

# Darul Arqum Islamic Center

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## BYLAWS

### FOR

### THE DARUL ARQUM ISLAMIC CENTER

### OF

### AMES, IOWA

In the name of God, Most Beneficent, Most Merciful. These are the bylaws for the Darul Arqum Islamic Center devised under the fundamental guideline that no clause shall be in conflict with the rules of Islam.

## ARTICLE I. Name

### Section 1.1: Name

The name of the organization shall be Darul Arqum Islamic Center, hereafter referred to as "the Islamic Center".

For communication and advertisement purposes, the Islamic Center may be referred to as the "Islamic Center of Ames".

## ARTICLE II. Offices of the Organization

### Section 2.1: Principal Office

The principal office of the Islamic Center shall be located at 1212 Iowa Avenue in the City of Ames in the County of Story in the State of Iowa.

### Section 2.2: Registered Office and Registered Agent

The Islamic Center shall have and continuously maintain a registered office at 1212 Iowa Avenue in the City of Ames in the County of Story in the State of Iowa and a registered agent, whose office is identical with such registered office, as required by the Iowa Nonprofit Corporation Act. The registered agent shall be the Chair of the Executive Board of the Islamic Center, hereafter referred to as "the Board," as required by the Iowa Nonprofit Corporation Act.

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## **Section 2.3: Ownership**

The Islamic Center is considered as an Islamic trust and shall not belong to any particular individual. The Islamic Center shall be entrusted with the North American Islamic Trust (NAIT). The Board may entrust the Islamic Center with another organization of similar nature by a two-thirds (2/3<sup>rd</sup>) majority vote.

## **ARTICLE III. Aims and Purposes**

This organization is founded for religious, educational and charitable purposes with the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue Law). The Islamic Center shall:

- a. Assist and guide Muslims to practice and propagate the faith and principles of Islam, according to the teachings of the Qur'an, and the example of the Prophet Muhammad, Peace be upon him.
- b. Instill in the Muslim community a desire to participate in the religious obligations incumbent on every Muslim and to adopt Islam as a complete way of life.
- c. Promote unity among Muslims, cooperation with other Islamic organizations having similar objectives and participate in any activity to serve Islam.
- d. Establish and maintain the Islamic Center to be used to hold weekly congregational prayers, Islamic religious festivals, at the prescribed times, and other social activities according to the principles of Islam.
- e. Maintain Islamic educational institutions to teach the principles of Islam.
- f. Organize the resources of the community and raise funds necessary to accomplish the purposes of the Islamic Center, including the collection of alms and charity, and disburse it to needy Muslims in the area.
- g. Promote friendly relations between Muslims and non-Muslims and endeavor to make Islamic teachings known to them.

## **ARTICLE IV. Code of Ethics**

Each member of the Islamic Center shall:

- a. Profess the basic belief of Islam, "Ashhadu 'alla 'ilaha 'il-Allahu wa "Ashhadu 'anna Muhammad an-Rasulullah", "I bear witness that there is no deity except Allah, and I bear witness that Muhammad is the messenger of Allah".
- b. Accept Islam as the Way of Life and strive to practice it in accordance to the Qur'an and Life of the Prophet Muhammad, Peace be upon him.
- c. Work for the unity of all Muslims.
- d. Believe in and respect the obligatory commands of Islamic Law.
- e. Abide by all the rules and regulations established by the Islamic Center.

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## ARTICLE V. Membership

### Section 5.1: Eligibility

The membership of the Islamic Center shall consist of Muslims who are “active members” (hereafter “members”) and meet the following criteria:

- a. Fully agree with the Aims and Purposes of the Islamic Center, as stated in Article III.
- b. Fully believe and profess in the Code of Ethics of the Islamic Center, as stated in Article IV.
- c. Complete a membership application form.
- d. Pay the required membership dues or fees, if the member is to become a voting member.

### Section 5.2: Rights

- a. Each member who is at least 18 years of age, has already paid his/her dues, and has been a member for at least six months, according to Article VI, Section 6.6, shall have a vote in the election for the Board.
- b. A member shall be eligible to be a candidate for the Board, as specified in Article VII Section 7.2, provided that the conditions for such candidature are met.
- c. A member, who is 18 years of age or older, shall have the right to inspect the books and records of the Islamic Center for any proper purpose at any reasonable time, and without removing them from the premises of the Islamic Center.
- d. A member, who is 18 years of age or older, shall have the right to observe the meetings of the Board, except for executive sessions. The member shall not participate in any manner unless invited to do so by the Chair.
- e. A member, who is 18 years of age or older, may petition for a meeting of the membership as outlined in Article VI Section 6.3.

