

PREAMBLE.

*“We, the Muslim community of Middletown, New York have agreed and have adopted the present Constitution and do hereby nullify the provisions of the previous Constitution. Additionally, we agree to establish an organization to be known as the **MIDDLETOWN ISLAMIC CENTER (MIC)**”*

ARTICLE 1

1. ORGANIZATION.

The Organization will be non-profit, religious Islamic Organization

ARTICLE 2

2. OPERATING LOCATION.

The principal office of the MIC shall be located at 169 **Ryerson Rd, New Hampton New York 10958**. This property is owned by the MIC.

ARTICLE 3

3. MISSION AND VISION.

The Mission and Vision of the organization shall be:

- To promote the Islamic teachings based on Quran and Sunnah.
- To arrange activities within the sanctions of Quran and Sunnah that benefits the Muslim community as well as the non Muslims.
- To strengthen fraternal bond among Muslims living in the greater Mid-Hudson Valley of New York state and adjoining areas.
- To make Islam better understood by non-Muslims. This includes collaboration with non- Muslim religious groups and/or organizations solely to assist in better understanding of Islam.

ARTICLE 4

4. ORGANIZATIONAL STRUCTURE.

The MIC will be governed by two major bodies:

- 1- The Board of Trustees and
- 2- The Advisory Committee.

4.1 THE BOARD OF TRUSTEES.

4.1.1 General Scope.

The Board of Trustees shall be vested with authority to administer and implement duties, responsibilities and directives in furtherance of the purposes set forth in the MIC Constitution. The Board shall ensure that the MIC functions in accordance with the Constitution as well as Quranic/Islamic laws and traditions. The Board shall have authority to raise contributions to the MIC and to oversee proper appropriation of MIC funds. The Board shall have the authority to plan activities, programs and projects for the

benefit of the MIC. The Board shall have the authority to appoint and terminate employees.

4.1.2 Board of Trustee Positions.

The Board of Trustees will be comprised of 9 Members elected through the election process established within the MIC constitution.

The elected officers shall be:

1. President
2. Vice-President
3. General Secretary
4. Treasurer
5. Educational Secretary
6. Maintenance secretary
7. Communication Secretary
8. Social secretary
9. Religious secretary.

4.1.3 Roles and Responsibilities.

4.1.3.1 The President.

The President shall be responsible for the following:

- 1- The general management of all the activities of the MIC;
- 2- Directing and coordinating all the activities so as to achieve the purposes of the MIC. He/She shall with at least one other Member of the Board of Trustees sign all the contracts and other legal documents on behalf of the Board of Trustees;
- 3- Calling and presiding over meetings of the Board of Trustees and the General Body;
- 4- Forming various Ad Hoc Committees with the approval of the Board of Trustees;
- 5- Overseeing the Treasurer in the control of funds and expenses of the MIC;
- 6- Presenting reports on the state of the MIC at the annual meeting and in the MIC periodic newsletter;
- 7- Being the spokesman, representative, and correspondent for the MIC in external activities; and
- 8- Establishing an efficient link between the MIC and other organizations with approval of the Board of Trustees.

4.1.3.2 The Vice President.

The Vice-President shall be responsible for the following:

- 1- Carrying out the management of the activities of the MIC, including presiding over General Body and Board of Trustee meetings in the temporary absence of the President;
- 2- Assisting the President in accomplishing the purposes of the MIC; and

3- Assume the functions of the President temporarily whenever requested to do so by the President. If the President is permanently incapacitated as determined by the majority vote of the Board of Trustees and the Advisory Committee, the Vice-President shall assume the Presidency for the remaining period of the President's term.

4.1.3.3 The General Secretary.

The General Secretary shall be responsible for the following:

- 1- Periodically reporting the important events and activities of the MIC to the Members;
- 2- Preparing and circulating the agenda before every meeting;
- 3- Maintaining the list of Members and the volunteers for various functions of the MIC;
- 4- Directing and supervising the activities of the various activity groups including the youth group;
- 5- Keeping the MIC registered as a non-profit religious corporation in the State of New York.
- 6- Presiding over the Board of Trustees meetings when both the President and the Vice-President are absent; and
- 7- Presenting at the beginning of every meeting of the Board of Trustees and the General Body the minutes of the previous meeting for approval, respectively, by the Board of Trustees and the Members.

