



ISLAMIC CENTER OF KANSAS – BYLAWS

# ICK Bylaws

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## ISLAMIC CENTER OF KANSAS – BYLAWS

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### BYLAWS OF THE ISLAMIC CENTER OF KANSAS A Religious Corporation

These amended and restated bylaws (sometimes referred to hereafter as “these Bylaws”) are adopted by the board of directors and members of the Islamic Center of Kansas, a religious corporation, this 19th day of December, 2010 to carry out the specific and primary purposes of this corporation as set forth in its articles of incorporation (sometimes referred to hereafter as “the Articles”), which are to maintain and operate a religious corporation and to promote the religious principles of Islam as set forth by the Quran and Sunnah.

#### ARTICLE 1.

##### Name

The name of this corporation shall be the **ISLAMIC CENTER OF KANSAS** (hereinafter referred to as (the “Center”).

#### ARTICLE 2.

##### Offices

The principal office of the Center shall be located at 14750 West 143<sup>rd</sup> Street, Olathe, Johnson County, Kansas 66062. The Center may also maintain offices at other places as approved by a majority of the Board of Directors.

#### ARTICLE 3.

##### Definitions

3.1 **ISLAMIC CENTER OF KANSAS or Center:** A religious body incorporated under the laws of the State of Kansas and as a 501(c)(3) non-profit organization.

3.2 **BOARD OF DIRECTORS:** The official body of the Center (sometimes hereinafter referred to “the board”) to oversee the carrying out of the objects and purposes and direction stated in the Articles and these Bylaws. These directors are collectively referred to as the Board. The board shall consist of (9) nine directors.

#### ARTICLE 4

##### Mission and Policies

4.1 **Mission:** The mission of the Center is to build a dynamic, respected and prosperous Muslim Community while practicing Islam values.

4.2 **General Policies and Organization Structure:** The Center’s policies are based on the Holy Quran and the Sunnah. See Appendix A for the organization structure of the Center.



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### ARTICLE 5

#### Members and Memberships

5.1 **MEMBERS.** The members of the Center are:

- A. The officers and directors of the Center.
- B. Members in good standing of the Center.

5.2 **Requirements.** In order to be entitled to membership of the Center, a person must be a Muslim and agree to comply with the Articles and these Bylaws.

5.3 **Procedure.** A person desiring to become a member of the Center shall fill out and sign the membership application form as set by the board and pay the required membership fees as set by the board.

5.4 **Types of Membership.** A person's membership may be "active," "voting," "honorary", "inactive".

A. **Active Membership.** In order to be considered active, a member shall have signed the membership form and shall have paid the required membership fees.

B. **Voting Membership.** In order to be considered a voting member, the member should have stayed in the active membership for a period of 6 consecutive months. Only voting members may vote in general and special meetings.

C. **Honorary Membership.** Recognition bestowed upon, by the board, on a Muslim person for his or her generous contribution toward the betterment of the Muslim community. The recipient should not be a present position holder in the Center.

D. **Inactive Membership.** A member who does not fulfill the requirements of active membership shall be an inactive member.

E. **Suspension of Membership.** Pending a hearing with the board on a proposed dismissal, a member may be suspended upon the recommendation of the any member of the board and a majority vote of the board. The board, after receiving proof to its satisfaction that the person shall abide by the rules of the Center, may reinstate a member who has been suspended or dismissed.

F. **Termination of Membership.** Membership in the Center shall terminate only upon one of the following events:

1. Withdrawal from membership by the member
2. Death



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### ARTICLE 6

#### General Assembly

##### 6.1 General Body Meeting

- A. **Regular.** At least four times every calendar year. The first meeting must be called no later than March 31st, a meeting of the Center's members. The meeting shall be known as the General Body Meeting.
- B. **Special.** In case of necessity, the president, the Board by a majority vote of its directors, or (50) fifty voting members by writing to the Secretary, may call a special meeting of the Center's members. This meeting must be held within (30) thirty days of the request.

6.2 **Notice of Meetings.** A written notice of each regular or special meeting shall be posted at the Center's principal notice board and communicated to the members to inform the membership of the meeting. Notice of a regular meeting shall be given at least two weeks prior to its designated date. Notice of a special meeting shall be given at least (2) two weeks prior to its designated date. The Notice of meeting shall state the purpose, place and time of the meeting.

