



Andover Islamic Center

BYLAWS OF ANDOVER ISLAMIC CENTER

ARTICLE 1. NAME

The name of this Not-for-Profit Organization shall be called “ANDOVER ISLAMIC CENTER”, hereinafter called the Center. The name AIC may be used as a short form of the organization.

ARTICLE 2. AIMS, PURPOSE(S) & OPERATION

Section 1: Directive Principles

The Center shall be an Islamic, nonprofit, and nonpolitical organization that will conduct its affairs as spelled out in the Qur'an, the Sunnah of Prophet Muhammad SAW, and practices of his early companions. Further, the Organization will avoid all forms of innovations in the religion of Islam. The principle of this directive shall not be changed.

Section 2: Mission Statement

To encourage community Muslims especially youths to learn their religion and participate in the neighborhood they live in by sharing, exchanging and building a harmonious and safe living environment.

Section 3: Objectives

1. Facilitate local Muslim community to offer five compulsory prayers in congregation.
2. Provide religious activities like teaching to read Quran, fundamentals of Islam, how to be a good Muslim and citizen.
3. Provide community outreach to all area residents regardless of their belief.
4. Play its part in the community it exists in to fight hunger and homelessness.



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ARTICLE 3. MEMBERSHIP

Section 1: General Member

1. Any Muslim, who agrees to obey the generally accepted practices of the Center that are compatible with the Quran and Sunnah, and to abide by the Bylaws of the Center
2. Must believe in the basic beliefs of the Islamic faith which are:
 - a. Belief in Allah (SWT)
 - b. Belief in the Angels
 - c. Belief in the Books of Allah (SWT)
 - d. Belief in all of the Prophets (PBUT) and Muhammad (PBUH) as the last of the prophet
 - e. Belief in the Day of Judgment
 - f. Belief in al-Qadaa and al-Qadr
3. Must base their understanding exclusively on Quran and Sunnah of the prophet Muhammad (PBUH) and the Sunnah of four rightly guided Caliphs i.e. Abu-Bakr, Omar, Othman and Ali (may Allah SWT be pleased with all of them)
4. Resident of Center's vicinity or non-residents who are active and known to the community
5. An active member of the community
6. Must be 18 years of age or older
7. Must be of good Islamic conduct

Section 2: Voting Member

1. Any general member who participated in paid membership program for at least one year prior to the election
2. Any new member who recently joined the community and participated in paid membership program for at least 3 months prior to the election
3. Any general member who couldn't participate in paid membership program but requests a written exception and granted fee waiver from Shura on yearly basis
4. Membership is open throughout the year but shall run from first day Dhul-Hijjah to last day of Dhul-Qadah to become a voting member
5. If the applicant does not meet the guidelines set forth for general membership, Shura Council shall have the right to refuse a new request, suspend or expel voting Membership



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Section 3: Membership Termination

Shura Council to determine membership termination and subject to reporting to authorities based on the following criteria:

1. Not complying to the criteria mentioned for general member
2. Violations of the Center Bylaws, Center Rules and Guidelines, including but not limited to:
 - a. Excessive use of foul language
 - b. Extreme violent views
 - c. Possession and/or use of firearms on the Center premises
 - d. Intimidation of other Community and Center members
 - e. Physical violence towards other Community and Center members
 - f. Repeated disruptions of Halaqas, prayers, official announcements, board meetings, general body meetings, or any of the Center sponsored activity
 - g. Intoxication or possession of illicit drugs
 - h. Performance of lewd acts

Upon membership termination by Shura Council, person could be barred from entering the Center

ARTICLE 4. BOARD OF DIRECTORS (SHURA COUNCIL)

Section 1: Organizational Structure

Out of Shura Council, following executive positions are filled:

- President
- Vice President
- Additional Directors for the Executive Committees listed below
 - a. Director, Community Outreach, Media & Technology
 - b. Director, Treasurer & Finance
 - c. Director, Adult Religious Education
 - d. Director, Youth Religious Education
 - e. Director, Operations & Administration

Section 2: Members

1. The Center shall be managed by a Board of Directors hereinafter called Shura Council.



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2. Very first Shura Council is formed from the existing community members based on their participation in the Center, recommendation and their qualification to help establish the center towards its long-term goal.
3. Subsequent Shura Council is then formed by the voting members of the community
4. The Shura Council consists of 7 or more voting members qualified to serve
5. There shall be no compensation for services rendered by the Shura Council Members
6. Shura Council must have at least one female member

