

MIC Operating Manual

Middletown Islamic Center (MIC)

Principal Office: 169 Ryerson Rd, New Hampton, NY 10958

Draft Date: May 1, 2026

Version: v3 (updated with Volunteer Voucher, expanded FAQ)

1) Purpose & Scope

Operationalizes the MIC Constitution and organizational flow into procedures, calendars, procurement, and controls for Board, Advisory, Imam, staff, volunteers, and Members.

Note: this document is not an addition to or replacement of, but a clarification and explanation of the current MIC Constitution. Disclaimer (not legal advice): For binding policy under NY law and insurance contracts, consult qualified counsel and a licensed broker.

2) Normative References (available upon request)

MIC Constitution.pdf (governance, elections, finances, officer roles, budget dates, spending limits)

MIC Organizational Flow Chart as of 2026.01.08.pdf (current committees/roles)

MIC_Voting_Eligibility_Framework.docx (transitional recognition categories & verification)

MIC_QA_Sheet.docx (Q&A for community communications)

Draft Weekend School Instruction & Operational Guidance Manual.docx (school governance, portal/data security, child-protection, quarterly reporting, DPA template)

3) Governance Overview

Bodies: Board of Trustees (9 officers), Advisory Committee (4 voting members by community allocation), Imam (employee on 2-year contract) per Constitution.

Meetings & Quorum: General Body—≥2/year with 14–60 day notice; quorum one-third of Members; two-thirds quorum for amendments. Board quorum ≥51%; Advisory ≥51%.

Elections: Election Committee formed ≥ 6 months prior; elections first two weeks of November; structured candidate postings/withdrawals; in-person voting; transition ≤ 15 days + 15-day overlap.

3.1 Rotation of MIC BOT Presidency

1. Since Pakistani and Bangladeshi members have served as president in recent terms, the next president shall be from the Arab community for the next two, two-year terms (4 years) and then a member from the “Other” community would become eligible for the next two, two-year terms (eg. 4 years). From there, the Presidency shall proceed to the Bangladeshi, and then the Pakistani community, and back to the Arab community, and continue to cycle as stated above.
2. If during an election, a President cannot be filled by a specific community during its turn, or in the second two-year term, then the President role cycles to the next community’s turn (eg. from “Other” to “Bangladeshi”, etc.).
3. This decision would reinstate a historical precedent and provide a fair opportunity going forward for all communities to be represented as a figurehead of the community, even if voting power remains the same per MIC Constitution. (p. 1)

3.2 Election Committee & Candidate Vetting

Expanded role of the Election Committee to include additional candidate vetting criteria:

1. The Election Committee shall implement a structured vetting process to ensure that all nominees meet the expectations of professionalism, integrity, and community service expected of MIC leadership. This vetting process must remain consistent with the Constitution’s eligibility requirements for candidates.
 - o a. Additional Proposed Candidate Vetting Criteria
To appear on the final candidate list, nominees must provide documentation or credible evidence demonstrating:
 - i. Professional Qualification: Experience, skills, or competencies relevant to the office they are seeking. This may include administrative experience, financial management background (for Treasurer), leadership experience, community service leadership, or other role specific relevance.

- ii. Community Volunteerism: Evidence of prior involvement in MIC activities or volunteer efforts demonstrating commitment to the Muslim community.
 - iii. Good Standing Review: Confirmation that the nominee meets all Voting Member requirements (MIC Constitution 5.3) and has no outstanding dues for the past six months (MIC Constitution 7.4.1).
 - iv. Integrity & Conduct Review: Screening for any documented behavior deemed harmful or disruptive to MIC (aligned with Article 8 misconduct definitions).
- b. The purpose of a more detailed Vetting Criteria: These vetting procedures ensure that not only that the requisite positions are filled, but also that MIC leadership represents competent, service minded, and constitutionally eligible members of the community.
 - c. The result of this vetting process will help construct the content of the Voting Ballot, which will be a two-part ballot:
 - i. The first part of the ballot will be to select preferred nominees from each respective community.
 - ii. The second part would be to decide which roles the voter prefers these nominees to take.
 - iii. Position priority will be granted by popular vote during the General Election to representatives of each community. Position choice 2 will only be considered should the need for filling a position arises and/or to meet an ethnic community's quota as articulated in the MIC Constitution (Pakistani 3, Bangladeshi 2, Arab 2, Other 2).

