

THE CONSTITUTION OF
AUBURN ISLAMIC CENTER (AIC)

338 Armstrong Street
Auburn, AL 36830

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BILL ENGLISH
PROBATE JUDGE
LEE COUNTY

APPROVED BY GENERAL ASSEMBLY ON AUGUST 2, 1985

First Amended on November 20, 1999

Second Amended on May 4, 2002

In the name of Allah, the Beneficent, the Merciful

PREAMBLE

We, the members of the Muslim Community at Auburn, do hereby give to ourselves this Constitution and pledge to abide by its provisions, insha' Allah (God willing). All articles of the Constitution and day to day activities will be conducted according to the Qur'an and the Sunnah (traditions) of the Prophet Muhammad (peace be upon him) and anything contrary in the Constitution or rules of business will be expunged and considered null and void.

ARTICLE I: NAME

The Organization shall be called the Auburn Islamic Center, hereinafter called the AIC. It shall be a non-profit organization.

ARTICLE II: PURPOSE AND OBJECTIVES

The purpose of the AIC shall be to serve Muslims of Auburn and the surrounding area and to enable them to practice Islam.

Specific objectives of AIC are:

1. Represent and serve Muslims of the Auburn area and develop their Islamic personalities through Islamic programs and projects.
2. Promote true Islamic spirit and help improve interfaith and community relationship.
3. Strengthen unity among Muslims in Auburn and the surrounding areas.
4. Develop service institutions for Islam and Muslims.
5. Procure and develop necessary resources.

ARTICLE III: MEMBERSHIP ELIGIBILITY

1. Any Muslim, of age 16 or older, living in Auburn and the surroundings may become a member of the AIC.
2. To join the AIC as a voting member, a person shall complete a membership application and pay an annual fee of \$12. The fee may be waived for individuals with financial constraints.
3. A new member can practice his/her voting rights thirty days after filing the membership application.

ARTICLE IV: ORGANS OF THE AIC

AIC shall have the following organs:

1. General Assembly.
2. Executive Committee.
3. Board of Directors.

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Section 1 General Assembly

1.1 Voting and Elections

Members of the AIC shall constitute the General Assembly. Only the voting members shall have the right to vote on issues presented to and discussed by the General Assembly, including amendments to the Constitution, elections, and approval of financial reports, etc.

1.2 Meetings

The General Assembly shall be called into session by the Chairman of the Board of Directors or the President of the Executive Committee based on a simple majority decision of their respective members whenever necessary, but at least once a year. One third of the voting members may petition the Board of Directors or the Executive Committee for a General Assembly meeting. The Chairman of the Board of Directors or the President of the Executive Committee shall call and preside the meeting.

1.3 Quorum

51% of the voting members shall constitute the quorum of the General Assembly meetings. If the quorum is not met, another meeting shall be called in good faith inviting the members to meet within two weeks. For the second meeting one third of the voting members shall constitute the quorum.

1.4 Decisions

The General Assembly shall approve, by simple majority, the AIC reports, financial statements, etc. Two-thirds of the attending voting members shall be required to approve constitutional amendments and any projects costing \$10,000.00 or more.

Section 2 Executive Committee

2.1 Term and Elections

2.1.1 The General Assembly shall elect the Executive Committee for one year, preferably during the month of October. The Executive Committee members may be re-elected for more than one term.

2.1.2 Elections shall be conducted by secret ballot. Each member can cast vote personally, by mail or e-mail, before the closing time of the voting.

2.1.3 The nominees of the Executive Committee shall be announced to the General Assembly one-week prior to elections.

2.1.4 The General Assembly shall elect six members from the list of nominees. The General Assembly shall also elect the President from the elected members. The newly elected Executive Committee shall meet within one week to designate members for the various posts.

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2.2 Functions

The functions of the Executive Committee shall include but not limited to the following:

- 2.2.1 Formulate plans and policies to implement the Constitution of the AIC.
- 2.2.2 Appoint and supervise functional committees.
- 2.2.3 Raise funds for the operation of the AIC.
- 2.2.4 Manage, operate, and maintain the Masjid.
- 2.2.5 Initiate and implement activities for the benefit of the AIC.