##### 6.3 Conduct of General Assembly meetings:

- A. **Chairperson.** The president of the Center or the president's designee, who shall be a member of the Board, shall preside at all meetings. In the absence of the president and the president's designee, the following persons, in order of succession, shall preside: a vice president or a member of the Center's board elected to serve as chairperson of the meeting by a majority vote of all members of the Board.
- B. **Order and Reports.** At each regular meeting, the order of business is recommended as follows: Call to order and opening prayer, approving the minutes of the previous regular meeting, approving committee reports (need some work here – will discuss), approving financial report, pending business matters, new business matters as determined by the majority of the Board, adjournment.
- C. **Delayed Voting.** Any proposed amendment to the Center's articles of incorporation or bylaws, any proposal not previously presented to the Board, or any proposal that requires provision for or the expenditure of funds not included in the Center's current annual budget shall not be voted upon until the day following the day upon which it is introduced on the floor during a business session of the regular meeting. Only when the delay of one day would be deemed harmful to the corporation may the deferral be waived by a (2/3) two-thirds vote of the authorized voters present at the time of the vote.

6.4 **Conduct of Special Meetings.** The president or the officer or other person selected to serve as the chairperson (selected in the manner provided for regular meeting) shall preside at special meeting. The only matters to be considered at a special meeting shall be those designated in the notice of the special meeting.



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**6.5 Members Entitled To Vote at Meetings.** The members of the Center who shall have full voting power on all matters considered at regular and special meetings are those members who belong to at least one of the following categories:

- A. Officers and directors of the Center
- B. Members in good standing with the Center.

**6.6 NON-Voting Attendees.** At the discretion of the board, nonvoting attendees may be admitted or removed from the Center’s regular and special meetings.

### **6.7 Meeting Voting Procedures**

- A. **Registration.** To be entitled to vote, members shall sign in with proper ID
- B. **Quorum.** The lesser of 30 voting members or (15%) fifteen percent of the total eligible voting body shall constitute a quorum at a meeting. The voting members present at a meeting at which a quorum has been established may continue to transact business until final adjournment of the meeting at its originally scheduled termination time. If the withdrawal of voting members leaves less than a quorum, any action (other than amending the bylaws or articles of incorporation) may be approved by at least a majority of the voting members present at the time of the vote.
- C. **Voting.** Where voting is required by these Bylaws to approve the selection of persons to serve as directors, officers, and members of national cabinets and councils, such voting shall be by written ballot. In order to be approved, candidates must receive a majority of the votes casted for the positions for which they have been elected. Voting on other matters shall be conducted in the manner determined by the chairperson. The secretary of the Administrative committee shall cause all votes to be counted and shall report the results to the general assembly. All ballots shall be retained for not less than (30) thirty days. As long as quorum requirements have been met, resolutions receiving a majority vote shall be declared as passed.

### **6.8 Voting By Mail & Proxy.**

No voting by mail is allowed.

Proxy voting is allowed only for spouses

## **ARTICLE 7**

### **Board of Directors**

**7.1 Power and Duties.** Subject to the Articles, these Bylaws, and applicable law, the corporate activities of the corporation shall be conducted and all corporate powers shall be employed by or under the direction of the board. The board is responsible for discipline as well as general corporate management. The board may delegate the management of various activities to any person or persons provided that the activities and affairs of the Center shall be managed

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and corporate powers shall be exercised under the direction of the board. No director, officer, minister, member, council, employee of the foregoing, or employee of any other entity within this corporation is empowered to act as a legal agent of the Center without the prior written authorization of the board, except for acts expressly authorized in these Bylaws. In addition to the

other powers enumerated in these Bylaws, the board shall have the following powers:

- A. To elect the President and Vice-President of the Administrative committee from within the Board members
- B. To monitor the performance of the Administrative Committee, including the approval of the President's nomination for the Secretary, Treasurer, and administrative member of the Administrative committee
- C. To formulate and set general policies and development programs to achieve the Center's goals.
- D. To approve all items to be presented at the general meetings.
- E. The Directors may elect or appoint one or more committees which shall consist of two or more Directors. The Directors may delegate to any such committee or committees any or all of their powers. Unless the Directors otherwise designate, committees shall conduct their affairs in the same manner as provided in these By-laws for the Directors. The Board of Directors may likewise discontinue any such committee. These may include, but are not limited to the following committees: Development, Fundraising, Membership, Arbitration and other committees as needed.
- F. To terminate from office or employment any officer, or other employee of the Center if, in the opinion of a (2/3) two-thirds of the board, such termination would be in the best interests of the Center.
- G. To terminate a committee or employed director from his/her position, if in the opinion of all the other directors, such termination would be in the best interest of the Center.
- H. To employ, the director of religious affairs (Imam) and other persons as needed to accomplish the Center's objectives and purposes and fix salaries and other compensation.
- I. To propose and present the annual Center's budget for approval to the first general assembly meeting in each calendar year.
- J. To call regular and special meetings