Section 3: Functions

1. The Shura Council shall act as guardian of the Center properties or any other business ventures, and all funds of the Center
2. The Shura Council shall review and approve or disapprove any transaction of real estate including selling, buying, financing, and construction with affirmative vote of a 2/3 majority of the entire Shura Council
3. The Shura Council shall perform internal financial audit
4. The Shura Council shall request external financial audit by the CPA
5. The Shura Council shall approve all transactions greater than \$1000 involving new expenses of the Masjid
6. Emergency transactions greater than \$1000 shall be approved by at least two Shura Council members
7. Approve annual budget proposal submitted by Finance Committee
8. Make rules and policies as may be necessary for the effective operation of the Center and the preservation of its property
9. Establish standing, advisory and ad-hoc committees
10. Plan long term progress for the Center and the community
11. Decide on Imam's employment and his compensation using affirmative vote of a 2/3 majority of the entire Shura Council.
12. Determine annual membership program and dues

Section 4: Terms

1. Very first president remains on the board for 4 years after the formation of first Shura Council to help fulfill the initial mission of the center
2. Other Shura Council membership shall have a 2-year term
3. After first term (starting year 2022), voting members shall select 2 new members of the Shura Council to replace 2 of the oldest term members



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4. For the year 2022 election, 2 volunteers shall be asked to nominate themselves for re-election. If no volunteers, then 2 members shall be chosen for re-election using a lottery
5. Shura council members shall not be part of the board for more than 3 consecutive terms.

Section 5: Elections

1. Eligible voting members shall elect the Shura members in a duly convened meeting of the general assembly by a secret ballot for the term of 2 years
2. The Shura shall nominate an Election committee consisting of three non Shura voting members at least one month before the election
3. Existing Shura Council shall not be members of the Election Committee
4. The election committee shall receive nominations with recommendation to a position in the Shura from any voting member until two weeks before the time of election
5. 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
6. The nominee for each post shall be a voting member
7. Nominees are not allowed to make any publicity, announcements, posters, emails, etc. asking for vote
8. Election committee shall facilitate providing information about candidates to the community members
9. No one can vote for any other member
10. In case of a tie, Shura Council picks the winner with the affirmative vote of a 2/3 majority of the entire Shura Council.
11. A list of the elected Shura members shall be prepared and distributed to general body by the election committee
12. A list of no more than 3 runners-up shall be prepared for filling any vacancies until the next elections
13. If any of its elected Shura members cannot perform the duties until end of the term, then the Election committee shall appoint based on the runner-up list as a replacement for the remaining period and announce the appointee's name to the community



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Section 6: Membership Termination

Shura Council membership is terminated for one of the following reasons:

1. Missing 3 consecutive meetings without notice and reasonable excuse
2. Missed 4 meetings in the last 12 meetings without notice and reasonable excuse
3. Resignation from Shura Council
4. General community membership termination as described in the General Membership Termination section
5. Disclosing confidential or individual voting information from the Shura Council meetings

Section 7: Meetings and Quorum

1. The Center shall have at least one General Body meeting during the year.
2. The Shura Council Members shall meet at least once every month at a convenient time and place.
3. The presence of at least 5 Shura Council members shall constitute a quorum for a Shura Council meeting.
4. Members not present at the Shura Council meeting shall not be able to vote on any issue. There shall be no proxy votes.
5. Updates on various Executive and Ad-hoc committees shall be shared and future plans to be discussed.
6. Community members shall be able to join Shura Council meetings to participate in public agenda items with prior RSVP by emailing to shura@andoverislamiccenter.org.
7. The Shura Council member may invite any other member to join the Shura Council meeting for seeking their views on the agenda items with prior RSVP by emailing to shura@andoverislamiccenter.org. None of the invitees shall have a right to vote.
8. The decision on any matter in the Shura Council meeting shall be reached by a majority vote of the members present unless Bylaw specifically requires affirmative vote of a 2/3 majority of the entire Shura Council..
9. All rules made by the Board or Committee will have to meet the law of the land including local laws.
10. Rules made and enforced must be sensitive to our neighbors' use and needs.
11. Shura Council members shall not disclose their individual or others vote along with anything discussed of confidential nature outside Shura Council.
12. Meeting minutes shall be maintained and shared with Shura Council.