### Section 5.3: Dues

The Islamic Center shall impose dues as a prerequisite for voting general assembly eligibility. The dues will be determined by the Board. Members may make a tax deductible monetary donation to the Islamic Center.

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## ARTICLE VI. General Assembly

### Section 6.1: Meetings

The General Assembly consists of all eligible voting members. A meeting of the General Assembly shall be held in September of each calendar year. In case the holy month of Ramadan falls in September, the Board may select a date before Ramadan or after the Eid ul-Fitr. The purpose of the meeting will be to:

- a. Electing the members of the Board to fill vacancies.
- b. Presentation of annual reports by the Board.
- c. Presentation of audited financial statement of the current year and the proposed budget for the continuing year.
- d. Conducting any other business deemed necessary.

### Section 6.2: Notice of meetings

Notice stating the place, day and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered no less than three (3) nor more than fifteen (15) days before the date of the meeting, by e-mail, by or at the direction of the Board to each member or Board member entitled to vote at such meeting.

### Section 6.3: Special Meetings

- a. In addition to the meetings mandated by clause, the Chair of the Board shall call a meeting at the request of two-fifths (2/5<sup>th</sup>) of the membership, demonstrated by a signature petition, within two weeks of such a request.
- b. A meeting may be called by or at the direction of the Chair of the Board acting on the advice of two-thirds (2/3<sup>rd</sup>) of the Board, to discuss matters of manifest relevance to the majority of the membership.

### Section 6.4: Presiding Officers

The Chair of the Board shall preside at all regular and special meetings of the General Assembly and, in that Chair's absence, the Vice Chair shall serve in this capacity.

### Section 6.5: Quorum

- a. For meetings of the General Assembly, regularly scheduled, or special, except for the purposes of amending the bylaws, presence of thirty-five percent (35%) of the membership

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shall constitute a quorum. The Chair of the Board or, in case of elections, election supervisor shall ensure quorum requirement is met.

- b. For meetings of the General Assembly, called for amending the bylaws, presence of thirty-five percent (35%) of the membership shall constitute a quorum.
- c. For a meeting with the agenda including bylaw amendments, the quorum requirement for each agenda item shall be determined independently and the meeting shall discuss only such items whose quorum requirements are fulfilled in accordance with Article XIV.
- d. If at the beginning of a meeting the quorum requirement is not met, the Chair of the Board or, in case of elections, election supervisor shall declare the meeting adjourned. The Chair of the Board shall issue a new call for a meeting of the General Assembly to be held no sooner than three (3) days and no later than fourteen (14) days. In such ensuing meeting, the quorum requirement shall be waived.
- e. If at any time during the meeting, it is pointed out by an attendee that the quorum requirement is not met, the meeting shall be adjourned and the Chair of the Board shall issue a new call for a meeting to be held no sooner than three (3) days and no later than fourteen (14) days later. In such ensuing meeting the quorum requirement shall be waived.

## **Section 6.6: Eligibility to Vote**

Voting for any and all positions and items on the General Assembly Agenda of the Islamic Center that require a vote is limited to the eligible voting members of the Islamic Center as defined by Article V, Section 5.1 and 5.2.

## **Section 6.7: Balloting**

- a. Voting for members of the Board shall be by paper ballot.
- b. A person eligible to vote may do so, in all General Assembly meetings, in person only.

## **Section 6.8: Proxies**

Voting by proxy shall not be permitted.

## **Section 6.9: Nomination Procedures**

- a. A three (3) person nominating committee will be recommended by the Chair of the Board and approved by the Board by the end of the month of July before the elections.
- b. The nominating committee shall issue a call for nominations, and accept nominations for candidates for election to the Board. The nominating committee shall verify that the nominees meet the eligibility criteria in Article VII, Section 7.2 and shall obtain the consent of the nominees.

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- c. The nominating committee shall notify the Board of candidates at least two weeks before the elections.
- d. Nominations from the floor will be accepted on the day of the elections, only if there are more vacancies to be filled than the number of nominated candidates. In such a case, the nominating committee shall verify that the nominees meet the eligibility criteria in Article VII, Section 7.2 and shall obtain the consent of the nominees.
- e. In the instance of a Recall of the Board, a three (3) person nominating committee will be nominated from the floor and approved by one-half (1/2) of the General Assembly voting members. The nominating committee will notify the General Assembly of candidates at least two weeks before the date of the special election. The procedures in Section 6.9(b) and 6.9(d) shall also be enforced. All members of the Recalled Board shall be ineligible.