4) Annual Operating Calendar (At-a-glance)

Month	Governance & Compliance	Finance & Admin	Programs & Facilities
Jan	New Board orientation; publish calendar; insurance renewals & COIs	Close prior year books; year-end financial summary for Advisory	Winter facilities check; vendor roster; Q1 programs
Feb	Board mtg #1; Advisory check-in	Dues reminders; donation protocol audit	Safety drills; school term planning
Mar	General Body (spring) as scheduled; begin election readiness	Q1 financial report to Board & Advisory	Spring maintenance bids
Apr	Policy reviews (procurement, conflicts, records)	IRS/state filings (if applicable)	Spring clean-up; facility inspections
May	Board mtg #2	Mid-year membership list update & posting	Community programs; vendor reviews
Jun	Advisory mtg #1; Informative Comm. Review	Q2 financials; dues compliance	HVAC servicing; School End-of-Year Event
Jul	Board mtg #3	Risk & insurance mid-year check	Summer projects
Aug	Form Election Committee by end of month	Confirm Voting Member lists	Fall maintenance planning
Sep	General Body (fall)	Q3 financials; pre-budget cycle	School launch; fire system check
Oct	Candidate lists per timelines	School budget due Nov 1; Consolidated budget due Nov 15	Winter vendor contracts
Nov	Elections (first two weeks); transitions commence	Board budget approvals	Winter readiness
Dec	Advisory mtg #2; Informative Com. Review; officer handover (≤15 days; 15-day overlap)	Q4 financials; annual report	Year-end audit; Jan orientation

Key budget dates: School budget due Nov 1; MIC consolidated budget due Nov 15.

Spending: President less than or equal to \$500 single, less than or equal to \$2,000 monthly; greater than \$15,000 requires Advisory approval.

5) Role-Based Duties & Timelines

President — General management; meeting leadership; co-sign contracts; enforce spending limits; ensure notices/quorum.

Vice-President — Acts in President's absence; assists; may assume Presidency per constitutional process.

General Secretary — Member & volunteer rosters; agendas; supervise groups; keep MIC registered; minutes; preside if Pres/VP absent; maintain records consistent with NY RCL governance norms.

Treasurer — Books, deposits, reconciliations; dual-signature withdrawals; quarterly reports posted; monthly summary; consolidated budget by Nov 15 (incorporating School budget due Nov 1).

Education Secretary — Director of Islamic school; library oversight; guide Principal; School budget due Nov 1; ensure operations align with Weekend School manual (portal security, child-protection, quarterly reporting).

School Principal

Constitutional duties: Operate school; budget by Nov 1; appoint ≤ 2 Assistant Principals; co-sign withdrawals with Education Secretary; teacher/parent council; report surplus before year end.

Operational (per MIC Weekend School manual):

Portal/Data Security: Role-based access, MFA, encryption, audit logs ≥ 2 years; retention/disposal; vendor DPA compliance; SHIELD Act safeguards.

Child Protection & Safety: Two-adult rule; mandatory reporting; drills; incident logs; background checks and annual training.

Quarterly Reporting: Ops & financial statements to Board (enrollment, staffing, outcomes, parent feedback, portal metrics).

Payments & Controls: Prefer portal payments; avoid card storage; reconcile with Treasurer; segregation of duties.

Maintenance Secretary — Maintenance oversight; inspections; bid packages; sign-off third-party work; maintain fire protection systems/equipment.

Communication Secretary — Newsletter; website; media; interfaith info (with President).

Election communications: Use MIC_QA_Sheet + timelines and Voting Eligibility Framework for transparent updates.

Social Secretary — Events; onboarding; special needs; post Voting Members list every 6 months and again 6 months before elections; fundraisers; liaison among bodies.

Religious Secretary

Constitutional duties: Lectures/da'wah; religious activities; special programs; Funeral Assistance Committee supervision.

Operational enhancements:

Program Safety: Apply child-protection & incident procedures (two-adult rule, logs) to youth halaqas & religious events in coordination with Education/Maintenance.

