in violation of the tenets of Islam; ~~or-~~

VI. 8.1.5 A Shoora member is violent or abusive toward others.

VI.8.2 No more than three Shoora members may be removed from the Shoora in any twelve (12) month period.

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ARTICLE-VII DISSOLUTION OF THE ISLAMIC CENTER

VII.1- The Shoora may, by a resolution passed by at least a three fourth (3/4) majority, recommend to hold a special General Body meeting for consideration and approval of dissolution of the Islamic Center.

VII.2- As an exception to the rule in section IV.2.7, the quorum requirement for any General Body Meeting considering dissolution of the Islamic Center shall be eighty (80) percent of members in good standing on the date of said meeting. Any subsequent attempt at holding a General Body Meeting for the purpose of dissolving the Islamic Center shall also require eighty (80) percent of members in good standing to be present in order to constitute quorum.

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VII.3- Upon receipt of the recommendation by the Shoora, the special General Body meeting may, by a resolution passed by at least a three fourths (3/4) majority of members ~~voting at such meeting~~ present in person or by proxy, approve the dissolution of the Islamic Center. Such resolution, among other things, must include the names of other Islamic, religious and or charitable organization(s) to which the properties and assets of this Islamic Center will be transferred upon the dissolution of this Islamic Center and the terms of such transfer(s) etc. Such resolution shall also name three (3) trustees who will be responsible to disburse the assets and properties of this Islamic Center according to this resolution.

VII.43- No assets and properties of the Islamic Center or any part thereof, shall be paid or transferred to any member, officer or employee of the Islamic Center, upon the dissolution of the Islamic Center. This however, shall not preclude the Islamic Center from paying the unpaid salaries and other legitimate claims, if any, to and by its employees and other creditors at the time of dissolution.

VII.54- The liability of the members, officers and employees of the Islamic Center shall be limited to the assets and interests of the Islamic Center and they shall not be individually and personally responsible for any claims against this Islamic Center.

ARTICLE-VIII

BOARD OF TRUSTEES

SECTION VIII.1: OBJECTIVES

VIII.1.1-To hold in trust all assets and properties of the Islamic Center of San Gabriel Valley, Inc. Hereinafter referred to as “Islamic Center.”

VIII. 1.2-To hold in trust and safe custody, at the premises, all real estate documents of the Islamic Center. The board of trustees shall be provided the current by-laws of the Islamic Center, all deeds for property, copies of all agreements and contracts, and a listing of all Shoora members and their phone numbers and email addresses.

VIII. 1.3-In the event of the dissolution of the Islamic Center, to disburse and dispose the assets and properties of the Islamic Center. The dissolution of the Islamic Center can only be done by a resolution of the General Body according to the BY-LAWS.

SECTION VIII.2: NUMBER OF TRUSTEES

The NUMBER OF TRUSTEES of the Islamic Center shall be FIVE (5).

SECTION VIII.3: ELIGIBILITY

The following conditions shall be met before a candidate can be considered for the position of a TRUSTEE.

VIII.3.1-A candidate shall meet all the requirements for the membership of the Islamic Center.

VIII.3.2-He/she should be 45 years of age or above.

VIII.3.3-He/she should have the reputation of being pious and just in the community.

VIII.3.4-A candidate shall be familiar in dealings with the public and government.

ISLAMIC CENTER OF SAN GABRIEL VALLEY, INC.
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VIII.3.5-A candidate shall not be an employee of the Islamic Center receiving remuneration and or benefits.

SECTION VIII.4: ELECTION OF TRUSTEES

- VIII.4.1-** The Trustee shall be elected by at least 66% members present in person or by proxy as per the By-laws at the General Body Meeting of the Membership or at a special meeting convened for this purpose. The election shall be by secret ballot.
- VIII.4.2-** A list of proposed names for Trustee/Trustees shall be provided by the General Body to the Shoora for review. After review the Shoora will submit the names of proposed Trustee/Trustees to the General Body for election.
- VIII.4.3-** In the event the proposed Trustee/Trustees are not appointed by 66% of the members present in person or by proxy, then the Shoora shall submit another list for the remaining vacancy/vacancies before the next General Body meeting, but not later than six (6) months from the last meeting.

SECTION VIII.5: OFFICE BEARER

The Trustees shall appoint an AMEER(A) from amongst themselves.