## **Section 6.10: Elections**

- a. The Board shall appoint a member as “Election Supervisor” to conduct the elections for openings on the Board. The Supervisor must not be a candidate for election.
- b. A simple majority vote of the General Assembly shall be required for the adoption of a motion to close the nominations, which is incidental to the election of members of the Board.
- c. The General Assembly shall elect directors of the Board to fill any and all vacancies on the Board at the regular or special meetings.
- d. In the instance of elections resulting from a Recall of the Board, a member will be nominated and approved by one-half (1/2) of the General Assembly voting members as "Election Supervisor" during the special meeting for Recall of the Board. The Supervisor must not be a candidate for election. The procedures in Section 6.10(b) and 6.10(c) shall also be enforced. All members of the Recalled Board shall be ineligible.

## **ARTICLE VII. The Executive Board**

### **Section 7.1: Composition**

- a. The Executive Board shall consist of ten (10) members. Nine (9) members will be elected by the General Assembly for a period of one (1) year, starting from the first of the month of October following the elections. In addition, the Chair of the Women’s Affairs Committee shall be the tenth member of the Board in the capacity of a Member-at-Large.

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- b. If needed, one of the outgoing officers, usually the highest-ranking outgoing officer, may be asked to serve as a non-voting ex-officio on the newly elected Board, in order to guarantee continuity.
- c. In the instance of Recall of the Board, Interim Officers consisting of a Chair, Vice-Chair, Secretary and Treasurer shall be nominated and approved by one-half (1/2) of the General Assembly voting members with full authority to conduct all necessary business until the new Board is elected. Each Standing Committee and Women's Affairs Committee shall elect a member to serve on the Interim Board as Members-at-Large by a majority of their membership. All eligibility requirements in Section 7.2 shall remain in force. All members of the Recalled Board shall be ineligible.

## **Section 7.2: Eligibility**

- a. Comply in his /her life and activities with the faith and practices of Islam.
- b. Attain twenty-five (25) years of age.
- c. Document legal status in the United States of America.
- d. Verify current membership in "good standing" and at least one (1) year attendance at the Islamic Center.
- e. Served as an elected member of the Board, a member of a standing or special committee or as a teacher in the Islamic School during the last two (2) years.
- f. Has never been removed from any elected office of the Islamic Center.

## **Section 7.3: Duties and Responsibilities**

- a. Plan, manage and conduct all community affairs and activities so as to accomplish the aims and purposes of the Islamic Center.
- b. Provide leadership to the members of the Islamic Center and promote unity and cooperation among them.
- c. Implement the Bylaws of the Islamic Center.
- d. Meet the budgeted financial responsibilities of the Islamic Center by promoting membership and fundraising campaigns.
- e. Employ any staff as needed, including the Imam.
- f. Exercise all additional authority consistent with the regulations herein and in accordance to the Bylaws.

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## Section 7.4: Officers

- a. The elected board members shall elect from among themselves the following officers of the Board:
  - i. Chair
  - ii. Vice Chair
  - iii. Secretary
  - iv. Treasurer
- b. The specific duties and responsibilities of each member of the Board are those described in Article VIII.

## Section 7.5: Meetings and Quorum

- a. The Board shall meet every month unless the Chair postpones the meeting at the request of a simple majority of the Board. The postponement shall not exceed fourteen days.
- b. A quorum of Board shall be at least one-half (1/2) of the members.
- c. In addition to the annual meeting of the General Assembly, mandated by Article VI, Section 6.1, the Chair shall call a meeting at the request of a simple majority of the Board.
- d. A guest speaker may be invited by the Chair to attend the meeting and participate in the Board's proceedings. Board members shall forward their non-binding suggestions for a guest speaker to the Chair.
- e. The Secretary shall distribute in writing, by mail or e-mail, the agenda of the meeting to the board membership no less than three (3) days prior to any meeting of the Board.
- f. Meetings of the Board may be observed by any member, except for executive sessions, which may be held only if public discussion could be reasonably expected to cause damage to an individual's reputation, or an individual's right to privacy would be violated.