4.1.3.4 The Treasurer.

The Treasurer shall be responsible for the following:

- 1- Maintaining the records of all the financial transactions of the MIC and be responsible for the systematic up-keep of books and writing disbursements, receipts, banking reconciliations, and records of increase or decrease of funds in statements to be made to the Members;
- 2- Collecting and depositing all the funds received on behalf of the MIC. Treasurer shall also provide a receipt of funds to each donor upon receiving any collection;
- 3- Countersigning all withdrawal checks on behalf of the MIC along with the President;
- 4- Preparing, by November 15 of each year, the annual budget of the MIC for the next fiscal year in consultation with current (and newly elected, if any) Members of the Board of Trustees. He/She shall then forthwith present the budget to the Board of Trustees for approval;
- 5- Presenting to the Board of Trustees and Advisory Committee a quarterly report on the status of the MIC's financial affairs, including anonymous donations and total donations received by the MIC, and outlays of all funds and expenses;
- 6- He/She shall be responsible for the posting of this report on a bulletin board quarterly and a brief simple income and expenses report monthly; and
- 7- Collecting cash from the donation box in the presence of another Member of the Board of Trustees and keep record of each occasion. Treasurer shall not collect money

from any box within the MIC without the presence of another Member of the Board of Trustees. Each collection should be signed by Treasurer and such other Member.

4.1.3.5 The Education Secretary.

The Education Secretary shall be responsible for the following:

1- Education Secretary will serve as the director of the Islamic school. He/She may authorize, amend, or re-state operating guidelines, plans, practices, and/or procedures from time to time in order to improve the performance of the school with prior approval from the Board of Trustees. He/She shall guide the principal, assistance principal, and school committees from time to time for the better performance of the school.;

2- Education Secretary shall be in charge of the Islamic library and shall be organizing and updating the Islamic library as per the needs of the MIC; and

3- Education Secretary shall propose an annual budget for the Islamic school to the Treasurer no later than November 1 of each year, and the Treasurer shall include this budget within the general budget to be submitted to the Board of Trustees by November 15 of each year.

4.1.3.5.1 Role of the Principal for Islamic School.

The Principal of the Islamic school shall be responsible for the following:

1- Operating the Islamic school in the best traditions of Islam;

2- Preparing an annual budget in consultation with the Education Secretary no later than November 1 of each year;

3- Reporting all activities, performances, progress, and/or any related issues directly to the Education Secretary;

4- Appointing and removing Assistant Principals during the operation of the school. Principal can appoint up to maximum of two (2) Assistant Principals;

5- Operating the Islamic school bank account. Principal can withdraw money from this account only with the signature of the Educational Secretary;

6- Creating and maintaining a teachers/parents council to improve school performance; and

7- Reporting to Board of Trustees if there is excess money in the school bank account before the end of each fiscal year.

4.1.3.6 Maintenance Secretary.

The Maintenance Secretary shall be responsible for the following:

1- Overseeing the maintenance of the exterior and interior of the property and the building;

2- Identifying maintenance issues that need to be addressed, and coordinating maintenance and repairs of structural, mechanical and electrical systems;

3- Overseeing and signing-off on all third party provisioned work;

4- Preparing the bid packages for exterior and interior maintenance;

5- Conducting inspections of the property for services and repairs; and

6- Maintaining fire protection systems and equipment.

4.1.3.7 The Communications Secretary

The Communication Secretary shall be responsible for the following:

- 1- Editing and circulating a newsletter within the Muslim community about the activities of the Board of Trustees and the MIC;
- 2- Establishing and maintaining a web site and posting information on website regularly;
- 3- Disseminating information about the Board of Trustees and the Muslim community through press and media releases to the local communities; and
- 4- Disseminating information about Muslim festivities and celebrations to non Muslim organizations such as schools and media in coordination with the President .

