

**ISLAMIC CENTER
MASJID-AL-SABEREEN**

THE CONSTITUTION & BY-LAWS

ARTICLE I: NAME

The organization shall be called “ISLAMIC CENTER, Masjid-Al-Sabereen,” hereafter referred to as the Islamic Center.

ARTICLE II: HEADQUARTER

The Islamic Center shall have its headquarter in the Greater Harrisburg Area to facilitate the management and administration of its activities and maintenance of all documents and records. The Greater Harrisburg Area shall consist of Adams, Cumberland, Dauphin, Lancaster, Lebanon, Perry, and York counties in the South-Central Pennsylvania.

ARTICLE III: PURPOSE

The Islamic Center shall be a non-profit, non-political, charitable and religious organization, and shall be organized and operated exclusively for the following purpose:

1. To create a community based on The Islamic Holy Book, hereafter referred to as the Qur'an and the traditions of the Prophet Muhammad (peace be upon him), hereafter referred to as the Sunnah, and to promote unity and brotherhood among Muslims.
2. To conduct Islamic programs of education for children and adults so as to impart knowledge of the Islamic way of life as dictated in the Qur'an and Sunnah.
3. To conduct Islamic activities fostering community ties among Muslims such as daily congregational prayers, weekly Friday prayers (Jumua prayers), the month of fasting (Ramadan), two annual festivities of Eid-ul-Fitr and Eid-ul-Adha, etc.
4. To propagate knowledge of Islam based on the Qur'an and Sunnah to Muslims and non-Muslims (Dawah).
5. To conduct the aforementioned activities in cooperation with other Islamic Centers.
6. To promote Islamic values as prescribed in the Qur'an and Sunnah in areas of worship and human relations within and outside the Muslims Community, while observing and abiding by the Laws of the United States of America (both Federal and Commonwealth of Pennsylvania).
7. Conduct educational activities covering areas related to faith, inter individuals, and family matters, inclusive of all ages, genders, and races.
8. Focusing its activities on fostering the relationship between non-Muslim groups in the area and Muslim Communities, based on mutual respect and understanding of and emphasizing that diversity is a positive source for all parties.

ARTICLE IV:

ORGANIZATION

The Islamic Center, Masjid-Al-Sabereen shall structure its organization for the realization of its purpose as outlined in Article III. The organizational structure shall consist of the Board of Executives who shall have the powers and authority to govern the affairs of the Islamic Center, to create a community based on the Islamic principles of the Qur'an and Sunnah, and to promote a closer understanding and knowledge of Islam, the Qur'an and Sunnah among Muslims. The Board of Executives shall have a leader hereafter referred to as Amir or President, a Secretary, a Treasurer, and six other members who shall not receive any salary. The Board of Executives shall set up various committees to help carry out different functions of the Islamic Center.

Due to the roles and responsibilities of the Amir/President, Secretary, and Treasurer, The Board of Executives shall appoint these three officers who shall be people known to be able to carry out the duties of the positions with professionalism among the nine people voted in to be the Board of Executives. All members of the Board of Executives shall have equal right and weight in all matters of the Islamic Center (in other words, no member of the Board of Executives is superior to each other). A minimum of five members of the Board of Executives in attendance shall count toward a final decision of the Board on every issue of the Islamic Center, and five members voting similarly shall constitute a majority.

Every nominee for every position on the Board of Executives shall be known as someone who is capable and willing to commit himself/herself to the duties of the Board of Executives and ready to attend meetings on a regular basis. The Resident Participants, as defined in Article V, shall be empowered to nominate and elect the members of the Board of Executives every three years.

ARTICLE V:

MEMBERSHIP AND PARTICIPATION

Participation in the activities of the Islamic Center shall be open to all Muslims who have reached maturity age as defined by Islamic principles and believe in equality and fairness. No Muslim shall be excluded from the activities of the Islamic Center based on race, gender, color, language, national origin, ethnicity, culture, etc.