## Section 7.6: Resignation

A Board member wishing to no longer serve in this capacity shall tender a written resignation to the Chair. The resignation shall become effective upon acceptance by the Chair.

## Section 7.7: Termination

- a. Membership of the Board shall be terminated if a member leaves Ames permanently or is found to be in violation of the eligibility requirements outlined in Article VII, Section 7.2.

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- b. Membership of the Board shall be terminated if a member has three (3) consecutive unexcused absences from regular and special meetings.

## **Section 7.8: Vacancies**

- a. A vacancy on the Board shall be filled by a special meeting of the General Assembly. Nominations shall be made by the Board within ten (10) days from the date of the vacancy, and the meeting of the General Assembly shall take place within twenty one (21) days from the date of the vacancy. The Board shall certify that the nominees are duly qualified according to Article VII, Section 7.2, and shall obtain their consent. The election shall follow the procedures outlined in Article VI, Section 6.10.
- b. If a vacancy is created within forty-five (45) days of the annual General Assembly meeting, the election shall be deferred to such meeting.
- c. A vacancy on the Board of Member(s)-at-Large shall be filled with an Interim Member of the Board until the procedures in Section 7.8(a) are fulfilled. A special meeting to elect an Interim Member of Board shall be called within five (5) days from the date the resignation. Two (2) days prior to this meeting, the vacancy shall be announced to the membership, forms for nominations posted and consent of the nominees obtained. At the special meeting, the Board shall certify that the nominees are duly qualified according to Article VII, Section 7.2 and hold an election. Voting for the Interim Member shall be by paper ballot. Approval by two-thirds (2/3) of the remaining Board members is required to take office. The Interim Member shall assume all the duties and responsibilities of their office immediately upon election.

## **Section 7.9: Recall**

In accord with provisions of Article VI, Section 6.3, members may initiate a recall of the Board. If two-fifths (2/5<sup>th</sup>) of the membership requests a special meeting because they believe that the Board has broken the trust of members by not conforming to the Article IV: Code of Ethics or by some other egregious behavior or formal decision (s), more than half (1/2) of the voting members, not just those in attendance, must vote in favor of recalling the Board. A new election must be held within three (3) weeks of the Recall. A new Board will be formed using the procedures in Article VI: Section 6.9(e), Section 6.10(d) and Article VII: Section 7.1(c).

## **ARTICLE VIII. Specific Duties of the Executive Board Positions**

### **Section 8.1: Duties of the Chair**

The Chair shall be responsible to the membership for the following:

- a. Call and preside over meetings of the Board and the General Assembly.

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- b. Co-sign with the Treasurer all deposits and withdrawals to and from accounts of the Islamic Center.
- c. Form ad hoc committees from within and outside of the Board with the approval of the Board.
- d. Execute contracts and all documents on behalf of the Islamic Center on the advice of the Board.

## **Section 8.2: Duties of the Vice-Chair**

The Vice-Chair shall be responsible to the Chair and the Board for the following:

- a. Act as a liaison between the Board and the ad hoc committees.
- b. Act as the parliamentarian using Robert's Rules of Order, Latest Edition, and ensure they are adhered to by members during meetings of the Board and General Assembly.
- c. Screen, sort, and distribute the mail for the Islamic Center.
- d. Temporarily assume the functions of the Chair when requested by the Chair due to absence or illness.
- e. Permanently assume the functions of the Chair for the remainder of the term if the Chair ceases to hold office or Board membership.

## **Section 8.3: Duties of the Secretary**

The Secretary shall be responsible to the Board for the following:

- a. Keep a full and complete record of the proceedings of the meetings of the Board and General Assembly. In case of absence or disability, the Chair shall assign another Board member to assume the duties of the Secretary.
- b. Present the minutes of the previous meeting for approval at the beginning of each Board meeting and the General Assembly meeting.
- c. Maintain, prepare and circulate the minutes of the meetings of the Board and General Assembly within seven (7) days following such meetings.
- d. Prepare and distribute the agenda for the meetings of the Board and General Assembly no less than three (3) days prior to such meetings.
- e. Maintain the list of current and past members. Publish and post a list of members eligible to vote in the election at least fourteen (14) days prior to the holding of the elections.
- f. Certify signatures of new officers to the financial institutions.

