

Islamic Center of Fullerton California (ICOF) CONSTITUTION

Article 1. Name and Location

Section 01 Name

The name of the organization shall be "Islamic Center of Fullerton, California". Here after, referred to as "Masjid or ICOF". It shall be a non profit organization.

Section 02 Location

The Masjid shall be located at 515 West Valencia Drive, Unit H Fullerton, CA 92832, in Orange County. The board of directors (board) may change the principal office from one location to another. Any change of location of the principal office shall be noted by the Secretary of the Corporation in the Minutes.

Article 2. Aims and Objectives

Section 01 Aims

The organization shall abide by the Holy Quran and Sunnah of Prophet Muhammad (s.a.w) in conducting all its affairs. The purpose of the Masjid shall be to offer spiritual, religious, educational, and social services to the Muslims in the Fullerton area and its vicinity.

Section 02 Objectives

Objectives of the Masjid shall be:

- a. Provide worship services, Islamic teachings & other religious services.
- b. Strengthen the bonds between the Muslims in the community
- c. Promote better relationship and understanding among Muslims and non Muslims through educational and cultural activities.

Article 3. Membership (Community)

Membership shall consist of two types: General members (Community) non-voting, and General Assembly voting members.

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Section 01 *General Members (non-voting)*

- a. Any person who is 18 years or older and believes that there is no deity worthy to worship but Allah and Muhammad is His last messenger could be a member.

Section 02 General Assembly (GA) *Voting Members*

Any member can be a voting member if they satisfy the following conditions:

- a. Is a general member
- b. Is living in the Fullerton area and its vicinity.
- c. Has been a participating in mosque (ICOF) activities (i.e. regular attendant of Friday congregational prayer and or adult classes or other activities) for the last 6 months, and has been registered.
- d. Membership to the Masjid (ICOF) shall be open throughout the calendar year, and shall be renewable on a yearly basis with payment of the membership dues. Dues for families (includes all household members under age 18) are \$120 dollars and \$100 dollars for single individuals.
- e. Membership shall run from January 1st to December 31st of the same year.
- f. The Board of Directors (Board) shall have the right to refuse a request for membership, if the applicant does not meet the guidelines set forth herein. It can also suspend or expel a member, if in their majority opinion he or she has knowingly violated the principles of Islam or the aims and objectives of the Masjid.

Article 4. *Organizational Structure*

The Masjid (ICOF) shall consist of the following bodies:

- a. Imam.
- b. General Assembly (GA)
- c. Board of Directors (Board),
- d. Executive Committee (EC).

Article 5. Imam

Section 01 *Responsibilities*

- a) The Imam is the religious affairs head of the Masjid. He will be the authority for all Religious matters.
- b) Imam is appointed by the Board.
- c) Compensation for the Imam will be set by the Board.
- d) He is an advisor to the Board and Executive Committee, and all other sub-committees.

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Article 6. General Assembly (GA) voting members

The GA shall consist of the voting members of the Masjid (ICOF) as defined by Article 3, section 02.

Section 01 Meetings

The GA shall meet at least once a year or as needed to vote on elections as well as to discuss and present ideas to the Board.

Section 02 Quorum

- a. The GA quorum shall be 60% of voting members for any policy-making meeting. Should the 60% of the voting members fail to show up, a subsequent meeting shall be called by the current board President. The quorum for the second meeting shall not require any fixed percentage of voting members.
- b. Any decision shall be approved by simple majority.

Section 03 Responsibilities

Responsibilities of GA shall be, but not limited to:

- a. Elect the Board of Directors (Board).
- b. Vote on any amendment to the constitution.

Article 7. Board of Directors (Board)

There shall be one body of elected members and it shall be called the Board of Directors (Board), hereafter referred to as the Board.

Section 01: Composition

The Board shall consist of minimum of seven (7) voting members but no more than 15 voting members as defined in Article 3, section 02, and who have been duly elected by the General Assembly. There shall be no compensation for services rendered by the Board of Directors.

Section 02: Functions

- a) The Board shall act as guardian of the Masjid (ICOF) properties or any other business ventures, and all funds of the Masjid.
- b) Board shall review and approve or disapprove any transaction of real estate including selling, buying, financing, and construction.