4.1.3.8 The Social Secretary

The Social Secretary shall be responsible for the following:

- 1- Organizing events and gatherings of the Muslim community for the interaction and networking;
- 2- Welcoming new Members to the community and helping them whenever there is a need;
- 3- Working with the Members with special needs and finding ways and means for helping them;
- 4- Managing social events such as dinners, lunches, picnics, and social gatherings of the members of the MIC;
- 5- Providing the updated voting members list every 6 months to the Board of Trustees and putting it on the bulletin board;
- 6- Put the updated voting members list on the bulletin board 6 months before any upcoming election and providing a copy to the Election Committee;
- 7- Acting as a Liaison between the Board of Trustees and the Advisory Committee as well as between Members and the Board of Trustees under difficult situations and/or whenever any conflict arises among these bodies; and
- 8- Arranging fundraisers for MIC.

4.1.3.9 Religious Secretary

The Religious Secretary shall be responsible for the following:

- 1- Organizing and overseeing lectures and da'wa program;
- 2- Arranging different religious activities;
- 3- Arranging special programs on special Islamic occasions; and
- 4- Supervising the Funeral Assistance Committee.

4.1.4 Terms and Tenures of Service:

The following rules apply to all elected Members of the Board of Trustees:

- 1- The term of each Board of Trustee Member shall be 2 years;

2- A Member of the Board of Trustees can serve for a maximum of two terms either consecutive or non-consecutive . After the completion of two terms on either the Board of Trustees or on the Advisory Committee or on both, that Member shall be ineligible to serve on either the Board of Trustees or the Advisory Committee until the end of the next three terms of the Board of Trustees and Advisory Committee; that is, that Member shall not be eligible to serve on the Board of Trustees for the next six years following the completion of his/her second term, and that Member shall not be eligible to serve on the Advisory Committee for the next nine years following the completion of his/her second term;

3-If an elected Member of the Board of Trustees or Advisory Committee resigns after six months from the beginning of his/her term, a full service term will be counted against his/her eligibility for future service. If any such elected Member has resigned twice, at any time during his/her service, he/she will be ineligible for any future position on the Board of Trustees or Advisory Committee;

4- The foregoing limitations shall not apply to service on any subcommittees of the Board of Trustees or Advisory Committee; and

5- The following provision shall be in effect only for the election immediately following the enactment of this Constitution. Any Member who has served more than two years on any previous MIC Board of Trustees will be deemed to have served just one term for the purposes of the term limit restriction herein. Such a Member is therefore eligible to serve another term on the Board of Trustees, and would then be subject to the eligibility terms of Section 4.1.4(2) above. Such a Member would be eligible to serve a single three-year term on the Advisory Committee, provided such Member runs for that position in the election immediately following the enactment of this Constitution; thereafter, such Member would then be subject to the eligibility terms of Section 4.1.4(2) above.

4.2. THE ADVISORY COMMITTEE:

4.2.1. Membership Structure.

1- The Advisory Committee shall consist of four Voting Members of the MIC;

2- These seats will be distributed equally among country of origin/ethnicity (Pakistani-American, Bangladeshi-American, Arab-American, and Other American);

3- If needed, more ethnic/national based community representatives can be added providing they have a minimum of 15 Voting Members in that category, and provided that there is enacted an appropriate amendment to this Constitution in compliance with the amendment provisions of this Constitution;

4- The term of an Advisory Committee Member shall be three years, after which the Member can be renominated for the Advisory Committee for an additional one term maximum after a break of one term of three years; and

5- The term limits provisions of Section 4.1.4(2) of this Constitution shall apply with equal force to eligibility to serve on the Advisory Committee.

4.2.2 Authority and Responsibilities:

The Advisory Committee shall be responsible for the following:

- 1- Overseeing the general activities of the MIC to ensure that its activities are within the framework of this Constitution and these bylaws;
- 2- To meet with the Board of Trustees at least twice per year;
3. To appoint 2 Voting Members each year to review the finances of the MIC and present a report in a General Body meeting;
4. To review all expenditures over \$15,000.00;
5. To decide by simple majority if any matter needs to be placed for a referendum by the General Body, with the caveat that such referendum cannot result in an action that violates this Constitution, and with the further caveat that such referendum cannot result in the repeal of any resolution or decision of the Board of Trustees unless the General Body is advised by posting or otherwise that such referendum is being held to review a decision or resolution of the Board of Trustees; and
6. To form the Election Committee 6 months prior to any election.