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## **Section 8.4: Duties of the Treasurer**

The Treasurer shall be responsible to the Board for the following:

- a. Maintaining the record of all financial transactions of the Islamic Center in a manner complying and satisfying for regulations of the State of Iowa, and in accordance with Article X and Article XI of the Bylaws.
- b. Present to the Board a monthly report on the financial status of the Islamic Center including all financial transactions.
- c. Submit quarterly financial reports for review to the Board.
- d. Collect and deposit all funds received on behalf of the Islamic Center and issue receipts thereof. Provide donors with receipts for donations. Open and total all collections from donation boxes of the Islamic Center in the presence of another member of the Board.
- e. Co-sign with the Chair all deposits and withdrawals from accounts of the Islamic Center.
- f. Preparing the annual budget of the Islamic Center for the next fiscal year. Thereafter, presenting the annual budget to the Board for approval.
- g. Make the annual budget available to the members within forty-five (45) days after assuming office.
- h. Perform or cause to perform an audit, according to Article XI, Section 11.3, of all financial accounts operated by the Islamic Center. After such audit, certify the accuracy of the accounts to the Board.
- i. Present to the General Assembly an annual report on the financial status of the Islamic Center including all donations, disbursements, and expenses.
- j. Presiding over the Board meeting when the Chair and the Vice-Chair are absent.

## **Section 8.5: Duties of Members-at-Large:**

- a. Each of the five elected Members-at-Large shall serve as a member on one of the Standing Committees described in Article XII, excluding the Women's Affairs Committee, and will act as a liaison between the committee and the Board.
- b. The sixth Member-at-Large is the Chair of the Women's Affairs Committee.

## **Article IX. Indemnification**

### **Section 9.1: Indemnification of Officers**

Any member of the Board and any officer of the Islamic Center, as a condition of accepting said office, shall be indemnified by Islamic Center against expenses actually and necessarily incurred

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by him or her in connection with the defense of any action, suit, or proceedings in which he or she is made a party by reason of having been or being a member of the Board or an officer of the Islamic Center, except for breach of the duty of loyalty to the organization, for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit. Such right of indemnification is not to be deemed exclusive of any right to which he or she may be entitled under the laws of the State of Iowa, these Bylaws, agreements, vote of members, or otherwise.

## **Section 9.2: Exemption of Property**

The private property of the members, members of the Board and any officer of the Islamic Center shall not be liable for corporate debts to any extent whatsoever. This section of these Bylaws shall not be amended except by the unanimous vote of the members and the Board.

## **Section 9.3: Liability**

Members of the Islamic Center, members of the Board, and any officer of the Islamic Center shall not be liable for any injury or accident that occurs on the property of the Islamic Center. This section of these Bylaws shall not be amended except by the unanimous vote of the members and the Board.

## **ARTICLE X. Finance**

### **Section 10.1: Contracts**

By a three-fourths (3/4<sup>th</sup>) vote, the Board may authorize any officer or officers, agent or agents of the Islamic Center, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Islamic Center, and such authority may be general or confined to specific instances.

### **Section 10.2: Special Funds**

- a. All funds collected for the purpose of Zakat-ul-Maal or Zakat-ul-Fitr shall be spent according to the guidelines of Islam.
- b. All funds collected for a specific purpose shall only be used for the designated purpose, unless the Board decides by a two-thirds (2/3<sup>rd</sup>) majority to allocate it for a different purpose.
- c. The Board may establish special funds for specific needs of the Islamic Center, in accordance with Article III, to which members may contribute.

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## **Section 10.3: Spending limits**

The Chair of the Board shall not authorize expenditure, with the exception of utility bills, for any project or organization without the approval of the Board. The maximum spending limit per project is \$7,500. For projects with budgets exceeding this spending limit, the approval of the General Assembly is required.

## **Section 10.4: Checks, Drafts, Deposits, Etc.**

All checks, drafts or orders for payment of money, notes or other evidence of indebtedness issued in the name of the Islamic Center shall be signed by the Chair and Treasurer of the Board or in such manner as shall from time to time be determined by resolution of the Board.

## **Section 10.5: Deposits**

All funds of the Islamic Center shall be deposited at regular intervals in such banks or other depositories the Board may select. The Treasurer shall open donation boxes at the Islamic Center in the presence of another member of the Board. The contents shall be totaled, recorded in a ledger reserved for this purpose, deposit slip prepared and initialed by the treasurer and funds deposited in a timely manner. The Treasurer shall ensure segregation of special funds. The Treasurer shall issue receipts to donors.