Calendar & Content Quality: Quarterly religious calendar; vet speakers; feedback loop with Imam.

Coordination with Imam and Advisory Committee:

[Note: The Constitution defines the Religious Secretary role but does not include Ramadan/Eid coordination. Adding such responsibilities is permissible because it does not contradict Article 4.1.3.9.]

The Religious Secretary shall coordinate with the Imam, Board of Trustees, and the Advisory Committee on all matters requiring religious rulings or unified community practice, including:

Determination of the start and end of Ramadan.

Determination of the date(s) of Eid al-Fitr and Eid al-Adha.

Confirmation and publication of prayer times, particularly during special months (Ramadan), holidays, or when seasonal adjustments are required.

The Religious Secretary shall ensure that all published prayer calendars, Eid announcements, and Ramadan schedules are:

Reviewed by the Imam;

Communicated to the Board of Trustees;

Publicly announced on time via the Communication Secretary.

6) Membership Administration & Transitional Voting Eligibility

Baseline: Membership dues \$25/month per household; Voting Members must have two years of membership with continuous dues and be current. Terminations & notices per Constitution.

Transitional Addendum (records lost/incomplete): Recognize eligible voters under any one category—active financial contributors (2-year), historical voters, significant contributors (\geq \$2,000 in 2025), previously registered with community connection—verified via bank/treasurer records, prior lists, and community attestations. Not creating new voters; restoring fairness.

6.1 Membership and Voter-Eligible Membership

1. Per the Interim Voter Eligibility Criteria, it has been assessed by the MIC Interim Caretaker Committee that there are paid voting eligible members out of the general body members who satisfy eligibility requirements and are eligible to vote in the upcoming election. (p. 5)
2. For this upcoming election, Eligibility rulings from previous Boards of Trustees (BOTs) will be grandfathered in. These types of eligibility rulings have included:
 - a. Lump sum payments, though not consistently paid over the course of two years
 - b. Lifetime memberships, paid once.
3. Going forward, as of the passing of the MIC Operating Manual, all memberships shall be in accordance to the MIC Constitution and rulings by previous BOTS shall be grandfathered in (5.3). (p. 5)
4. The Voter Eligibility List shall be in hard copy and digital formats and kept in perpetuity by the MIC BOT. (p. 5)

7) Financial Controls & Budget Cycle

Withdrawals & signatures per Article 9; President spending \leq \$500 single and \leq \$2,000 monthly; $>$ \$15,000 requires Advisory approval; school budget Nov 1; MIC budget Nov 15; quarterly reporting; monthly summary posted.

FOR TRACKING: MUST PROVIDE RECEIPTS AND KEEP COPIES WHENEVER ACCEPTING PAYMENT

8) Vendor Procurement & Tech/Data Additions

≤\$500 single (or ≤\$2,000 monthly) authorized by President; document price/quote.

\$501–\$15,000: Board approval; ≥3 written quotes; Bid Comparison Form.

\$15,000: Board + Advisory approval; formal RFP; COIs; licenses; references; DPA for tech/data vendors (portal/hosting/payments).

9) RCL Compliance & Insurance

Trustee governance & records aligned to Constitution and RCL; insurance program (Property, GL, D&O, Workers' Comp if applicable, HNOA, Cyber, Umbrella) maintained with annual broker review and vendor COIs; incident reporting protocol (school checklist included).

10) Program & Facility Operations

Life safety checks documented; Social plans events while Communications publishes; Religious Secretary coordinates content with Imam; school ops follow Constitution and Weekend School manual. Keeps track of all maintenance protocols using the Annual Operating Calendar.

11) Conflict Resolution & Discipline

Accountability Procedure for Board of Trustees Members

The purpose of this procedure is to ensure that the MIC Board of Trustees functions effectively, consistently, and responsibly in accordance with the MIC Constitution. This process applies when Board Members fail to attend required meetings, fail to perform assigned duties, or exhibit a pattern of non-performance that affects MIC operations.

This procedure is fully aligned with the Constitution, which already authorizes disciplinary action, including removal, for failure to attend six consecutive meetings, embezzlement, or actions detrimental to the community.