ARTICLE 5

5 MIC MEMBERSHIPS AND LEVELS.

5.1 The Membership.

The MIC Membership shall be comprised of 2 levels of membership categories:

- 1- The General Membership
- 2- The Voting Membership.

The following rules apply to both levels of memberships:

- 1- A Membership fee of \$25.00 per month is required. The preference is that payment be made by check, but if paid by cash a receipt will be provided to the payor;
- 2- The membership dues can be increased by a simple majority of Voting Members at a General Body or specially called General Body meeting.
- 3- There will be no limit on total numbers of Voting and General Members; and
- 4- Each household will be considered as one Voting Member; and
- 5- The Membership fee is assessed per household.

5.2 The General Membership Rules.

A Member must:

- 1- Be a Muslim;
- 2- Be an adult 18 years or older;
- 3- Be in good standing in the MIC;
- 4- Be a current resident or working in one of the following counties: Orange, Sullivan, Ulster Sussex (NJ) or Pike (PA); and
- 5- Have obtained references from two existing Members for eligibility.

5.3 The Voting Membership Rules.

A Voting Member must:

1-Be a General Member and must have completed two years as a General Member; and

2-Have for two years continuously paid the Membership dues; and

3-Be presently current on the dues.

5.4 Automatic and Procedural Membership Termination Protocols.

1-The Treasurer shall cause a first notice to be issued to any Member who has failed to pay dues for a continuous or non-continuous period of 6 months. The Treasurer shall cause a second notice to be issued to any Member who has failed to pay dues for a continuous or non-continuous period of 9 months;

2-Membership shall be terminated by simple majority of the Board of Trustees for failure to pay dues for 12 continuous or non-continuous months;

3- Once membership is terminated due to nonpayment of dues, the tenure of qualification as either the General or the Voting Member will be reset;

4- Additionally, if the non paying Member is a Voting Member, he/she will not be eligible to vote in the upcoming elections;

5- In the case of open defiance of Sunnah and Shariah as described by the Holy Quran and the Prophet Mohammad (PBUH), the membership shall be terminated immediately by simple majority of the Board of Trustees.

ARTICLE 6

6 MEETINGS AND QUORUMS:

6.1 Meeting(s) Chairing Rules:

The President of the Board of Trustees shall preside over the regular and special General Body meetings. The General Body consists of all Members of the MIC.

6.2 Meeting Quorum and Voting Requisites (General Body and Board of Trustees).

6.2.1. Except for voting on amendments to the constitution, one-third of the total Members in the MIC is required for a quorum. It shall be the responsibility of the President (or in his absence, the Vice-President) to verify the quorum requirement before beginning the General Body meeting. If at any time during a General Body meeting, a Member challenges the quorum requirement and it is determined that a quorum is not met, the meeting shall be adjourned. If the quorum requirement as specified in this section is not fulfilled in a particular meeting, another general body meeting shall be called for the same purpose within a month after the initial meeting. In the second meeting, the agenda will be limited to those items which had been on the agenda for the initial meeting.

6.2.2. In a General Body meeting in which the agenda contains an application to amend the Constitution, two-thirds of the total Members in the MIC are required for a quorum.

6.2.3. In a Board of Trustees meeting, the presence of at least fifty-one percent (51%) of the Members of the Board of Trustees is required for a quorum. Each Member of the Board of Trustees has one vote. Fifty one (51%) percent of the total membership of the Board of Trustees is required to carry a vote. The President may take an oral vote on issues that are not approved unanimously, or may ask the Members to cast their vote in writing; any dispute on this procedure shall be resolved by a simple majority vote of the Board of Trustees.

6.3 Meeting Quorum and Voting Requisites (Advisory Board).

A majority (fifty one percent (51%) of the number of Members shall constitute a quorum for the transaction of business at any meeting of the Advisory Committee.

6.4 Regular General Body Meeting(s).

The MIC shall hold at least 2 General Body meetings annually. The exact time and place of such meetings shall be determined by the Board of Trustees. The Board of Trustees shall inform the general body and Advisory Committee at least 14 days prior to such meeting.