SECTION VIII.6: TERM

The TERM shall be for TenFIVE (105) YEARS or until any of the following occurs:

- VIII.6.1-** Resignation
- VIII.6.2-** Disability
- VIII.6.3-** Death
- VIII.6.4-** Removal

SECTION VIII.7: REMOVAL

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- VIII.7.1-** A Trustee shall be subject to removal if he fails to live up to the eligibility requirements stated in SECTION VIII.3 and requirement to hold office stated in SECTION VIII.12.
- VIII.7.2-** Removal from the office can only be effected by at least 66% members present in person or by proxy as per the By-laws at the Annual General Body Meeting or the Special Meeting convened for this purpose. Removal shall be by secret ballot.
- VIII.7.3-** No more than two members may be removed from the office in any twelve (12) month period.

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SECTION VIII.8: VACANCIES

The vacant position shall be filled no sooner than six (6) months and no later than one year from the date of vacancy/vacancies.

SECTION VIII.9: MEETINGS/QUORUM

- VIII.9.1-** The Trustees shall meet at least TWICE a year.
- VIII.9.2-** A simple majority shall constitute quorum.

SECTION VIII.10: RECORDS

- VIII.10.1-** A proper record shall be maintained of the deliberations of the meetings.

VIII. 10.2- The AMEER(A) shall direct any trustee to keep the records.

SECTION VIII.11: PROPERTY DOCUMENTS & TRUST DEEDS

The AMEER(A) of the BOARD OF TRUSTEES will hold in trust and safe custody all documents and trust deeds pertaining to the real estate property of the Islamic Center, at the Center's premises.

SECTION VIII.12: REQUIREMENTS TO HOLD OFFICE

VIII. 12.1- The Trustee shall not participate in any form or manner in the election process ~~and other affairs of~~ the Islamic Center (e.g. nominate, canvass or vote, except as stated under SECTION VIII. I (OBJECTIVES). Apart from the election process a Trustee may participate in any activity of the Islamic Center where their expertise may be appropriate (e.g. fundraising, accounting, mortuary services etc.) ↓

VIII. 12.2- The Trustee shall not hold any other elected office/position in the Islamic Center of the San Gabriel Valley or in any other Islamic Center.

VIII. 12.3- The Trustee/Trustees shall refrain from interference in the day-to-day affairs of the SHOORA.

VIII. 12.4- However, in order to facilitate the creation of a wakf (Trust), two Trustees, two members of the By-Laws Committee, and two members of the Majlis-e-Shoora and one subject-matter expert shall comprise the Wakf Preparation Committee to work exclusively on creating the wakf. The process of creating the wakf and all constituent documents (e.g. By-Laws) shall commence just as any other proposal to amend the By-Laws of the Islamic Center (as described in § IX), which includes discussion and review of the final documents by the By-Laws Committee and the Majlis-e-Shoora, and then presentation of these documents and recommendations to the General Body for vote. Upon approval of the General Body, the documents of the wakf shall render § VIII of the Islamic Center's By-Laws void, and shall subsequently be deleted. Only at the conclusion of this process shall the wakf be established to hold title and real estate currently owned by the Islamic Center of San Gabriel Valley, Inc. with the purpose of holding said property for the benefit of the local Muslim community.

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Comment [IP17]: We should not list specific roles. This should be more inclusive to allow for areas of subject matter expertise and does not have to be limited to an advisory role.

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SECTION VIII.13: CREATION OF TRUST/WAKF

Creation of Trust/Wakf (hereinafter referred to as "Holding Entity") shall be created to hold title to real estate currently owned by the Islamic Center of San Gabriel Valley, Inc. with the purpose of holding said property for the benefit of the local Muslim community.

ARTICLE-IX LAWS

~~IX.1-~~ A proposal to amend, add, or delete any part of the Bylaws may be made by either the Shoora, the By-laws Committee, or shall be signed by at least 20% of members in good standing. Any such proposed a Addition(s), ~~and~~ deletion(s), ~~or~~ or change(s) to the By-Laws shall ~~ould~~ be discussed by the By-Laws Committee and presented to the Shoora before it is voted on by the general body. Neither the By-Laws Committee nor the Shoora can withhold the proposed addition(s), ~~and~~ deletion(s), or change(s) to the By-Laws proposed by any member in good standing. ~~-~~ Instead they will discuss and present their recommendations to each other and the general body if any.

~~IX.2-~~ An affirmative vote by a two-third (2/3) majority of the members present in person or by proxy shall be necessary for the adoption of all proposed amendment or amendments.