Upon the passing of the MIC Operating Manual, an Informative Committee consisting of General Body Members shall be nominated by General Body Membership to review performance of the BOT and Advisory Board on a biannual basis.

The purpose of this is to ensure all rules in the MIC Constitution are followed and all MIC Operating Manual procedures are maintained for the lawful operation of MIC business.

In addition, provided there is justifiable concern (as outlined in Item 11, subsection 2.2 of the MIC Operating Manual), the Informative Committee will reserve the right to review the BOT and Advisory Board and conduct the Performance Management Steps described in item 11 below.

11.1 Attendance Accountability Procedure

11.1.1 Attendance Expectations

Board of Trustees Members are expected to:

Attend all regularly scheduled Board meetings

Attend emergency meetings when called

Notify the President or General Secretary of legitimate absences in advance

Maintain active participation in assigned committees and duties

11.1.2 Attendance Tracking

The General Secretary will:

Maintain an attendance log for all Board meetings

Note excused and unexcused absences

Provide a quarterly attendance summary to the Board

11.1.3 Progressive Attendance Enforcement

Step 1 – First & Second Missed Meetings (Unexcused)

General Secretary sends a courtesy reminder

President checks in privately to support any issues affecting participation

Step 2 – Third & Fourth Missed Meetings (Unexcused)

Formal written notice is issued

Member required to meet with President + General Secretary to discuss obstacles

A corrective plan is issued, including expectations for next 90 days

Step 3 – Fifth Missed Meeting (Unexcused)

Second written warning

Advisory Committee notified for oversight

Member assigned a performance improvement action plan (PIAP)

Step 4 – Six Consecutive Missed Meetings (Unexcused)

Per Article 8, this triggers removal proceedings:

A written allegation is provided

Member receives opportunity to defend themselves

Removal requires:

(A) Two-thirds vote of Board of Trustees

(B) Three-quarters vote of Advisory Committee

(C) Simple majority of Voting Members at referendum

Removal is immediate if required votes are met

11.2 Performance Accountability Procedure

11.2.1 Performance Expectations

Each Trustee must:

Complete responsibilities listed in Article 4.1.3 (role-specific duties)

Meet constitutional deadlines

Actively participate in committees

Uphold MIC policies, including financial controls, procurement rules, and school oversight

Maintain professional and respectful conduct

11.2.2 Performance Review Triggers

A performance review may begin when one or more of the following occurs:

Repeated failure to complete assigned duties

Failure to meet constitutional deadlines

Disregard of budget or procurement rules

Missed school oversight responsibilities (for Education Sec / Treasurer)

Failure to comply with child-protection or safety oversight (for Religious, Education, Maintenance Secretaries)

Concerns raised during Advisory Committee oversight

Written complaints from Members, staff, or committees

11.2.3 Performance Management Steps

Step 1 – Informal Review by Advisory Committee

President + General Secretary meet with the Advisory Committee
Clarify duties and deficiencies
Provide support or training if needed

Step 2 – Formal Notice & 60-Day Improvement Period

Formal written performance notice issued
Expectations and deadlines clearly defined
Trustee required to submit a brief action plan

Step 3 – Advisory Oversight Review

If no improvement, Advisory Committee is notified
Joint Board–Advisory review scheduled
Trustee may respond in writing or verbally

Step 4 – Misconduct or Non-Performance Escalation

If behavior rises to “acting in a manner detrimental to the community,” Article 8 removal procedures may be initiated:

Written allegations
Fair opportunity to defend
Votes required under Article 8 for removal
(2/3 Board + 3/4 Advisory + majority of Voting Members at referendum).

11.4 Accountability for Officers With Specialized Duties

11.4.1 Treasurer

Failure to maintain records, provide quarterly reports, perform reconciliations, or follow dual-control rules for donations triggers:
Immediate financial audit review
Advisory Committee notification
Possible suspension from financial functions pending Board action

11.4.2 Education Secretary & School Principal Oversight

Non-performance connected to child safety, portal/data security, and compliance with Weekend School policies triggers:
Mandatory review under the Weekend School Investigation Protocol
Board intervention if risks are high

11.4.3 Maintenance Secretary

Failure to maintain building safety (fire systems, inspections) may trigger immediate corrective oversight due to insurance and code risks.