6.5 Special General Body Meeting(s).

In the event that a special General Body meeting is required for any purpose (not prohibited by law or this Constitution), such meeting may be called by a simple majority of the Board of Trustees or by a simple majority of the Advisory Committee in conjunction with a petition containing the signatures of 10% percent of the Voting Members of the MIC.

6.6 Emergency Board of Trustee Meetings.

An emergency Board of Trustee meeting may also be called at the request of at least 1/3 of the Members of the Board of Trustee. Such a meeting shall be held within one week after the written request is made to the President.

6.7 Notice of General Body Meeting(s).

Except as otherwise provided by law, notice of the date, time and place of each regular or special General Body meeting shall be given no fewer than fourteen (14) days nor more than sixty (60) days before the date of the meeting. Notice must be announced after Friday prayers, posting at Mosque's website, and postings at bulletin boards within the Mosque. Notice may be communicated in person, by telephone, newsletter, telegraph, teletype or emails, or any other lawful means of communication by the direction of the President, or the Secretary, or the officer or persons calling the meeting, to each Voting Member. In the case of regular General Body meetings, the notice of meeting need not specifically state the business to be transacted. In the case of a special General Body meeting, the notice of meeting shall state the purpose or purposes for which the meeting is being called. When a meeting is adjourned, it is not necessary to give any notice of the

adjourned meeting other than by announcement at the meeting at which the adjournment has taken place.

ARTICLE 7

7 ELECTIONS: QUALIFICATION, PROTOCOLS AND CRITERIA.

7.1 The Election Committee.

The election of the Board of Trustees and Advisory Committee shall be conducted by an Election Committee comprised of 3-5 members out of the Voting Members who are neither currently Members of the Board of Trustees or the Advisory Committee and who are not seeking a seat on the Board of Trustees or Advisory Committee in that particular election. The members of the Election Committee shall be selected by simple majority vote of the Advisory Committee. The Election Committee shall be formed at least 6 months prior to the date of the election.

7.2 Responsibilities of Election Committee and Conduct of Elections.

1- The Election Committee shall be responsible to finalize the list of Voting Members for each election;

2- The Election Committee must ensure that each nomination for office be signed by a Voting Member and seconded by another Voting Member. The nomination form must be voided if it is not signed by two Voting Members as stated herein;

3- The Election Committee shall be responsible for the selection and announcement of the specific election date at least 60 days prior the election;

4- The Election Committee shall accept nominations for the election from the day of declaration of the election date;

5- The list of eligible candidates shall be posted at least Twenty-One (21) days before the elections;

6- The candidates shall have 1 week to withdraw and the final list of candidates will be posted 15 days prior to elections;

7- All voting must be done in person;

8- Each nominee for the Board of Trustees shall be nominated for one office among the nine positions on the Board of Trustees;

9- A newly elected Board of Trustees or Advisory Committee shall assume their respective responsibilities at the MIC within 15 days after the election, and shall continue to work with the current Board or Advisory Committee for another 15 days during this transitional time.

10- No member of the Election Committee shall campaign for or against a candidate at any time before or during the elections; however, all the members of the Election Committee shall have the right to vote as Voting Members.

7.3 Electoral Delegation and Community Representation

The following rules apply to the Electoral process:

1-Members of the Board of Trustees and Advisory Committee shall be elected by the Voting Members only.

2-On the Board of Trustees, a maximum of 3 and minimum of 2 positions can be held by any of the following communities based on ethnicity/nationality:

- a. Pakistani-American;
- b. Bangladesh-American;
- c. Arab-American; and
- d. Others-American (Origin-Ethnicity)

3- A Minimum of 15 Voting Members shall be required to create a new or maintain an existing national/ethnic community. If any community cannot maintain 15 Voting Members, that community will be eliminated and will be deemed to be included in the "Others" community.