~~IX.32-~~ "Spur of the Moment" proposals in the general body cannot be voted on or incorporated into the By-Laws without due process (Section IX.1- IX.2-).

ARTICLE -X PROPERTY OF THE ISLAMIC CENTER

X.1 - The real property and buildings of the ICSGV, in whole, or in part, shall not be transferred, sold, mortgaged, leased, or voluntarily limited by any claim, right, lien, estate, or liability, without the approval of at least a three-fourths (3/4th) majority vote of the General Body members present in person or by proxy, with the exception of Section VIII.13 and the leasing of any part of ICSGV to a third party for operating of a medical clinic, mortuary, day care, or full-time school which shall require at least a two-thirds

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Comment [IP18]: Why are we making this 2/3 majority for by-laws?

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(2/3rd) majority vote of the aforementioned General Body members. Any changes to such agreements shall be subject to the aforementioned process. As part of any proposed lease agreement the Shoora shall provide an analysis to the General Body and the Board of Trustees examining potential liabilities to the Islamic center including impact on property taxes, insurance, and any associated expenses, showing impacts to Property Taxes and other required additional expenses to the Masjid. The Board of Trustees shall receive such analysis ~~this~~ at least 30 days prior to any General Body meeting and a copy should be included in the notices sent for the meeting to the General Body.

X.1.1- Any of the aforementioned actions, i.e., transferring, selling, mortgaging, leasing, etc., must be in accordance with established Islamic rulings (*fiqh*). The General Body shall have the right and shall be provided the opportunity to review all agreements and documents affecting the real property and buildings of the ICSGV.

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X.1.2- Construction agreements which allow for the utilization of a mechanic's lien shall be exempt from this section. The handling of the real property of the ICSGV upon its dissolution contained in Article VII shall not be affected by this section.

X.2 - Leasing or renting to a third party of any ICSGV real property or premises (e.g., banquet hall rentals) for 120 hours (five days) or less shall not require and not be subject to a vote by the General Body. Any aforementioned lease or rental for 120 hours (five days) or less shall constitute a license agreement which shall be deemed a revocable, nonassignable privilege to use a portion of the ICSGV and shall not convey an interest in the real property or buildings of the ICSGV. All such license agreements shall be in writing.

ARTICLE-XI **BY-LAWS COMPLIANCE PROCESS**

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SECTION XI.1: INITIATING A COMPLIANCE **REQUEST/COMPLAINT**

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XI.1.1- Any written complaint bearing the signatures and names of 25 members in good standing shall be investigated. The complaint shall be submitted ~~may can~~ to either the Shoora or the By-laws Committee alleging that the by-laws have been violated ~~are not being followed~~. The complaint ~~written statement~~ shall state when, how, and by whom the bylaws were violated, ~~and how they are not being followed~~.

Comment [IP20]: It will be difficult to handle if this is limited to 1 member. Maybe we should have similar criteria to the special general body meeting of 25? Also can we also allow committees to initiate the process/review?

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XI.1.1.1- ~~Any complaint written statements submitted by a member to the By-laws Committee shall be forwarded to the Shura within ten (10) days of receipt. If the complaint written is submitted by a member to the Shooraa, then the Shooraa shall forward a copy of the complaint written to the By-laws Committee within ten (10) days of receipt of the statement.~~

XI.1.2- ~~The complaint shall be reviewed by the By-laws Committee within thirty (30) days of receipt of the statement. The By-laws Committee may ask representatives of the complainant party to further clarify their complaint. If the representative of the complainant party member fails to adequately clarify their statement then the By-laws Committee may deny the complaint reject the written statement and deem the matter closed.~~

SECTION XI.2: DISPOSITION OF COMPLIANCE VIOLATION COMPLAINTS

XI.2.1- ~~If the written statement outlines a potential compliance violation that concerns simple matters By-laws Committee accepts the complaint written statement, then the By-laws Committee shall issue a finding stating whether the By-laws have been violated to the Shooraa and how to rectify the violation. The findings shall be delivered to the Shooraa within four (4) months of acceptance of the complaint written statement. If the By-laws Committee in its discretion believes the subject matter of the complaint written statement concerns complex matters better suited for the Compliance Committee, then the By-laws Committee shall forward the complaint written statement to the Compliance Committee in accordance with Section XI.2.2 below.~~

XI.2.1.1- ~~If the potential compliance violation involves accepted complaint written statement concerns the Shooraa or a Shooraa member, then the By-laws Committee shall submit its findings to the Arbitration Committee within four (4) months of acceptance of the complaint written statement. The Arbitration Committee shall, within thirty (30) days, review the findings and either affirm or deny the findings.~~

XI.2.1.2- ~~If the findings are is affirmed, then depending on the severity of the violation and at the discretion of the Arbitration Committee, the Arbitration Committee may call for a Special General Body Meeting for the removal of the Shooraa member or the Shooraa. If removal proceedings are conducted under this provision, then a Shooraa~~

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Comment [IP21]: If the statement is provided to the By-Laws Committee they should also provide a copy to the Shooraa.