1. General Participation: All Muslims who satisfy the criteria mentioned above shall make up the body of the general participants in the Islamic Center.
2. Resident Participants: The general participants who reside in the Greater Harrisburg area as defined in ARTICLE II shall be the Resident Participants of the Islamic Center after being a member of the community for at least one year. Resident Participants shall submit a membership application to the Board of Executives who shall approve or deny membership. There shall be a nominal membership fee of \$10.00 which the Board of Executives shall have the right to increase or decrease from time to time.
3. Application for Membership: Muslims who conform to the qualifying standards identified above are welcome to participate in the general activities of the Islamic Center, however, only Resident participants shall be allowed to vote on any issue related to the Masjid or be voted for as a member of the Board of Executives.

Membership Term and Dues: Participants (general or resident), upon meeting the requirements set by the Board of Executives, may take part in the Islamic Center's religious activities for as long as, and as frequently as, they wish.

ARTICLE VI:

PRIVILEGES AND DUTIES

All Resident participants shall have the privilege to attend General Body Meetings and to participate in the voting activities of the Islamic Center. All Resident Participants shall have the right to vote in the resolutions of issues before the Board of Executives and in the elections of members the Board of Executives.

1. All Resident Participants shall be eligible to contest for the offices of the Board of Executives, however, a Resident Participant must have served on at least one of the standing committees for a year prior to being eligible to contest for one of the Offices of the Board of Executives.
2. The Islamic Center shall expect all members of the Board of Executives to be of decent and moral character, committed to the principles of the Qur'an and Sunnah of our beloved Prophet Muhammad, peace be upon him and the Sunnah of the four rightly-guided Caliphs, Abu Bakr, Omar, Uthman and Ali (may Allah be pleased with them all).
3. The Islamic Center shall require all its participants to uphold and respect its Constitution and By-Laws. Participants shall abide by the policies and procedures as set by the Board of Executives.
4. The Islamic Center shall expect all its participants to be respectable with decent public conduct. Thus, participants shall respect one another and deal in truth with one another. Participants shall not spread the seed of discontent that can lead to community division.
5. All participants residents shall be required to fully contribute towards realization of the purpose of the Islamic Center.
6. All participants residents shall strive to conform to the principles and practices of the Qur'an and Sunnah.
7. The Islamic Center shall provide education to all its participants and their dependents.

ARTICLE VII:

ELECTION PROCESS

A general body election of the Board of Executives will be held within 30 days after the month of Ramadan every three years. The election shall be supervised, overseen and conducted by an Election Committee comprising of three members appointed by the Board of Executives. No member of the election committee may be nominated to serve on the Board of Executives. The Election Committee shall seek nominations from the Resident Participants of the Islamic Center. All Nominees must each be supported by at least five Resident Participants. Each nominee must accept the position being nominated for and the Nomination Form must be submitted to the Election Committee two weeks before the Election Day. Each candidate shall be elected to the nominated position by a simple majority vote of the Resident Participants in attendance. Any Resident Participants who fail to abide by the requirements of the general policy of the Masjid Al-Sabereen will not be allowed to be nominated for any position on the Board of Executives nor will be allowed to vote during the election.

ARTICLE VIII:

BOARD OF EXECUTIVES

The Board of Executives shall have nine members including the Amir/President, Secretary, Treasurer, and six other Resident Participants of the Islamic Center.

1. Any member of the Board of Executives cannot serve for more than two consecutive terms at the same position of the administrative officers of President, Secretary, and Treasurer.
2. A member of the Board of Executives can be removed from the office if he/she shall fail to attend three consecutive meetings without prior notification and no justifiable reason acceptable to the Board of Executives for such absence of three consecutive meetings. If the member of Board of Executives' absence is longer than three months, he/she should resign.
3. Board of Executives' member shall not receive any financial compensation for their services (except reimbursements of the reasonable and the actual expenses incurred while carrying out duties and responsibilities of the Islamic Center).
4. Any member of the Board of Executives that seeks to receive monetary compensations shall resign from the Board of Executives immediately before such paid position is accepted (no exception).
5. Board of Executives' member shall not serve on the Board or actively participate in a decision-making body of another local Masjid (except on a Committee of other Islamic organizations joining together for the benefit of the community at large).
6. Board of Executives' member under the criminal indictment shall be suspended from the activities of the Board until the outcome of the case; and shall resign or be removed from the office immediately if he/she is convicted of a felony offence during his/her tenure of office.
7. Any Board of Executives member may be recalled if a petition with at least 50 verifiable signatures, names, and addresses is properly served to the Board of Executives. The Board of Executives shall schedule a general meeting and the affected member of the Board of Executive which the petition is against shall be given an opportunity to defend himself/herself. The majority vote of the General House by the Resident Participants shall determine the final outcome of whether the affected member of the Board of Executives shall continue to serve or be removed from the position.
8. A vacancy on the Board of Executives caused by death, resignation, disability, or removal of a member of the Board of Executives shall be filled for the balance of the term by a majority of the remaining members of Board of Executives.
9. Votes and Quorum:
 - a. A simple majority vote of the Board shall adopt the actions of the Board of Executives.
 - b. A quorum of the Board of Executives shall consist of five of the total number of the elected Board of Executives.