**7.2 Number of Directors.** The number of directors shall be (9) nine. The directors shall serve without compensation.

**7.3 Composition of the Board.** The board shall be composed of the following officers:(each of whom shall at all times be a member in good standing of the Center):

**A. Chairperson:** The longest serving board member shall call and preside the at the first board meeting. The board shall elect its chairperson at this meeting. The Chairperson shall:

1. Preside over all meetings of the board.
2. Responsible for the enforcement of the Center's Bylaws, rules and regulations.



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3. May serve as spokesperson for the Center.
4. Prepare the board's meeting agenda.

**B. Vice-Chairperson:** Vice-Chairperson shall:

1. Assume all the duties and authority of the Chairperson in his or her absence.
2. Assist the Chairperson with her or his duties.

**C. Secretary:** Secretary shall:

1. Responsible for sending the Boards meeting's agenda.
2. Responsible of maintaining meeting minutes
3. Voting procedures shall be established and supervised by the secretary, who shall certify the results to the board.

**D. General Directors:**

Assisting the Board with any assigned tasks and other assignments as deemed needed.

**7.4. Staggered Term Limits.** Highest number of votes will determine the staggered terms accordingly. In the First Election, terms of the elected Board members will be staggered as follows: three Board members for three years, three Board members for two years, and three Board members for one year according to the vote count respectively.

**7.5 Rights and Privileges.** All directors shall enjoy the same rights and privileges, including the power to vote on all matters presented to the board; however, a director may not vote on any matter in which there may be a conflict of interest.

**7.6 Vacancies.** Any director, excepting the last remaining director, may resign, effective upon giving written notice to the president, the secretary, or the board unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is to be effective at a future time, a successor may be selected or appointed in the manner provided in these Bylaws to take office when the resignation becomes effective. Each director so chosen shall hold office until the next election. A vacancy or vacancies in the board shall be deemed to exist in case of the death, resignation, or removal of any director. No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of the director's term of office.

**7.7 PLACE OF MEETING.** Regular or special meetings of the board shall be held at any place within or without the bounds of the State of Kansas, which may be designated from time to time by the board. In the absence of such designation, regular meetings shall be held at the principal office of the Center. A board member may attend meetings via teleconference or any other means whereby which all members present can be heard.

**7.8 Regular Meetings.** The board shall determine the schedule of regular meetings and shall be responsible to inform each director of the time and place of each meeting.

**7.9 Special Meetings.** Special meetings of the board for any purpose or purposes may be called at any





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time by the chairperson or by a majority of the board. Special meetings of the board shall be held upon four days' notice by first-class mail or 48 hours' notice delivered personally or by telephone or electronic means.

**7.10 Quorum.** At a meeting of the Directors, a majority of the Directors then in office shall constitute a quorum. A majority of those present at any meeting, including those who may be attending telephonically, may adjourn such meeting by a majority vote of those in attendance, whether or not a quorum is present.

**7.11 Open Meetings.** All Board meetings shall be open to the members. However, the board by unanimous vote or in the existence of exceptional circumstances may elect to restrict the attendance to who, by majority vote, deem appropriate.

### ARTICLE 8

#### Administrative Committee - Executive Officers

The additional Selected (4) four Administrative officers shall be chosen from among the active members of the Center who are in full compliance with the Articles and these Bylaws. They shall be approved by the Board and serve the center, in accordance with these Bylaws.

The executive officers of the Center shall be the president, vice presidents, secretary, treasurer and an administrative member of the Center.

The function of the Administrative Committee shall be :

- a) To plan, manage and execute the activities to accomplish the purpose of the Center.
- b) To carry out policies and decisions of the board and the general assembly.
- c) To establish procedures in routine matters including use of the Center.
- d) Create committees and councils as needed with the approval of the board, including but not limited to Finance, Youth Services, Social Services, Religious Services, Communications and Technology and other committees as needed.