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Section 8: President Responsibilities

1. The general management of all the activities of the Center
2. Directing and coordinating of all the activities so as to achieve the purpose of the Center
3. Calling and presiding over meetings of the Shura Council and the General Body
4. Directing and coordinating the activities of the Executive Committees
5. Forming various Ad Hoc committees and appointing their members with approval of the Shura Council
6. Controlling funds and expenses of the Center in coordination with the Shura Council
7. Countersigning all withdrawal checks on behalf of the Center
8. Presenting reports on the state of the Center to the annual meeting
9. Keeping the Center registered as a nonprofit organization and reporting to all relevant government agencies

Section 9: Vice President Responsibilities

1. Carrying out the administrative and management activities in the Center in the absence of the President
2. Assisting the President in accomplishing the purposes of the Center
3. Temporarily assuming the functions of the President when requested as such by President
4. Assuming the functions of the President, if that position is vacated, until the next annual election
5. Performing any other responsibility delegated by the President

Section 10: Treasurer and Finance Director Responsibilities

1. Maintaining the record of all the financial transactions of the Center. Shall be responsible for systematic upkeep of books and writing disbursements, receipts, bank reconciliations and posting of monthly income and expense statements.
2. Collecting and depositing all funds received on behalf of the Center
3. Preparing the annual budget of the Center for the following fiscal year, in consultation with the Shura Council
4. Presenting before the Shura Council a monthly report on the status of the Center's financial affairs



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5. Assisting the Shura Council in preparation of any required government reports involving tax activities, including tax returns and applications for property tax exemption.
6. Performing any other responsibility delegated by the President.

ARTICLE 5. EXECUTIVE COMMITTEES

Section 1: Appointment, Functions and Tenure

1. The Director of each Executive Committee is selected by the Shura Council from within Shura Council.
2. They implement and execute the policies of the organization so long as these policies are in accordance with the Directive Principles of the organization.
3. The tenure of the Executive Committee shall be for a period of two year.

Section 2: Accountability

The Executive Committee shall report to the Shura Council at least quarterly, and shall be accountable for all duties and functions entrusted to it by the Shura Council.

Section 3: Meetings

The Executive Committee shall meet as frequently as required. Minutes of all meetings must be properly recorded and maintained.

Section 4: Removal of a Director

The Director of an Executive Committee may be removed by an affirmative vote of a 2/3 majority of the entire Shura Council.

ARTICLE 6: AD-HOC COMMITTEES

Section 1:

The Shura Council may appoint ad-hoc committees to carry out a specific assignment. The assignment and the terms of the committee shall be precisely defined through a memorandum of the Shura Council as appropriate.

Section 2: Appointment, Functions and Tenure



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1. The Shura Council shall appoint the chairman of the ad-hoc committee. The chairman must agree with the terms of the aforementioned memorandum. No person may be a chairman of more than one ad-hoc committee at a time.
2. The committee members shall be appointed by the committee chairman with input from the Shura Council.
3. The tenure of the Executive Committee shall be for a period of one year.
4. The sessions of the ad-hoc committees shall be called and presided over by the chairman of the committee. A representative of the Shura Council may participate in the meetings as an observer.
5. In case the ad-hoc committee fails to meet its objectives within the specified time, the Shura Council may extend its tenure or may decide to dissolve it.

Section 3: Accountability

1. The committee chairman shall present a progress report at least once per month to the Shura Council.
2. The committee shall submit its final report/recommendation to the Shura Council upon completion of its assignment. The Shura Council shall then dissolve the ad-hoc committee.
3. The Shura Council shall decide to act on the recommendation of the ad-hoc committee within two months of receiving it.
4. The ad-hoc committee report and the Shura Council actions shall be announced to the community.

Section 4: Termination

The Shura Council may dissolve the ad-hoc committee by issuing a memorandum to that effect to the ad-hoc committee chairman.

ARTICLE 7: AMENDMENTS

These bylaws may be altered, amended, or replaced, by 3/4 majority of the entire Shura Council, and new Bylaws may be adopted in accordance with the Directive Principles, as stated in these bylaws. All amendments shall adhere with the laws of the state.