ARTICLE IX:

DUTIES OF THE BOARD OF EXECUTIVES

1. The Board of Executives shall form the policies of the Islamic Center.
2. The Board of Executives shall confirm the annual convention date and venue according to rotation format as agreed among the Resident Participants of the Islamic Center and outline the program for the meeting.
3. The Board of Executives shall ratify the budget for the Islamic Center. No money shall be spent and no financial commitment for contracted services, insurance or material purchases shall be made by any Executive without the approval of the Board.
4. The Board of Executives shall arrange to audit the accounts and disbursements of the Islamic Center.
5. Board of Executives shall fill vacancies on the Board by a majority vote of the Board of Executives.
6. Board of Executives shall have the oversight and final approval of religious educational activities including, but not limited to, approving educational curriculum, approving subject matter of lectures and adult educational programs, approving of guest lecturers and programs.
7. Board of Executives shall present a written report in a General Body meeting of the Resident Participants every six months showing the financial status, activities, and future plans of the Board.
8. The Board of Executives shall appoint three Resident Participants as members of the Election Committee during the election year.
9. Board of Executives shall appoint three Resident Participants as members of the Imam Search Committee anytime the position of the Imam becomes vacant and set the qualifications of the Imam and shall give the final approval for the selection of Imam.
10. The Board of Executives shall set up other committees as needed and necessary from among the Resident Participants of the Islamic Center, and delegate administrative powers.
11. The Board of Executives shall initiate fundraising activities and collect donations. Spend monies for administrative purposes in accordance with Qur'an and Sunnah. However, any expenditure which shall exceed \$1,000.00 must be paid with a check and must be signed by two out of three: Amir/President or Secretary and Treasurer (money order may be substituted in case of a difficulty cashing a check); and should be approved by the Board of Executives except in an emergency situation. No money shall be spent and no financial commitment for contracted services, insurance, or material purchases shall be made by any member of the Board of Executive without the approval of the majority of the Board of Executives. No amount greater than \$250.00 shall be given as cash for any purpose of approved expenditure.
12. The Board of Executives shall have the authority to purchase any type of services necessary and needed for the operations of the Islamic Center.

13. The Board of Executives shall have the authority to hire all the personnel on a contractual basis and pay each personnel as an independent contractor.
14. Board of Executives shall have the authority to acquire property rights, privileges, stocks, debentures, and securities in accordance with Qur'an and Sunnah, with the consultation with the Resident Participants when the time permits.
15. Board of Executives shall have the authority to sell, lease or dispose of properties and assets in accordance with Qur'an and Sunnah, with the consultation with the Resident Participants.
16. The Board of Executives shall have the authority to borrow money and issue debentures and pledges in accordance with Qur'an and Sunnah, with consultation with the Resident Participants.
17. Board of Executives shall develop By-Laws of the Islamic Center from time to time and will be appended to the main Constitution and By-Laws of the Islamic Center; shall consider and undertake the process of amending the Constitution and By-Laws of the Islamic Center if initiated by the three-quarters of the registered members of the Resident Participants.
18. Board of Executives shall conduct programs of Islamic education to impart knowledge and understanding of the Qur'an, Sunnah, and Islamic way of life.
19. The Board of Executives shall promote cooperation with other Islamic organizations.