7.4 Electoral Qualifications

1- A Voting Member who has not paid his/her annual membership dues at least 6 months before the day of elections shall be ineligible to be a candidate and/or vote in the election of the Board of Trustees or Advisory Committee;

2- To be eligible for nomination to the Board of Trustees or the Advisory Committee and to nominate or second any such nomination, a person must be a Voting Member of the MIC in good standing;

3-At least one week before all elections, nominated candidates should introduce themselves in general assembly.

7.5 The Elections.

All elections, except special elections, shall be held during the first two (2) weeks of November, and the Election Committee shall specify the exact date as provided by Section 7.2, above. Only Voting Members are eligible to vote in elections for the Board of Trustees and the Advisory Committee.

7.6 Protocol for the Selection of the Principal for the Islamic School.

1- The Education Secretary shall propose 1-3 names of Members of the MIC to the Board of Trustees for the selection of the Principal of the Islamic school. The Board of Trustees will approve one person for the post of the Principal; however, if all the proposed persons are disapproved, then the Education Secretary shall propose another set of the names for the same purpose until one Member is approved by the Board of Trustees;

2- The term of Principal of the Islamic school shall be two (2) years and shall need Board of Trustees approval for renewal for another term;

3- If the Board of Trustees is not satisfied with the performance of the Principal and the progress of the school, the Board of Trustees may ask the Principal to improve the performance and correct the deficiencies. If the Principal is not able to improve performance and/or correct the deficiencies within six (6) weeks of the notice

from the Board of Trustees, then the Board of Trustees, may, upon a two-third (2/3) majority, remove the Principal from his/her office.

ARTICLE 8

8 SPECIAL PROCEEDINGS, TERMINATIONS & REPLACEMENTS

8.1 Termination of the Member(s) of Board of Trustees.

Termination can be initiated for cause, including but not limited to, the following reasons:

1- Failure to attend six consecutive Board of Trustees meetings without being excused by the President prior to the meetings;

2- Embezzling or misusing MIC funds or properties;

3- Acting in a manner that is deemed detrimental to the Muslim community in any tangible or intangible way.

4-The accused person shall be provided with written allegations and a fair and full opportunity to defend himself/herself;

5-A Board of Trustees Member can be removed only by (A) a two-thirds (2/3) vote of the Board of Trustees, plus (B) a three-quarter majority (3 votes) of the Advisory Committee, plus (C) a simple majority of Voting Members at a specially called referendum;

6- If the above votes are met, the termination will become effective immediately.

8.2 Termination of the Member(s) of the Advisory Committee.

Termination can be initiated for cause, including but not limited to, the following reasons:

1- Failure to attend six consecutive Advisory Committee meetings without good cause;

2- Embezzling or misusing MIC funds or properties;

3- Acting in a manner that is deemed detrimental to the Muslim community in any tangible or intangible way.

4-The accused person shall be provided with written allegations and a fair and full opportunity to defend himself/herself;

5-An Advisory Committee Member can be removed only by (A) a simple majority of the Advisory Committee, plus (B) a simple majority of Voting Members at a specially called referendum;

6- If the above votes are met, the termination will become effective immediately.

8.3 Vacancies and Interim Replacements (Board of Trustees).

1- A vacancy in a Board of Trustee office because of death, resignation, removal, disqualification or otherwise, shall be filled for the unexpired portion of the term by a person (from the same national/ethnic community) by nomination through a simple majority vote of the remaining Members of the Board of Trustees and then by a simple majority of the Voting Members at a referendum;

2- If both the offices of President and Vice President should become vacant simultaneously, the Election Committee shall immediately meet (or if not constituted, shall be created as hereinabove provided) and seek nominations from the Voting Members to replace the President and Vice-President. The nomination period shall be 21 days from the meeting of the Board of Elections, and a special election shall be held for both offices within 30 days of the close of the nomination period.

8.4 Vacancies and Interim Replacements (Advisory Committee).

A vacancy in an Advisory Committee office because of death, resignation, removal, disqualification or otherwise, shall be filled for the unexpired portion of the term by a person (from the same national/ethnic community) by nomination through a simple majority of the remaining Advisory Committee members of a qualified Voting Member to serve for the remainder of the term. A simple majority of the Voting Members at a referendum shall be required to approve the nominated person for the remainder of the term.