11.4.4 Religious Secretary

Failure to ensure safe program environments (youth programs, funeral committee, etc.) or consistent coordination with Imam/President triggers:

- Performance notice
- Required safety retraining
- Potential escalation to Article 8 if negligence is severe

11.5 Transparency Requirements

Quarterly public update on Board attendance summary (names omitted for privacy; individual member may request disclosure).

Quarterly Advisory oversight review.

Annual accountability statement included in the Annual Report.

11.6 Corrective Actions Menu (Non-Removal)

Before initiating removal per Constitution Article 8, the Board may apply:

- Verbal warning
- Written warning
- Reassignment of duties
- Mandatory training
- Suspension from committee leadership roles
- Performance Improvement Action Plan (PIAP)

11.7 Final Removal Process (as permitted by Constitution)

If deficiency persists or behavior meets grounds in Article 8, removal requires:

- Two-thirds vote of the Board of Trustees
- Three-quarters vote of Advisory Committee
- Simple majority vote of Voting Members at referendum
- Removal becomes immediately effective once votes are met

B) Appendices & Fillable Forms

Appendix A — Bid Comparison Form (fillable)

****MIC Bid Comparison Form**** (Project/Service: _____ Date: _____)

Scope Summary:

- Deliverables:

- Timeline:

- Safety/Code Requirements:

Vendor A: _____ Quote: \$_____ Key Terms:

Vendor B: _____ Quote: \$_____ Key Terms:

Vendor C: _____ Quote: \$_____ Key Terms:

Evaluation (0–5): Price ___ | Technical Fit ___ | References ___ | Insurance/COI ___ |
Warranty ___

Recommended Award: Vendor _____

Panel Members & Signatures:

- _____ (Requesting Secretary)

- _____ (Treasurer/Delegate)

- _____ (Board Member)

Conflict of Interest Disclosures: _____

Board Approval Date: _____ Advisory Approval (if >\$15k): _____

(Board + Advisory thresholds per Constitution.)

Appendix B — Standard Services Agreement (outline)

Parties, term, scope, price, milestones, invoicing

Insurance & indemnification; COI requirements

Compliance with laws/codes; safety plan

Change orders; delays; termination (cause/convenience)

Warranty/service; signatures (President + one officer)

Appendix C — Incident Report Form (fillable)

****MIC Incident Report****

Date/Time: _____ Location: _____

Description: _____

Persons Involved/Witnesses: _____

Immediate Actions Taken: _____

Photos/Attachments: Yes / No

Reported to: Maintenance Sec / President / Treasurer / Broker/Insurer (date/time):

Follow-up Plan: _____

Appendix D – Board Accountability Log Template (Fillable)

Purpose: Track attendance, performance, warnings, corrective actions, and resolution for each Board Member.

Board Term: _____ Year: _____

Maintained by: General Secretary

Trustee Name	Attendance Summary	Issues Identified	Corrective Actions
	(Excused/Unexcused)	(Attendance, Performance, Other)	(Warnings, PIAP, Training, etc.)

Meeting-Level Tracking (attach additional sheets as needed)

Date: _____ Meeting Type: Regular Emergency

Trustees Present: _____

Trustees Absent: _____

Absences Excused? Yes No

Reason Provided: _____

Corrective Action Triggered? No Yes → If yes, complete below:

- Step Initiated (circle):

Courtesy Reminder / Written Notice / Improvement Plan / Advisory Review

- Notes: _____

- Follow-Up Required By: _____

General Secretary Signature: _____ Date: _____

President Signature: _____ Date: _____

Appendix E – Performance Improvement Action Plan

Purpose: Provide a structured, fair, constitutional method for addressing Board Member under-performance.

Trustee Name: _____

Position: _____

Term: _____

PIAP Start Date: _____

Review Date (60 days later): _____

I. Issue Summary

(Describe non-performance, failure to complete duties, missed deadlines, or conduct impacting MIC operations.)