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- c) Board shall frequently audit the treasurer's record and any other documents, authorize corrections and ask for remedial actions.
- d) Approve all transactions involving matters of the Masjid (ICOF).
- e) Make such rules, policies and bylaws as may be necessary for the effective operation of the Masjid (ICOF) and the preservation of its property
- f) Establish standing, advisory and sub-committees.
- g) Plan long term progress for the Masjid (ICOF) and the members (community).

Section 03: *Term of Office*

- a. The term of office for the Board shall be five (5) years.
- b. The term of office for the Executive Committee shall be (2) years, after which the Board of Directors will elect a new set of Executive Committee officers. The outgoing officers shall continue in the Shura as members for the rest of their original five (5) years term.
- c. Members of the Board of Directors and the Executive Committee can be re-elected.
- d. Board of director can communicate via electronic media for general deliberation of any matter. Board will not take votes through electronic media.

Section 04 *Meetings*

The Board of Directors shall meet at least once a month or as situation necessitates. The minutes of the meeting should be recorded and documented for references. Matters on the agenda should be approved or disapproved by simple majority after deliberations. All elections should be conducted by a vote after deliberations.

Article 8: Board of Directors (Board) Election

Section 01 *Election Committee*

- a) An Election Commission shall be appointed by the Board to coordinate and supervise the election proceedings.
- b) The Election Commission shall consist of 3 members of good standing with the member (community) for 1 year. These members shall not be current board member nor shall they be candidates for election.
- c) This commission shall be an independent with full authority to conduct the elections as per the constitutions.

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Section 02 *Function and Duties*

- a) Prepare a detailed timeline and guidelines for the conduct of the election. Prepare all necessary forms and notifications.
- b) Collect all nominations, examine the eligibility of the nominees according to the Constitution of the Masjid (ICOF).
- c) Establish deadlines for receiving and withdrawing nominations.
- d) Obtain the consent of each candidate.
- e) Confirm membership records and validate voter registration.
- f) Collect and tally ballots casted at the end of a specified time and day.
- g) The Imam and two Board members whose term has not expired shall validate the results.

Section 03 *Board of Director Nominee*

A nominee for each post shall qualify by meeting the following conditions:

- a) He shall be a voting member of the Masjid (ICOF) for at least 1 year prior to the election.
- b) He must subscribe to the general belief and understanding of Sunnah of Prophet Muhammad (s.a.w)
- c) He ought to be known to be a practicing Muslim and a regular attendant of at least Jum'ah prayers.
- d) He shall have demonstrated leadership ability and willingness to devote time and effort for the community activities.
- e) He must have participated and helped in the execution of past activities of the Community. Board of Directors shall pick Executive Committee.

Article 9. Executive Committee (EC)

Section 01 *Members*

The Executive Committee shall consist of three (3) voting members and shall be elected by the Board of Directors. Treasurer and Secretary will be nominated by the President in accordance with the procedure described in the constitution.

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The Executive Committee members shall be:

- a. President
- b. Treasurer
- c. Secretary

Section 02 *Duration*

The Duration of an Executive Committee term shall be two (2) years. A person can serve in the EC for an unlimited number of terms.

Section 03 *Responsibilities*

The duties of EC shall be but not limited to:

- a. Carry out the objectives of Masjid (ICOF).
- b. Manage the daily operation and maintenance of Masjid (ICOF).
- c. Form sub-committee.
- d. Manage the finance and fund raisings.
- e. Put a quarterly financial update.
- f. Draft and submit Masjid (ICOF) budget to General Assembly.
- g. Prepare agenda and call for a general assembly meeting.
- h. Maintain and update the most current General Assembly voting members of the community.

Section 04 *Resignation*

Should a member of the EC resign, the person shall notify the Board. The Board shall then nominate a replacement to the end of his/her term.

Article 10. Finance

Section 01 *Islamic Center of Fullerton's Fiscal Year*

The fiscal year shall begin on January 1st and end on December 31st, of the same year.

Section 02 *Fund and Account Management*

- a. The Executive Committee shall ensure that separate accounts are kept for different projects.
- b. These accounts shall be itemized separately on the annual financial statement

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Section 03 *Audit*

The Executive Committee shall audit the Masjid (ICOF) account quarterly.

Article 11. Arbitration

Any disputes arising not related to constitution shall be resolved through informal means and mediation. The Board will interpret all disputes related to constitution. President will have executive power for tie breaking vote to resolve any dispute arises in the Masjid (ICOF).