2.3 Composition of the Executive Committee

The Executive Committee shall be composed of six members with the following duties:

2.3.1 President

- 1. Preside over the meetings of the Executive Committee
- 2. Call for the meetings of the General Assembly and Executive Committee.
- 3. Manage and operate the Islamic Center.
- 4. Coordinate, lead and supervise the Executive Committee in the implementation of the Constitution of the AIC and the decisions of its General Assembly so as to achieve the objectives of the AIC in the best possible manner.
- 5. Sign with the Treasurer or any other person assigned by the Board of Directors any contract or transaction authorized by the Board of Directors.

2.3.2 Vice-President

- 1. Represent the President when the latter is absent.
- 2. Assist the President in carrying out his duties.
- 3. Coordinate academic/educational activities including Sunday school, forums, workshops, etc.
- 4. Carry out other duties assigned to him by the Executive Committee.

2.3.3 General Secretary

- 1. Handle the administrative and legal activities of the AIC.
- 2. Take care of correspondence between the AIC and its members as well as other organizations.
- 3. Take minutes of all meetings of the General Assembly, Executive Committee and the joint meetings between the Board of Directors and the Executive Committee.
- 4. Submit, with the approval of the Executive Committee, written reports about AIC activities to the General Assembly.
- 5. Inform committee members of the time and agenda of their meetings.
- 6. Keep files, records, and documents of the AIC.
- 7. Update and keep record of the memberships of the AIC.

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2.3.4 Treasurer

1. Handle the financial affairs of the AIC.
2. Collect contributions, membership dues, zakat, and sadaqat (charity).
3. Manage the AIC financial accounts, utility bills, maintenance cost, renovations, etc.
4. Prepare checks for the operation of the AIC, which must be countersigned by the President of the Executive Committee.
5. Be responsible for submitting semi-annual financial reports to the Board of Directors and an annual financial report to the General Assembly.

2.3.5 Social Secretary

1. Propose budget for the planned activities.
2. Coordinate community dinners, picnics, trips, Ramadan social activities and other social events.

2.3.6 Da'wah Secretary

1. Propose a budget for the planned activities.
2. Be responsible for Da'wah (teaching the truth) activities for Muslims and non-Muslims.
3. Coordinate activities which may include, but not limited, to the following:
 - a. Study and devise effective ways to bring Muslims together.
 - b. Involve families into well-organized activities with the Social Secretary.
 - c. Devise methods to increase participation in prayers and lectures.
 - d. Provide speakers to churches, high schools, and other activities.

2.4 Vacancy

If an Executive Committee member leaves his/her post for any reason, the Executive Committee shall recommend a substitute to the Board of Directors for approval for the remaining period.

2.5 Quorum and Meetings

Two thirds of the Executive Committee members shall constitute a quorum. Upon request, the results of the meetings shall be communicated.

2.6 Decisions

The Executive Committee shall arrive at decisions through simple majority. In case of a tie, the side of the President shall prevail.

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Section 3

Board of Directors

There shall be five members on the Board of Directors. Each member shall serve for a period of five years. A member may be re-elected. The Board of Directors shall elect a Chairman among its members; the Chairman is the official representative of the AIC. A Board member can not be a member of the Executive Committee, concurrently. The President of the Executive Committee may be invited to the Board meetings as a non-voting member.

3.1 Eligibility of Members of the Board of Directors

To be an eligible member for the Board of Directors a person shall:

- 3.1.1 Be a voting member with minimum one-year of active participation in the activities of AIC.
- 3.1.2 Be known as an attendant of prayers.
- 3.1.3 Have demonstrated leadership ability and willingness to devote time and effort towards the goals of AIC.
- 3.1.4 Be knowledgeable in matters related to the understanding of Qur'an and Sunnah.
- 3.1.5 Be known to have good behavior and possess moral character.