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Comment [IP22]: Need a path if the by-laws committee does not find a violation, both initially and throughout the entire process, same with the compliance committee.

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Comment [OF23]: Do we want to put a timeline here?

Comment [IP24R23]: Yes a timeline would be appropriate.

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member or the Shoora may be removed by a simple majority vote. By-laws Sections VI.8 to VI.8.2 shall not apply. The voting for the removal shall take place on the date of the Special General Body Meeting.

Comment [UA25]: Why simple majority requirement here?

Comment [KQ26R25]: Simple majority to make it easier to remove since issue will be major violation of the bylaws.

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~~XI.2.2-~~ If the written statement outlines a potential compliance violation that concerns more complex matters, the By-laws Committee decides to submit an accepted complaint written statement to the Compliance Committee, then the By-laws Committee shall forward the complaint to the Compliance Committee along with a memorandum detailing which By-laws provisions are applicable and should be applied in the Compliance Committee's review of the complaint and subsequent fact-finding.

XI.2.2.1- The Compliance Committee shall engage in a fact-finding process which may include the review of ICSGV documents, third party documents, and witness interviews. The Compliance Committee shall draft a fact-finding report which shall include a finding as to whether the By-laws have been violated. A preponderance of the evidence standard shall be used in determining whether the By-laws have been violated. This evidentiary standard is satisfied when the evidence demonstrates that the allegations in question are more likely true than not true.

Comment [IP27]: Need clarity on a preponderance of evidence.

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XI.2.2.2- The Compliance Committee shall submit its fact-finding report to the Arbitration Committee within four (4) months from the date it received the complaint written statement from the By-laws Committee. The Arbitration Committee may grant the Compliance Committee an extension of time to submit its fact-finding report, however, absent extenuating circumstances, the fact-finding report must be submitted within six (6) months from the date it was received from the By-laws Committee. The Compliance Committee's fact-finding report shall be completed within 4 months of receipt of the written statement from the By-laws Committee, unless an extension is granted by the Arbitration Committee.

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XI.2.2.3- The Compliance Committee shall submit its fact-finding report to the Arbitration Committee. The Arbitration Committee shall review the Compliance Committee's fact-finding report and issue a final ruling on the matter within thirty (30) days from receipt of the fact-finding report. The Arbitration Committee may ask the Compliance Committee to conduct further investigation if, in its discretion, further information is required.

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XI.2.2.4- If the Arbitration Committee determines that the By-laws have been violated by a member of the Shoora or the Shoora as a whole, then it may, depending on the severity of the violation, call for a Special General Body Meeting for the removal of the Shoora member or the Shoora. If removal proceedings are conducted under this provision, then a Shoora member or the Shoora may be removed by a simple majority vote. By-laws Sections VI.8 to VI.8.2 shall not apply. The voting for removal shall take place on the date of the Special General Body Meeting.

Comment [IP28]: Has work been done on the formation or the arbitration and compliance committees?

Comment [IP29]: Should the arbitration committee handle removal of membership and or disputes between members?

Comment [KQ30R29]: Possibly, but this section should be limited to by-laws violations, complaints.

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Comment [UA31]: Again, why simple majority?

SECTION XI.3: SHOORA VACANCIES DUE TO COMPLIANCE VIOLATION ARBITRATION COMMITTEE RULING

Comment [OF32]: I don't know if this should go here or go in a more general section, like Section VI

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XI.3.1- If the entire Shoora or four or more Shoora members are removed by a simple majority vote, then a Special General Body Meeting shall be held within thirty (30) days to fill the vacated Shoora positions. -This Special General Body Meeting shall be called and managed by the Trustees. If not enough members have been elected to fill the vacant Shoora positions, then the Trustees shall convene and manage a subsequent Special General Body Meeting within thirty (30) days. If not enough members have been elected to fill the vacant Shoora positions after the subsequent Special General Body Meeting, then the Trustees shall, within fifteen (15) days, appoint members to fill the vacant Shoora positions. on the date of the Special General Body Meeting where in the vote to remove the Shoora members takes place, an election for the now vacant Shoora positions will be held.