ARTICLE 9 9 FINANCE

9.1 Dues

Membership dues shall be determined by the Board of Trustees from time to time but cannot be less than \$25.00.

9.2 Contributions

The Board Of Trustees may accept any contribution in any form from any source consistent with the purposes of the MIC, this Constitution and applicable law. To the extent permitted by law, all funds collected for a specific cause shall be used for that cause unless a 2/3 majority vote of the Board Of Trustees authorizes its use for a different purpose within the goals and objectives of the MIC and this Constitution; however, the funds collected for the specific purpose of expanding and maintaining the MIC shall not be used for any other purpose

9.3 Withdrawal of Funds

1- All withdrawals or checks from the operating account shall be signed by the Treasurer and President (or Vice-President in the absence of the President).
by the President in the absence of the Treasurer;

2- All withdrawals from the Capital/Deposit account shall be signed by the Treasurer and President (or Vice President in the absence of the President. All withdrawals from this account shall be approved by the Board of Trustees.

9.4 Authorization of Expenditures

The President shall not authorize the expenditure of more than \$500 on a single expense

without prior approval of the Board Of Trustees; nor shall he authorize total expenses in excess of \$2,000 per month without prior approval of the Board of Trustees. Any expenditure(s) of over \$15,000 shall require prior approval of the Advisory Committee in addition to the Board of Trustees.

ARTICLE 10

10 CONSTITUTIONAL AMENDMENTS AND PROTOCOLS.

10.1 Proposed Amendments

The Board of Trustees, or thirty percent (30%) of the Voting Members, may propose amendment(s) to the Constitution. The proposal shall be signed by and submitted to the General Secretary who shall mail the proposal to all of the Voting Members and call a Voting Members meeting within two months after the receipt of the proposed amendment(s). The quorum requirement for voting on amendments shall be two-thirds (2/3) of the Voting Members. An affirmative vote of three-quarters (3/4) of the Voting Members present shall be necessary to approve the adoption of any amendment(s). If the above quorum is not reached in a Voting Members meeting called for the purpose of voting upon a proposed constitutional amendment, the meeting shall be adjourned and a second meeting of the Members shall be called for the same purpose within four weeks after the initial meeting. At the second and/or all subsequent meetings, the same quorum and voting requirements shall apply as provided above.

ARTICLE 11

11 JUDICIAL PROTOCOLS.

A Member of the Advisory Committee or the Board of Trustees or any subcommittee thereof who is indicted or charged with a felony in State or Federal court shall be immediately and automatically suspended from his/her office until he/she is acquitted or there is a non-felony disposition. If he/she is convicted of a felony, after the exhaustion of all direct appeals or the time within which to file such appeals, he/she shall be automatically expelled from his/her office.

A Muslim who desires to talk to the Jama'at after a Fard or Jumaa Prayer shall seek the consent of the Imam and announce it one week before he/she intends to do so. If there is more than one Muslim desiring to address the Jama'at, the Imam shall schedule their talks. A Muslim desiring to address the Jama'at who has not sought consent for the purpose a week earlier shall be allowed to do so if none is scheduled to talk for the day, or may be permitted by the Imam to address the Jama'at on a lower priority basis if some other talk(s) is (are) already scheduled.

ARTICLE 12

12 Appointment of Imam

- 1- The Imam should be a qualified person.

2- The process of Imam's selection will be initiated by the Board of Trustees by a two-thirds (2/3) majority vote.

3- When the Board so approves a candidate, the Board shall present the candidate to the Advisory Committee for approval.

4- An affirmative vote of three-quarters (3/4) of the Members of the Advisory Committee shall be necessary to approve the selection of Imam.

5- The Imam shall be an employee of the MIC and be on contract for 2 years.

6. Upon the expiration of each 2-year term, the contract can be renewed only after the approval of the Board of Trustees by a two-thirds (2/3) majority.

7. The compensation of Imam shall be set by the Board of Trustees.

8. The Imam will be provided with the written job description by the Board of Trustees.

12.1 Imams' Duties

Leads regular prayers;

Responsible for Friday Khutba speech;

Performs marriage contracts; and

Coordinate different Islamic and cultural activities with the President of Board of Trustees.