II. Constitutional or Policy Areas Involved

(Check all that apply)

- Attendance Requirements (Article 8)
- Role Responsibilities (Article 4.1.3)
- Financial Controls / Procurement Rules
- School Oversight (Education Sec / Principal)
- Religious Programming Safety (Religious Sec)
- Conduct / Professional Behavior
- Other: _____

III. Required Improvements

(List expectations, deliverables, deadlines.)

1. _____

2. _____

3. _____

IV. Support Provided by MIC

(Check all that apply)

Training

Clarification of Responsibilities

Additional Resources

Adjustment of Workload

Mentoring

Other: _____

V. Monitoring Plan

- Check-ins Scheduled:

Weekly Bi-Weekly Monthly

- Reporting Required:

Verbal updates

Written progress summary

Documentation submission

VI. Consequences if No Improvement

(Aligned with Article 8 procedures)

Additional Warning

- Advisory Committee Oversight
- Escalation to Removal Review Process
- Other: _____

VII. Signatures

Trustee Acknowledgment:

I acknowledge receipt of this PIAP. My signature does not imply agreement.

Trustee Signature: _____ Date: _____

President Signature: _____ Date: _____

General Secretary Signature: _____ Date: _____

Advisory Committee Chair (if involved): _____ Date: _____

Appendix F – Quarterly Board Governance Scorecard

A governance health check used for *Informative Committee* evaluation and *Advisory Committee* oversight.

Quarter: Q1 / Q2 / Q3 / Q4 Year: _____

Completed by: _____

I. Attendance & Participation

Metric	Rating (0–5)	Notes
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Overall attendance rate _____

Excused vs unexcused absences _____

Committee meeting participation _____

Timeliness of arriving to meetings _____

II. Compliance & Deliverables

Budget deadlines (Nov 1 / Nov 15) _____

Quarterly financial reports posted _____

Member list updates (Social Sec) _____

Meeting notices within 14–60 days _____

Procurement documentation complete _____

III. Role-Specific Performance

President leadership & communication _____

Treasurer financial accuracy _____

General Secretary documentation _____

Education Secretary oversight _____

Principal operations & compliance _____

Religious Secretary programming _____

Maintenance Secretary facility safety _____

Communication Secretary outreach _____

Social Secretary engagement _____

IV. Governance Integrity

Conflicts of interest managed _____

Adherence to child-protection rules _____

Policy updates completed _____

Transparency with membership _____

Advisory Committee collaboration _____

V. Risk & Incident Management

Safety incidents addressed _____

Data/portal issues resolved _____

Insurance compliance met _____

Corrective actions closed _____

VI. Summary & Recommendations

Top strengths this quarter:

1. _____

2. _____

Areas requiring improvement:

1. _____

2. _____

Recommendations:

Reviewer Signature: _____ Date: _____

Appendix G — Transitional Voting Eligibility Addendum

Eligibility categories & verification (see MIC_Voting_Eligibility_Framework.docx); principle: recognizing existing members where records were lost—not creating new voters.

See FAQ in Appendix O.

Usage: Apply during record reconstruction with Board resolution; coordinate with Advisory; consider constitutional amendments if making permanent changes.

Appendix H — Weekend School Operating Alignment

Incorporates Weekend School Operation Guidance Manual by reference for portal/data security (SHIELD Act), child-protection policies, quarterly reporting, and DPA for vendors.

Appendix I — DPA Cover Sheet (fillable) (for tech/data vendors)

MIC Data Processing Addendum (DPA) Cover Sheet

Vendor Name: _____ Service: _____

Contract/Master Agreement: _____ Effective Date: _____

Data Categories Processed (check all):

Parent/Student Profiles Tuition/Payments Communications

Portal Logs Incident/Behavioral Records Other: _____

Security Controls (attach evidence):

- Encryption in transit/at rest Yes No

- MFA for admin/staff Yes No

- Vulnerability/Patching program Yes No

- Breach notification within 24h Yes No

Subprocessors? No Yes → List & approvals: _____

MIC Owner Signature: _____ Date: _____

Vendor Signature: _____ Date: _____

(Use alongside the detailed DPA template in the Weekend School manual.)

C) Insurance Program Checklist (for manual & school)

Property; General Liability; D&O; Workers' Comp (if employees); Hired/Non-Owned Auto (if driving on MIC business); Cyber; Umbrella.