#### 8.1 The President

##### 8.1.1 Powers and Duties

- A.** Represent the Center as its spoke person, unless otherwise specified by the Board.
- B.** Responsible to overseeing the operations of the Center's Administrative and other committees, as directed by the board.
- C.** Address urgent administrative matters and take action to remedy the situation. Provide a report of the activities to the board at its next meeting.
- D.** May recommend the removal of an Administrative committee member to the board.
- E.** Other duties and have such other powers as may be delegated by the board.



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- F. The president or the president’s designee shall preside at all general assembly meetings.
- G. Upon resolution of the board, shall sign all documents upon which the signature of the president is required.
- H. Responsible for the preparation of the Center’s annual budget, which shall be submitted to the board for consideration and approval at a date set by the board.
- I. Shall oversee the corporation’s compliance with laws, rules, and regulations applicable to this corporation, including the signing and filing of reports for federal, state, and local governments.

### 8.1.2 Selecting and removing the President.

The board shall elect the president for a term of one year from amongst its directors. The election shall take place within two weeks of the board’s taking office. The president shall be elected by a majority vote. Upon the president’s death or other inability to fulfill the term of office, a vice president shall act as president until the next board meeting when a new president has been elected and installed.

If, during a president’s term of office, the board decides that a president is failing to function in the best interests of the Center, the board shall have the power to call its meeting to seek a satisfactory solution. The board, by majority vote, shall recommend action to the president, which may include removing the president from office.

**8.2 Other Administrative Officers.** The offices of vice presidents shall filled by appointment of the board within 2 weeks of the board’s election. The offices of secretary, administrative member, and treasurer shall be appointed by the president and approved by the board. These officers shall serve at the pleasure of the board and until their respective successors are duly appointed and installed. The installation of a new officer shall terminate the appointment of the previous officeholder, who shall deliver all books, papers, electronic data, and documents to the successor so installed.

**8.2.1 Vice Presidents.** The board shall elect the vice-president for a term of one year from amongst its directors. In the absence or disability of the president, a vice president shall perform all the duties of the president pursuant to these Bylaws and when so acting shall have all the powers of and be subject to all the restrictions upon the president. The vice president designated as interim president shall have such other powers and perform such other duties as from time to time may be prescribed by the board. In other respects, a vice president shall have such duties as may be assigned to him or her by the president and/or the board.

**8.2.2 Secretary.** The president shall nominate a secretary for a term of one year. The Secretary shall:

- A. Perform the usual and ordinary duties of secretary of a religious corporation.
- B. Attest to the signatures of corporate officers when necessary.
- C. Maintain accurate minutes of all meetings. .
- F. Maintain custody and care of the corporate seal, minutes, records, books, documents, and communications; give oversight to the procedures for storage, preservation, and retrieval of all



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corporate records, minutes, books, documents and communications, except the books of account which are required to be kept in the treasurer's custody.

G. Receive and preserve all reports rendered to the corporation by its officers and committee chairpersons for the period of time established by the board.

H. Perform other duties not inconsistent with the office which the president or board may require.

I. Maintain all records and credentials all employees.

**8.2.3 Administrative Member.** The president shall nominate the administrative member for a term of one year. The administrative member shall perform the duties as directed by the president.

**8.2.4 Treasurer.** The president shall nominate the treasurer for a term of one year. The Treasurer shall:

A. Keep and maintain or cause to be kept and maintained adequate and correct accounts of the financial transactions of the Center.

B. Deposit all moneys and other valuables of the Center in the name and to the credit of the corporation with such depositories as may be designated by the board.

C. Disburse the funds of the Center as directed by the board including signing checks, and other financial instruments.

D. Render each year a report of the Center's financial operations and condition as of December 31 of the prior year.

E. Prepare monthly reports of the corporate financial operations for the president and board.

F. Report to the board, as requested, transactions performed as treasurer.

G. Prepare reports of the corporate financial operations for the General Body Meetings.

## ARTICLE 9

### Assets and Finances and Personal Liability

#### 9.1 Assets.

**Center's property:** All property shall be held in the name of the Islamic Center of Kansas, and at all times shall be used to carry out the purposes for which this corporation has been established.