Section 1:

Duties of the Imam as an Independent Contractor

1. Provide direction to the Board of Executives and General Body in accordance with the Qur'an and Sunnah.
2. Provide Islamic religious guidance, practices, and leadership to the Muslim community at the Islamic Center.
3. Establish and promote educational programs for adults and youth.
4. Lead all prayers or designate this function to others in his absence. If there is no known designated Assistant Imam to perform this function, the Secretary shall lead prayers pending the time the Board of Executives shall appoint an Islamically knowledgeable individual to lead the prayers.
5. Perform marriages.
6. The Imam shall retain the sole right to appoint a substitute imam in his absence to lead prayers in the event there is no designated Assistant Imam.
7. Engage with the larger community to promote friendship and understanding between Muslims and non-Muslims in the community.

Section 2:**Duties of the Secretary**

1. The Secretary shall keep the archives, records, video and audiotapes and minutes of the Islamic Center.
2. The Secretary shall, following each meeting of the Islamic Center or the Board of Executives, compile accurate minutes and proceedings of the meetings and forward a copy to each member of the Board of Executives.
3. The Secretary shall serve as the recording secretary of the Islamic Center and of the Board of Executives at its meetings.
4. The Secretary shall discharge other duties that may, from to time be assigned to him/her by the Board of Executives.
5. Prepare agendas for meetings of the Board of Executives and General Body.
6. Make a public announcement to the General Body.
7. Succeed the Imam in the case of his death or separation from the Islamic Center; or designate a qualify individual to carry out the duties of Imam until that time when the full Board of Executives meets and makes a pertinent decision related to the position of Imam; as the first priority, oversee the nomination and selection process of a new Imam working with other members of the Board of Executives.

Section 3:**Duties of the Treasurer**

1. The Treasurer shall invoice, receive, and keep all monies due the Islamic Center and be prepared at all times to render an account of the Islamic Center's income and disbursements, upon the request of the Board of Executives.
2. The Treasurer shall draw all warrants of the Islamic Center and sign them for payment of the Islamic Center's expenses.
3. The Treasurer shall deposit all funds belonging to the Islamic Center in the designated bank accounts of the Islamic Center within fifteen calendar days of the receipts of the funds.
4. Chair the Finance Committee.
5. Keep proper records of all financial transactions of the Islamic Center.
6. Act as a signatory with the Amir/President and the Secretary to all the Islamic Center's financial transactions.
7. Publish a quarterly financial report of the Islamic Center.
8. Handle the money with high standards and set a tone of integrity.

ARTICLE X: INDEMNIFICATION

If, as a result of rightful conduct of the functions and duties as members of the Board of Executives, a member becomes a defendant in a legal suit or proceeding brought against him/her, then the Islamic Center shall indemnify said member for all charges and expenses incurred for the defense. However, if a legal suit or proceeding is brought against a member as a result of the willful neglect or disregard of the Qur'an and Sunnah, the Islamic Center's Constitution and By-Laws and the Laws of the United States of America (both Federal and the Commonwealth of Pennsylvania), said member shall be liable for all charges and expenses incurred for his/her legal defense. The Islamic Center will not be responsible.

ARTICLE XI: AMENDMENT

Amendments to the Constitution may be proposed by any of the Resident Participants who must obtain verifiable signatures of three-quarters of the registered members of the Resident Participants. Such proposals shall be presented to the Board of Executives for review to ensure compliance with Qur'an and Sunnah. If the proposals comply with the Qur'an and Sunnah and the Laws of the United States of America (both Federal and the Commonwealth of Pennsylvania), the proposal shall be presented to the entire Resident Participants for approval by a majority vote.

ARTICLE XII: LIQUIDATION OF ASSETS

If the Islamic Center, Masjid-Al-Sabereen dissolves, and its assets must be liquidated, the Board of Executives shall seek out a willing receiver for the assets that will qualify under Internal Revenue Service Code 501(c)(3). The primary criterion in selecting the receiver is that it be an Islamic Organization (such as another Masjid or an Islamic Center) dedicated to conducting the religious practices and education of the Qur'an (the Islamic Holy Book) and Sunnah (the traditions of Prophet Mohammad, peace be upon him), or secondarily to an organization supporting or aiding the well beings of Muslims in accordance with the Qur'an and Sunnah (such as a charitable relief organization).