Annual broker review; vendor COIs; incident reporting protocol; school child-protection & training conditions.

D) Principal & Teacher Training Checklist (school year readiness)

****MIC Weekend School — Training & Compliance Checklist****

A. Pre-Year Vetting (by Aug 31 each year)

- Background checks completed for all teachers/volunteers
- Signed Code of Conduct (staff & students)
- Child-protection training (two-adult rule; mandatory reporting)
- Safety training (fire/evacuation; first aid/CPR coverage)
- Data security training (portal access, MFA, privacy & retention)
- DPA confirmed for any tech/data vendor (hosting/payment/portal)

B. Portal & Data Security (by school start)

- Role-based access set (BOT/Admin/Teacher/Parent)
- MFA enabled for staff/admin
- Encryption at rest & in transit confirmed
- Audit logs enabled; retention ≥ 2 years
- Privacy Notice published; parent consent process live
- Payment processing PCI handled by provider; MIC stores no card data

C. Quarterly Operations (BOT–Admin meetings)

- Financials: BS/IS/CF; budget vs actual; tuition reconciliation
- Enrollment/attendance; staffing updates
- Curriculum outcomes; parent feedback summary

Incident log review & corrective actions

Portal metrics & data incidents (if any); SHIELD Act compliance updates

D. Classroom Practices (ongoing)

Two-adult rule observed

Open-door/visibility maintained

Student conduct documented; parent notice ≤5 business days if significant

Emergency drills completed per schedule

Sign-offs

Principal: _____ Date: _____

Education Sec: _____ Date: _____

Board Chair: _____ Date: _____

Show more lines

(Aligned to Weekend School manual's governance, safety, portal/data security, and quarterly reporting.)

Appendix J – MIC Organizational Flow Chart

Refer to attached organizational flow chart file dated 2026.4.3.

Appendix K – MIC Volunteer Voucher Program

Refer to “MIC Volunteer Voucher” document.

MIC Volunteer Voucher Program Log Sheet

Prepare a log sheet that allows members to exchange verified volunteer hours for membership dues. Hours are tracked and recorded by the Board in the same manner as financial receipts. This ensures fairness, validation, and eligibility for voting calculations. Equivalent of thirty (30) days of work required in one calendar year. Board of Trustees and Advisory Board members excluded.

Appendix L – Meeting Minutes Template

Organization Name: Meeting Type: (Board Meeting, General Assembly, Committee Meeting, Youth Group, etc.) Date: Time: Location: Facilitator/Chair: Note-Taker:

1. Opening

- *Call to Order:*
- *Opening Du‘ā: (Name of person who led the du‘ā)*
- *Qur’an Recitation: (Optional — Surah/verses and reciter)*

2. Attendance

- *Members Present:*
- *Members Absent:*
- *Guests/Visitors:*

3. Approval of Previous Minutes

- *Summary of previous meeting:*
- *Corrections/Amendments:*
- *Approval Status: (Approved / Approved with changes / Deferred)*

4. Reports

- *Imam's Report: (Community spiritual needs, upcoming programs, pastoral care updates)*
- *President/Chair Report:*
- *Treasurer's Report: (Financial updates, donations, expenses, zakat/sadaqah distribution)*
- *Committee Reports:*
 - *Education*
 - *Maintenance*
 - *Social*
 - *Religious*
 - *Treasurer*
 - *General Secretary*
 - *President*

5. Old Business

(List ongoing projects or unresolved items from previous meetings)

- *Item 1:*
- *Item 2:*
- *Decisions/Updates:*
 - *(Zakat, food pantry, refugee support, etc.)*

6. New Business

(List new proposals, issues, or opportunities)

- *Proposal 1:*
- *Proposal 2:*
- *Community concerns raised:*

7. Action Items

Task Responsible Person Deadline Status

8. Announcements

- *Upcoming events (Jumu'ah programs, Ramadan planning, classes, fundraisers)*
- *Community reminders*
- *Volunteer needs*

9. Closing

- *Closing Du'ā:*
- *Adjournment Time:*

10. Attachments (if any)

- *Financial statements*
- *Attendance sheets*
- *Project proposals*
- *Event flyers*

Appendix M – Nomination Form

Middletown Islamic Center – Nomination Form

169 Ryerson Road, New Hampton, New York 10958

Nominee Information:

Name:

Address:

Phone:

Email:

Nominating Members (Two Required):

Printed Name and Signature (Member 1):

Printed Name and Signature (Member 2):

Preferred Position(s) (Select up to two of the following according to your preference):

-President (XXX Community Only); -V.P.; -Treasurer; -Gen. Secretary; -Religious Sec.;
-Communication Sec.; -Social Sec.