#### 9.2 Finances

**9.2.1 General Funds.** The corporation's funds shall be kept in the depositories designated by the board.

Disbursements of funds in the amount greater than (\$1000) a thousand dollars shall be made by check or draft, which shall be signed by one of two officers or other persons authorized or designated by the board to sign and whose names shall be registered or recorded with the bank(s) in which the funds are kept, according to the rules and regulations of the bank(s).

**9.2.2 Special Funds.** The board shall have power to set up special funds as it may deem desirable for the



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achievement of the corporation's objectives and purposes.

**9.3 Personal Liability.** The Board and officers of the Center shall not be personally liable for any debt, liability or obligation of the Center. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against, the Center, may look only to the funds and property of the Center for the payment of such contract or claim, or for the payment of any debt, damages, judgment or decree, or with any money that may otherwise become due or payable to them from the Center.

### ARTICLE 10

#### Director of Religious Affairs (Imam)

##### 10.1 Selection.

The board by a two-thirds vote shall employ an Imam with specified job description.

##### 10.2 Removal.

In the event it shall appear that an Imam of the Center is not functioning in the best interests of the Center, the board with a majority vote may discipline, suspend, or remove the Imam from his appointment. In cases involving removal, the board shall proceed in the selection of a new Imam and forth in article XIV, section 13.2 of these Bylaws.

##### 10.3 Imam's Duties.

The Imam of the Center shall:

A. Carry out his duties in accordance with the job description prepared by the board.

**10.4 Compensation.** The amount of compensation due the Imam shall be established by the board. The Imam shall expect no additional compensation from the Center except upon the prior approval of the board.

### ARTICLE 11

#### Amendments

The articles of incorporation of the Center must be filed with the secretary of state of the State of Kansas. Any amendments shall be made in a manner acceptable to the state and shall be filed promptly as amendments to the original of these Bylaws. The amendment(s) must first be approved by a (2/3) two-thirds vote of the board. The board shall then submit the approved amendment to the qualified voting members at either a regular or special meeting. If the amendment to the Articles is for the purpose of complying with state or federal requirements, a (2/3) two third vote of the entire voting membership shall be sufficient for passage. If the amendment is for any other purpose, a majority of the entire voting membership shall be required.

Similarly, these Bylaws may be amended by a (2/3) two third vote of the entire voting membership entitled to vote.



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### ARTICLE 12

#### Center Records, Reports and Seal

##### 12.1 Records

The Center's records and seal shall be kept at the Center's principal office, and at a safety deposit box with at least two signatures as the board may order. These shall include:

###### **Minutes**

The Center shall keep a book of signed and initialed minutes of all meetings of the Center's board, Administrative committee, and general and special meetings of the General Assembly.

###### **Books of Account**

The Center shall keep and maintain adequate and correct accounts of its properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

###### **Any other records pertinent to the center.**

##### 12.2 Inspection of Records.

Inspection of records shall be by request in accordance to the Center's policy as prepared by the Board.

##### 12.3 Annual Report

The President or his designee must present to the General Assembly a written annual report in December. Such report shall summarize the Center's activities for the preceding year and activities projected for the forthcoming year, the annual development plan updates, and the annual financial statements.

##### 12.4 Corporate Seal

1. The Board may adopt a corporate seal. Such seal, if adopted, shall be affixed to all corporate instruments, but failure to affix it shall not affect the validity of any such instrument.
2. The Seal shall be kept at all times at the Center's principal office.
3. The Administrative Secretary shall be the custodian of the Seal.
4. The Board Secretary shall have access to the Seal as needed.

## ARTICLE 13

### Fiscal Year

The fiscal year of the corporation shall, unless otherwise determined by the Board of Directors, coincide with the calendar year.