Section 01 *Settlement*

The Executive Committee will be responsible for settling the accounts and meet all the liabilities.

Article 12. Amendments

Section 01 *Initiation*

- a) In order to change anything on this constitution, all Members of the Board must agree on the change first. If 2/3 of the Board members disagree, then there will be no amendment to the constitution?
- b) The Board of Directors must call for a general assembly (voting members) meeting to discuss and vote on the amendment(s).
- c) If 2/3 majority of the general members agree on the constitution amendments then the Board of Directors will initiate the change.
- d) Board of Directors will post the amended constitution on the bulletin board.

Article 13. Bylaws

Section 01 Election Procedure

A. Board Election

- i. The general assembly shall elect the Board in a duly convened meeting of the general assembly during the last week of June by a secret ballot for the term of five (5) years.
- ii. The Board shall nominate an Election committee consist of three members at least one month before the election. The election committee shall conduct the election.

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- iii. The election committee shall receive nominations with recommendation to a position in the Board from any voting member until two weeks before the time of election.
- iv. The election committee shall verify the nomination in a view of conditions stated in the bylaws and it shall contact these nominees who are eligible for election to seek their consent.
- v. The nominee for each post shall be a voting member.
- vi. In case of absentee ballot, the voting member is disqualified to vote that year. No one can vote for any other member. No email vote will be accepted. Voting member must be present in person to vote.
- vii. During the term of the Board, if any of its elected members can not perform his/her duties until the end of the board term. Executive committee EC may appoint an appropriate person (must be a voting member) to replace him/her for the remaining period and announce the appointee's name to the members (Community).
- viii. A board member will be disqualified if he/she missed to attend 3 consecutive monthly board meetings.

Section 02 *Duties of Executive Committee*

1) President

- a) Manage, coordinate and supervise the activities of the Masjid (ICOF) and make sure that they are carried out in a way that is in accordance with the Islamic Sharia and the constitution of Masjid (ICOF).
- b) Call for Board meetings.
- c) Preside over the meetings.
- d) Approve financial transactions.
- e) Nominate acting president as needed if president is unable to fulfill or perform his duties.

2) Secretary

- a) Prepare agenda and notify the Board and the GA of the meetings.
- b) Record the minutes of the meetings.
- c) Be responsible for the all correspondence of the Masjid (ICOF).
- d) Prepare the annual report for the annual general assembly meeting.

4) Treasurer

- a) Prepare the budget of the Masjid (ICOF) in consultation with the Board.
- b) Collect dues and pledges.

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- c) Prepare financial statement for the general assembly meetings.
- d) Write and endorse checks with the approval of the president.
- e) Take care of bills and other expenses.
- f) Maintain and update the list of voting members of the Masjid (ICOF).
- g) Co-sign amounts greater than 200 dollars with the president.

5) Sister's Affairs Committee

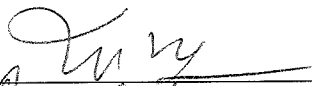


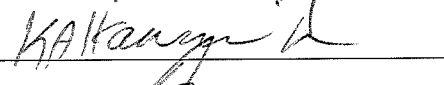



- a) The sister's affairs committee shall develop, plan and conduct activities for sisters such as social, cultural or educational.
- b) The sister's affair committee in consultation with the Board shall appoint a sister (voting rights), to act as a liaison between the sisters and the Board of Directors.

6) Moon sighting Committee

Islamic Center of Fullerton (ICOF) will follow the recommendations of Islamic Shura Council of Southern California for the new moon particularly at the beging of the months of Sha'ban, Ramadan and Dul-Hijah.

- a) Masjid Imam will disseminate this information to the members (community) the beginning of Ramadan and the celebrations of the two Eids.

Signed and approved by:

Mohammad Raghib		President	Date: <u>1/27/17</u>
Asif Hussain		Secretary	Date: <u>1/27/17</u>
Mohammad Shahid		Treasurer	Date: <u>1/27/17</u>
Khalid Altawarah		Board of Director	Date: <u>1/27/17</u>
Tahirah Asri		Board of Director	Date: <u>1/27/17</u>
Sanober Khan		Board of Director	Date: <u>1/27/17</u>
Zakariya Ghazali		Board of Director	Date: <u>1/27/17</u>