## **Section 10.6: Gifts**

The Board may accept on behalf of the Islamic Center any contribution, gift, bequest, or device consistent with the purposes of the Islamic Center as outlined in Article III. Documentation verifying the receipt of such gifts shall be mailed to the donor in a timely manner.

## **Section 10.7: Loans**

No loans shall be made by the Islamic Center. Any member of the Board who assents to or participates in the making of any such loan shall be liable to the Islamic Center for the amount of such loan until the repayment thereof.

## **ARTICLE XI. Accounting Books and Records**

### **Section 11. 1: Books and Records Maintained**

The Islamic Center shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of the meetings of the General Assembly, the Board, and the committees on file. It shall also keep at the registered or principal office a record giving the names, telephone numbers, and addresses of the members entitled to vote.

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## **Section 11.2: Inspection**

All books and records of the Islamic Center, except for the confidential membership directory, may be inspected by any member, who is 18 years of age or older, for any proper purpose at any reasonable time, without removing them from the premises of the Islamic Center, and in the presence of a member of the Board.

## **Section 11.3: Audit**

The Board shall have the books and records of account of the Islamic Center reviewed internally every year. The Board shall appoint two members to internally review the Islamic Center finances. The Board shall have the discretion to ask for an external audit through an auditing firm.

## **Section 11.4: Fiscal Year**

The fiscal year of the Islamic Center shall begin on October 1<sup>st</sup> of each year and end on September 30<sup>th</sup> of the following year.

## **ARTICLE XII. Standing Committees**

### **Section 12.1: Structure**

- a. The Board shall form and yearly reconstitute these standing committees: (i) Da'wa and Religious Affairs Committee (ii) Social Affairs Committee (iii) Educational Affairs Committee (iv) Public Relations Committee (v) Property and Building Committee.
- b. A Women's Affairs Committee shall be formed by the sisters through election.
- c. Committees must be approved by a simple majority vote of the Board .
- d. Membership of committees shall normally be from members of the Islamic Center, who are 15 years of age or older. Exceptions to this rule must be approved by a two-thirds (2/3<sup>rd</sup>) majority vote of the Board.
- e. Each committee shall have, as one of its members, a Member-at-Large from the Board, as per Article VIII, Section 8.5.
- f. Each committee shall elect from among its members a chair, a vice-chair, a secretary, and a treasurer if needed.
- g. All committees must meet at least once in every quarter and the Committee Chair must submit quarterly reports to the Board. Failure to do so shall result in the immediate suspension of all activities and reorganization of the committee by the Board.

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## Section 12.2: The Da'wa and Religious Affairs Committee

The Da'wa and Religious Affairs Committee will serve as a resource and a guide for the Islamic Center in all religious matters. It will also reach out to the Muslims and non-Muslims of Ames and nearby communities as a source of information about Islam and Islamic teachings. The committee shall be responsible for:

- a. Providing religious opinion from authentic sources and knowledgeable scholars to the Board or to a member regarding an issue requiring a ruling based on Islamic law.
- b. Recommending to the Board the days of starting of the holy month of Ramadan and the two Eids based on the announcement of the Islamic Society of North America (ISNA).
- c. Determining the amount per person of "Zakat-ul-Fitr" and guiding the Board Treasurer in its disbursement.
- d. Annually determining the "nisab" for "Zakat-ul-Maal" and creating guidelines and procedures for its collection and disbursement.
- e. Preparing and presenting to the Board a list of people who will deliver the Friday and Eid Khutba, if there is no designated "Imam" for the Islamic Center.
- f. Preparing and presenting to the Board an ordered list of people who will lead the daily prayers, if there is no designated "Imam" for the Islamic Center.
- g. Preparing and presenting to the Board an ordered list of people who will lead the "Taraweeh" prayers during Ramadan, if there is no designated 'Imam' for the Islamic Center.
- h. Determining and distributing the timings of the daily prayer.
- i. Organizing and facilitating the holding of study gatherings ("halaqa") for men and women. The latter will be in coordination with the women's affairs committee.
- j. Selecting and keeping adequate stock of suitable introductory material about Islam and Islamic teachings and practices.
- k. Responding to any inquiries about Islam received by the Islamic Center and making presentations about Islam if requested to do so, in the Islamic Center or at a place requested by the inquirer.
- l. Helping the Muslim Student Association (MSA) of Iowa State University (ISU) in arranging lectures and conferences that promote a better understanding of Islam.
- m. Contingent upon availability of volunteers, creating a prison visit program to help any prisoner with a desire to learn about Islam.