## ARTICLE 14

### Election

#### 14.1 Election Process

- a- By October 1 of each year, the Board shall designate the Election Committee. This Committee shall comprise of (5) five members, with no more than (1) one member may be from the presently serving Administrative committee or the board. Furthermore this one member may not hold the position of Chairperson with this committee. The Election committee members shall be ineligible to hold any office in the upcoming election.
- b- The Election Committee members shall elect the committee's chairperson from among themselves by majority vote.
- c- By October 15, the Election Committee shall post at the Center's bulletin board a list of members to solicit written nomination for various offices. The Election Committee shall produce a nomination form and consent form to be signed by each nominated person.
- d- All nominations shall be in writing and must be received by the Election Committee by 5:00 p.m. by the second Sunday of November, of each year.
- e- The Election Committee shall finalize a list of nominees for each position. Election committee shall list names of all individuals who have been nominated by at least two members other than the nominee. The nominees shall be voting members for the last 12 consecutive months, and who meet the above mentioned guidelines.
- f- Before finalizing the list of nominees, the election committee shall verify the submitted nominees consent and declaration of assurance to dedicate time and effort needed to carry out the responsibilities of the office.
- g- At the conclusion of the election, all documents of the election Committee shall be turned over to the Administrative Secretary for record and safe keeping as per Article 12.
- h- Floor nomination will be opened on the Election Day if the committee is unable to collect name(s) for any office, or if the nominee(s) decline(s) to seek election for the stated position. Floor Nominees must be preset and accept the nomination at the General Assembly.
- i- Before the election, each nominee may present his/here plans and ideas to meet the vision and objectives of the Center.

#### 14.2 Election Date

The annual General Assembly meeting shall be held on the first Sunday of December followed by the election to elect the Board members.



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### 14.3 Conducting the Election

The Chairman of the Election Committee shall conduct the election as per section 14.01.

### 14.4 Voting Procedure

Election shall be carried out by secret ballot casted by the voting membership. The candidate receiving the highest number of votes for a particular position shall be elected to the position. No proxy voting is allowed except for the spouse.

### 14.5 Election For the Board of Directors

Board members shall be elected in accordance with Section 7.02 and Article 14.

**14.6 Hand Over** - Within thirty (30) days of the election, the Outgoing office holders of the Board, Administrative and other Committees shall hand over to the respective in-coming officers:

- 1) All documents, records, files and other properties.
- 2) Financial records including cash check books, and appropriate signatures cards to operate the accounts.
- 3) Keys to the Islamic Center and other properties.
- 4) Keys to the Mail Box at the Post Office.
- 5) List stating all unfinished business, outstanding accounts and other pertinent matters.

## ARTICLE 15

### Dissolution

#### 15.01 Management

1. The Board may be dissolved by the approval of simple majority of the total voting membership during any regular or special General Assembly meeting with proper notice according to rules in Section 6.03. and declared as an item of the meeting's agenda.
2. Upon Dissolution: The General Assembly in the same meeting can either;
  - A. Elect new eligible members to fill the vacant positions on the Board (members receiving higher votes will serve the longest terms and so on).
  - B. Elect an adhoc committee per the following:
    - a. 5 voting members shall be elected by the General Assembly in the same meeting by floor nomination to serve as an adhoc Committee.
    - b. This adhoc Committee shall have the full capacity of Board of Directors.
    - c. The adhoc Committee shall fulfill additional tasks assigned by the membership of the General Assembly of such meeting.
    - d. The adhoc Committee shall be active until the next election meeting as assigned by the General Assembly Meeting or until the following scheduled elections where all positions will be up for election.



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3. Such election shall be conducted in according to ARTICLE 15

### 15.02 Organization

The organization is organized exclusively for charitable, religious, and educational purposes under section 501 (C) (3) of the Internal Revenue Code, as amended. No part of the net earnings of the organization shall insure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of this organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not conduct any activity not permitted (a) by an organization exempt from federal income tax under section 501 (C) (3) of the Internal Revenue Code, as amended, or (b) by an organization, contributions to which are deductible under section 170 (C) (2) of the Internal Revenue Code, as amended