Position priority will be granted by popular vote during the General Election to representatives of each community. Position choice 2 will only be considered should the need for filling a position arises and/or to meet an ethnic community's quota as articulated in the MIC Constitution (Pakistani 3, Bangladeshi 2, Arab 2, Other 2).

Choice 1:

Choice 2:

Qualifications Statement (Please describe your professional experience, job skills, and/or community volunteer history):

Appendix N – Sample Election Ballot

****Middletown Islamic Center****

****ELECTION BALLOT – GOVERNING BODY (9 SEATS)****

****Term: _____****

**SECTION 1: BALLOT NUMBER _____**

Date: _____

**SECTION 2: ETHNICITY GROUP REPRESENTATION**

To ensure fairness and equal opportunity, candidates are grouped into four ethnicity categories.

** Group A: Pakistani (Majority Group)*

** Group B: Bangladeshi*

** Group C: Arabs*

** Group D: Others*

**SECTION 3: VOTE FOR REPRESENTATIVES (9 TOTAL)**

****Instructions:**** *Vote for ****up to 9 candidates total****, ensuring balanced selection across groups.*

**Group A Candidates (Select up to 3)**

**Group B Candidates (Select up to 2)**

**Group C Candidates (Select up to 2)**

**Group D Candidates (Select up to 2)**

SECTION 4: SIGNATURE

Voter Signature: _____

NOTES

** Ballots with more than 9 selections will be disqualified.*

** Equal representation rules must be respected.*

Appendix O: FAQ: Voting Eligibility, Governance, and Community Participation via the Informative Committee

What is the role of the Informative Committee?

The Informative Committee is a sanctioned Subcommittee that exists to increase transparency, improve communication, and support trust between the community and the Board of Trustees (BOT). It is not a governing body and holds no authority over BOT decisions. Its purpose is facilitative—ensuring access to information, summarizing key updates, and helping all constituent communities feel represented and informed.

How is the Informative Committee organized?

The committee includes one representative from each constituent community to ensure balanced participation. Members are volunteers selected for communication ability, neutrality, and commitment to transparency. They provide summaries of BOT activities and community concerns but do not vote on Board matters.

Why institute a rotating presidency?

Rotating the presidency ensures fair representation and shared leadership responsibility among all communities affiliated with MIC. This practice promotes unity and discourages long-term concentration of leadership in any single group.

Does a rotating the presidency change BOT voting representation?

No. Voting power on the Board remains exactly as defined in the Constitution. Rotation only affects the chairing of meetings and ceremonial leadership—not the underlying voting structure or the number of votes held by each Trustee.

Why include the MIC Volunteer Voucher program?

The voucher program encourages volunteerism and provides a pathway for individuals who express hardship paying standard membership dues to participate fully in MIC life. Logged volunteer hours can be applied toward membership dues with the same verification rigor used for financial records.

With the Interim Voting Eligibility Process, are we adding new voters?

No. We are recognizing existing members whose records were lost or not properly maintained.

Why are we temporarily including past election participants?

They were previously recognized and participated in MIC governance.

Why are we temporarily allowing \$2,000 contributors to vote?

Significant contributors reflect strong commitment and support to the Masjid, however upon the next elected BOT, the standard operating procedure of the Constitution for membership, and voting eligible membership, will return upon the election of a new BOT by 6.30.26.

What if someone missed recent elections?

They may still be eligible if their past participation is verifiable.

How do we verify eligibility?

Bank records, treasurer reports, prior lists, and community verification (2–3 known members).

Is this fair to new members?

Yes. It balances inclusion of committed members while preventing random or unverified additions.