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XI.3.2- Shoora members elected or appointed per Section XI.3.1 above shall only serve the remaining term of the Shoora position they filled. They may however run for a Shoora position after the term of the position they filled has expired. If no Shoora members are elected to take the place of the vacated Shoora members, then the Trustees shall appoint members to take the place of the vacated Shoora members. If no Trustees have been elected or if the Trustees are unable to appoint Shoora members within 72 hours of a vacancy, then the Arbitration Committee shall appoint members to take the place of the vacated Shoora members.

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Comment [OF33]: Is this only applicable when a compliance issue occurs or will this need to also happen if a Shoora member is removed by vote of the General Body, per section VI?

Comment [IP34R33]: The appointment should only be for the remainder of the term.

Comment [UA35R33]: Khurram will think about it and rework it

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ISLAMIC CENTER OF SAN GABRIEL VALLEY, INC.
BY-LAWS

END

REVISION HISTORY

Description of Revision	Revised By	Revision Date
Section II.6, II.7, II.8 revised to reflect approval of increase in term for Majlis-e-Shoora members from two years to three years.	Pres. Amer Ali Sec. Sattar Siddiq Approved by By-	08-24-2003

ISLAMIC CENTER OF SAN GABRIEL VALLEY, INC.
BY-LAWS

<p>Section II.2, VI.6 regarding shoora qualifications of six months good standing and one year membership in a committee.</p> <p>Section VIII.4.1, VIII.4.3, VIII.7.2 regarding Trustees election from 75% to 66%.</p> <p>Section IV.2.7, IV.2.8 regarding quorum requirement for general body meetings reducing it from 25% to 20% and requiring 15% members present for subsequent attempts.</p>	Laws Committee By-Laws Committee	10-17-2009
<p>Section I.5.1, I.5.1.a, I.5.3, I.5.4, I.5.5, I.5.6. regarding status of current members, non-current members, and terminated members. Details of changes contained in chart after section I.5.6.</p> <p>Section IV.2.7, IV.2.7a, IV.2.7.b, IV.2.8, IV.2.8a, VIII.4.1, VIII.4.3, VIII.7.2 regarding establishing the inclusion of proxy for purpose of quorum.</p> <p>Section IV.3.1 regarding requiring notice to be given by mail and deleting other possible means.</p> <p>Section IV.2.9, IV.2.10, VIII.4.1, VIII.7.2 regarding requirement of secret ballot.</p> <p>Section VIII.6 regarding changing Trustee term limit from 10 years to 5 years.</p> <p>Section VIII.13 was added to express intent to create Trust/Wakf.</p>	By-Laws Committee	10-23-2010
<p>Section VIII.12.4 was added to create a Wakf Preparation Committee and permit two trustees to be a part of that committee.</p>	By-Laws Committee	12-04-2010
<p>Section X was added to regulate actions involving the property of the Islamic Center. Amendment passed with 100% approval of members present/proxy at special general body meeting (based on votes cast).</p>	By-Laws Committee via Special General Body Meeting	04-14-2012
<p>Section X was amended and expanded to require 2/3 approval for leasing of the Islamic Center for purposes of operating a medical clinic, mortuary, day care, or full-time school; and specifying actions involving property (i.e. license agreements) not requiring general body approval. Amendment passed with 88% approval of members present/proxy at semi-annual general body meeting (based on votes cast).</p>	By-Laws Committee	11-2-2013
<p>Section 1.4.1.a was added to include chec-o-matic contributions as qualifying for membership dues. The amendment passed with 88% approval of members present/proxy at the annual general body meeting (based on votes cast).</p> <p>Section IV.2.1 was amended to define the time span for holding general body meetings. The amendment passed with 91% approval of members present/proxy at the annual general body meeting (based on votes cast).</p>	By-Laws Committee	12-07-2013
<p>Section IV.2.4 was amended to further define process and time frame for holding special general body meetings. The amendment passed with 66% approval of members present/proxy at the annual general body meeting (based on votes cast)</p> <p>Section VI.8 was added to explain the process and requirements for removal of members of the Shoora. The amendment passed with 70% approval of members present/proxy at the annual general body meeting (based on votes cast)</p>	By-Laws Committee	12-13-2015

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