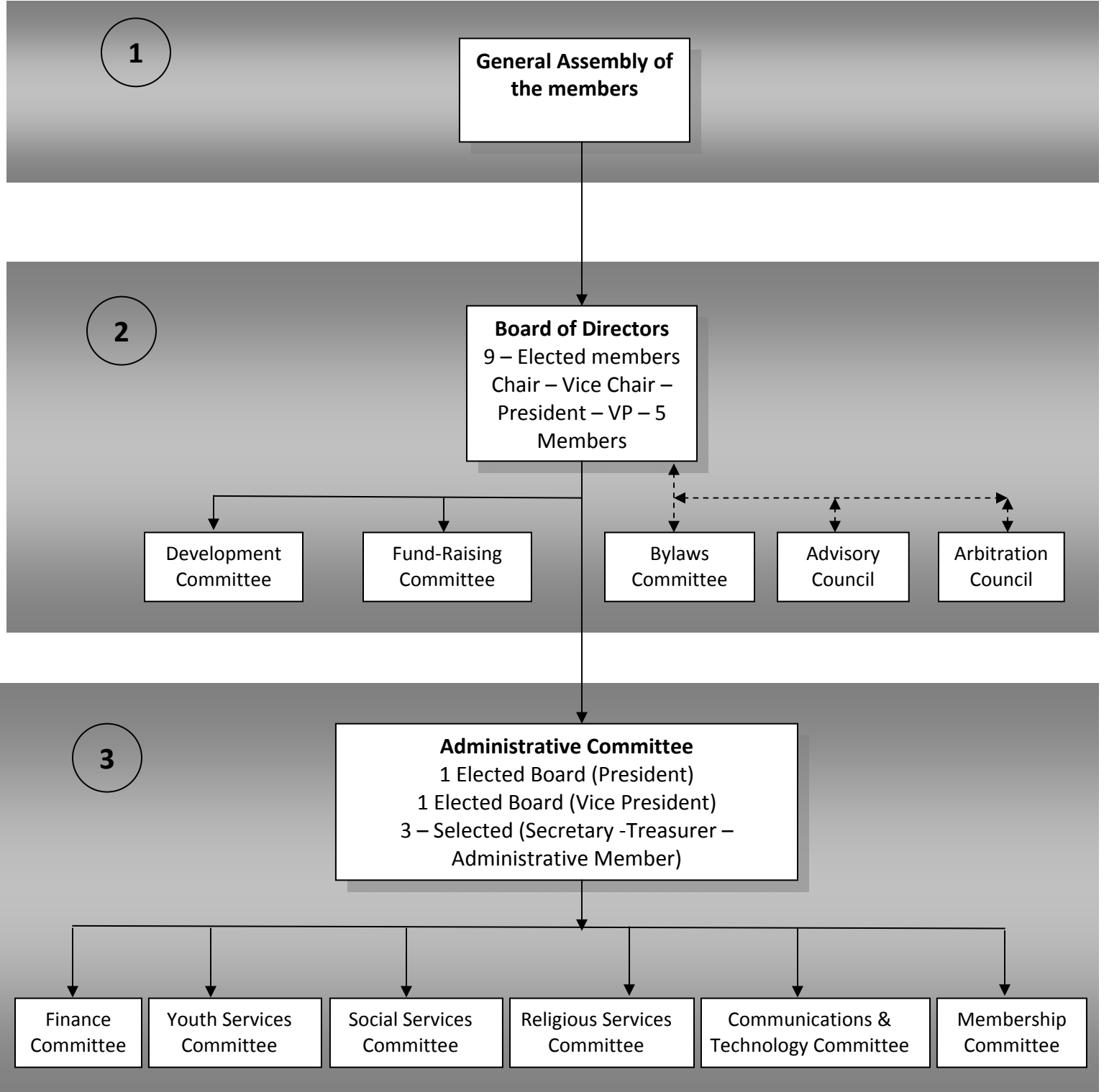
Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, shall be distributed to NAIT (North America Islamic Trust), or any other Islamic non-profit organization for a public purpose. decided by simple majority of the members

End of By-Laws



Appendix A

ICK Organization Structure - Flowchart



Appendix B

**Committees and Councils**

**B.1 Structure**

Except where it is clearly stated, the Committee or council shall consist of a chairperson to be appointed by the Board, and (2) two or more members to be appointed by the chairperson of the committee or the president from among the members of the Center and approved by the Board.

**B.2 Description**

**1. Development Committee**

The committee shall be responsible to develop and propose strategic structural and institutional development plans for the short and long term planning, in order to accommodate the community growth and the coordination of the Center with other community projects as a component part with other similar projects that support the community development, the proposal would be subject to the approval of the Board. The chairperson shall report to the Board.

**2. Fundraising Committee**

committee shall be responsible for raising funds, subject to prior approval of the Board, by whatever legal means available to a corporation of this nature and which are not in conflict with the purpose of this corporation as set forth in its Articles of Incorporation. The committee's chair shall report to the Board.

**4. Bylaws Committee**

The committee shall be responsible of suggesting amendments to the Bylaws as needed. The committee's chair shall report to the Board.

**5. Advisory Council**

1. Powers:

- A. *To act as an advisory council* available to the board.
- B. In Situation of community issues beyond the ability of the Board and/or the members to resolve, the council shall be invoked by the signed request of (2/3) two-third members of the board of directors or at least (30) thirty active members of the center.