3.2 Duties and Responsibilities

Ensure good governance and maintain a constructive environment to good functioning of the AIC. The duties of the Board of Directors shall include but not limited to the following:

- 3.2.1 Develop and update long term strategic plan considering the development of the AIC. Annually, the Board shall brief the General Assembly of progress on the strategic plan.
- 3.2.2 Be available to advise the Executive Committee and may accept some special task voluntarily on the request of the Executive Committee.
- 3.2.3 Verify the eligibility of the nominees for the Executive Committee elections.
- 3.2.4 Interpret the Constitution in cases of disagreement.
- 3.2.5 Raise funds for major projects.
- 3.2.6 Assign an ad-hoc Committee to conduct elections.
- 3.2.7 Resolve disputes, which may arise between members of the AIC and the Executive Committee. The decision will be binding on all parties.
- 3.2.8 Oversee the working of the Executive Committee. Has the power to nullify the Executive Committee by a four-fifths majority with proper justification. In such case the Board of Directors shall carry the duties of the Executive Committee and call the General Assembly for a new Executive Committee election within one month.
- 3.2.9 Approve all major decisions made by the Executive Committee and any projects costing \$1,000.00 or more.

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3.3 Quorum and Meetings

Four fifths of the Board members shall constitute a quorum. Upon request, the results of the meetings shall be communicated.

3.4 Decisions

The Board of Directors shall arrive at decisions through simple majority. In case of a tie, the side of the Chairman shall prevail.

3.5 Vacancy

The General Assembly shall elect a new member for any vacancy in the Board of Directors, from a list of nominee(s) forwarded by the Board. The nominee(s) with the highest votes shall be elected. If the above condition is not satisfied the vacancy shall be filled through another election (including new nominations).

Resignation of a Board member shall be submitted in writing to the Chairman of the Board of Directors; the Board should review the resignation letter and publicize its decision within one month.

ARTICLE V: FINANCES

1. Membership fees, contributions, donations and other legitimate sources shall finance the AIC.
2. The acceptance of such funds shall be consistent with the aims and purposes of the AIC.
3. The Executive Committee shall establish financial account(s) in the name of the AIC.
4. Any fund raising other than for the operation of the AIC shall be approved jointly by the Board of Directors and the Executive Committee.
5. Individual contributions or donations shall be kept strictly confidential.

ARTICLE VI: AMENDMENTS

1. Amendments to the Constitution shall be submitted in writing to the President of the Executive Committee not less than sixty days prior to a General Assembly meeting.
2. Any proposal to amend the Constitution must be petitioned to the Executive Committee by at least 15% of the voting members.
3. Any amendment to the Constitution may be returned by the Board of Directors to the General Assembly one more time for reconsideration.

ARTICLE VII: SUSPENSION AND EXPULSION

1. Member of The General Assembly

Upon written charges filed against a member with the Executive Committee and upon a

formal hearing held by the Executive Committee, the latter may recommend to the Board of Directors that the said member be suspended or expelled from the AIC. Any member recommended to be suspended or expelled and not reinstated, shall have a right to a hearing by the General Assembly in a duly convened meeting. A simple majority vote of the General Assembly to override the suspension or expulsion shall be necessary.

2. Member of The Executive Committee

If one third of the members of the General Assembly petition to suspend or expel a member of the Executive Committee, a joint meeting of the Board of Directors and the Executive Committee may be held to discuss the petition. The recommendation from the joint meeting shall be presented for vote in the General Assembly.

ARTICLE VIII: DISSOLUTION

In the event of dissolution of the AIC, the Board of Directors and the Executive Committee, after paying or making provisions for the payment of all liabilities, dispose off all assets of the AIC exclusively to the North American Islamic Trust, Inc. (NAIT).

In case of the non-existence of the North American Islamic Trust, Inc., first disposal shall be made to one or more of the affiliated organizations of the Islamic Society of North America (ISNA), and then to an Islamic organization organized and operated exclusively for religious, cultural, charitable, educational, or scientific purposes as the Board of Directors shall determine. Any of such assets not shown as disposed of shall be disposed of by the Court of Common Pleas of the County, in which the principal office of the AIC is then located exclusively for such Islamic organizations, as said court shall determine.

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