2. Duties:

The council shall advice the Board of Directors on various issues concerning the affairs of the Center.

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### 2. Composition:

- A. The Council shall have Five (5) members.
- B. President of the council is appointed by action of the board of directors
- C. The President of the council shall:
  - i. Presides over the hearings and deliberations of the council.
  - ii. Supervises all administrative functions of the council.

### 3. Qualifications:

Qualified members to the Council are those who have been or still active in the community and in good standing, experience in the affairs of the community or Islamic institutions and are not currently elected members of the board of directors.

### 4. Vacancies:

Vacancies on the Council shall be filled by the remaining council members with the approval of the board of directors.

### 5. Termination of Membership:

Membership to the Council may be terminated by action of either the Council, the Board of Directors, and/or the General Assembly.

### 6. Meetings:

- A. The Council shall meet as needed, on call of its president, but not less than once a year.
- B. Meetings are usually open to the members of the center; however, the council may decide to hold closed meetings.
- C. Council decisions are by simple majority vote. A quorum of 5 members is required for council meetings.

### 7. Reporting:

- A. The council shall report its actions and ruling in each case, in a timely manner, to the board of directors and/or the General Assembly depending on the case.
- B. The council shall also provide the board with an annual report on its activities and proposals, if any, to enhance the compliance with the Mission of the Center.

## 6. Arbitration Council

### 1. Powers:

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In Situation of community issues beyond the ability of the Board and/or the members to resolve, the council shall be invoked by the signed request of (2/3) two-third members of the board of directors or at least (30) thirty active members of the center.

2. *Duties: To act as an arbitration body for dispute resolution in such cases as:.*
  - A. Severe irresolvable disputes among the members of the Board if they render the Board hopelessly divided and dysfunctional.
  - B. Irresolvable disputes between members of the Center and the Board.
  - C. Irresolvable disputes between members of the Center.
  - D. For arbitration of disputes: The two parties are required to sign an arbitration form, agreeing to accept the council formation and abide by the decision of the council.
  - E. The council shall not get involved in the management of the Center.
  - F. The council shall NOT make decisions that are in conflict with the Center's Bylaws.
  - G. The council shall report its actions and ruling in each case, in a timely manner, to the board of directors and/or the General Assembly depending on the case.
  
- 3 Composition:
  - a. The Council shall have Five (5) members acceptable to all parties.
  - b. President of the council is elected by the majority vote of the Council members.
  - c. The President of the council shall:
    - i. Presides over the hearings and deliberations of the council.
    - ii. Supervises all administrative functions of the council.

### **7. Finance Committee**

The Committee shall collaborate with the Treasurer of the center in preparing annual operating budgets and revisions thereof. The budget approved by the Board shall be submitted to the General Assembly for Approval. Under the direction of the President and/or the Treasurer, the Committee shall prepare analysis of budget variances and trends and shall recommend adjustments to the budget on a quarterly basis. The Committee shall report to the President of the Administrative Committee.

### **8. Youth Services Committee**

The committee shall be responsible for creating an environment to nurture the youth's spiritual, social and educational needs, planning and overseeing the various

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youth group activities, coordinate with other youth group organizations, utilize and facilitate the use of other local youth programs, and facilitating the parents involvement. The Committee shall report to the President of the Administrative Committee.

### **9. Social Services Committee**

The Committee is responsible for all social related programs and events such as picnics, *Eid* Holidays, special Ramadan Iftar programs, and other functions that may be added from time to time by the President. The Committee shall report to the President of the Administrative Committee.

### **10. Religious Services Committee**

The Imam of the Center shall be a member of this committee. The chairperson of this committee must have demonstrable knowledge of the religious needs of the community. The council is responsible for functions that may be added from time to time by the Board and/or the administrative Committee. The committee shall report to the President of the Administrative Committee.

### **11. Communications and Technology Committee**

The committee shall be responsible for communication, technology.

Specifically, the committee shall develop and supervise procedures to incorporate modern technology (including Database Management and Website Administration). The Committee shall report to the President of the Administrative Committee.

### **12. Membership Committee**

The Committee shall coordinate with the secretary of ICK. It shall also develop the membership benefits, promote the Center's membership, and solicit prospective members. The chairperson shall report to the Board.