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- n. Financially facilitating the Da'wa and other committee members' and volunteers' attendance of important and relevant regional and national conferences for training purposes.
- o. Reaching out to new Muslim students, in cooperation with the MSA of ISU, and helping them establish a close relationship with the Muslim community.
- p. Submitting a copy of the minutes of the meetings of the Committee to the Board.
- q. Presenting a written report to the Board at the end of its term summarizing the activities and achievements of the past year as well as suggestions for the next.

## **Section 12.3: The Social Affairs Committee**

The Social Affairs Committee will work to create a stronger and closer knit community by coordinating and holding events of importance to the community. The committee shall be responsible for:

- a. Organizing Iftaar program for the singles and families during the month of Ramadan.
- b. Organizing welcome and farewell dinners for the new and graduating students.
- c. Conducting outings for the Muslim youths.
- d. Facilitating sports activities and tournaments within the community.
- e. Distributing gifts among children on Eids with funds from fundraising and donations.
- f. Organizing appropriate activities for all Muslims at the times of the Eids, marriages, births, deaths, and other events of significance.
- g. Helping any area Muslims in need using all the means available. If a Muslim needs financial assistance and may be eligible for receiving money from the "Zakat-ul-Maal" or the "Zakat-ul-Fitr" fund, the committee chair shall, discreetly, refer the case to the Board.
- h. Submitting a copy of the minutes of the meetings of the Committee to the Board.
- i. Presenting a written report to the Board at the end of its term summarizing the activities and achievements of the past year as well as suggestions for the next.

## **Section 12.4: The Educational Affairs Committee**

The Educational Affairs Committee shall have the crucial role of educating Muslims of all ages. The committee shall be responsible for:

- a. Teaching Muslim children the Quran, Sunnah, and Islamic manners by organizing an Islamic school.
- b. Conducting Arabic language lessons for all ages, if possible.

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- c. Assessing the needs of the students for books and supplies, and ordering the required syllabus textbooks before start of school.
- d. Selecting the teachers and setting guidelines for their qualifications.
- e. Making recommendations for the tuition fees, and preparing a budget for the school, which includes tuition, salaries and expenses.
- f. Keeping written records of students, syllabus used, and all expenses.
- g. Submitting a copy of the minutes of the meetings of the Committee to the Board .
- h. Presenting a written report to the Board at the end of its term summarizing the activities and achievements of the past year as well as suggestions for the next.

## **Section 12.5: The Public Relations Committee**

The Public Relations Committee shall be the voice and the face of the Islamic Center in all matters concerning the public image of the Islamic Center and Islam in local media. The committee shall be responsible for:

- a. Responding in a positive manner to any incorrect projection of Islam or the Islamic Center in local news sources.
- b. Scrutinizing for authenticity and correctness of any literature published by the Islamic Center or distributed on the premises of the Islamic Center in cooperation with the Da'wa and Religious Affairs Committee.
- c. Attending religious and/or social events, with approval of the Board for each event, to represent Islam in a positive manner.
- d. Informing and educating local school authorities about Islamic holidays and special needs of the Muslim students.
- e. Issuing press releases on important events to promote better understanding of Muslim festivals and traditions.
- f. Maintaining or contracting out the maintenance of a web site for the Islamic Center.
- g. Submitting a copy of the minutes of the meetings of the Committee to the Board.
- h. Presenting a written report to the Board of at the end of its term, summarizing the activities and achievements of the past year as well as suggestions for the next.

## **Section 12.6: The Property and Building Committee**

The Property and Building Committee shall be in charge of issues related to the building of the Islamic Center, its property and the cemetery. The committee shall be responsible for:

- a. Maintaining all facilities of the Islamic Center including the mosque, cemetery and all other properties.
- b. Cleaning and maintaining the Mosque, the multipurpose rooms, the parking lot and the yard.
- c. Ensuring the security and safety of all Islamic Center Properties.
- d. Recording of the cemetery lots.
- e. Submitting a copy of the minutes of the meetings of the Committee to the Board.
- f. Presenting a written report to the Board at the end of its term summarizing the activities and achievements of the past year as well as suggestions for the next.

## **Section 12.7: The Women's Affairs Committee**

The Women's Affairs Committee shall be in charge of the activities of the women in the Islamic Center. The committee shall be responsible for:

- a. Organizing, scheduling and maintaining the weekly women's study circle.
- b. Organizing and scheduling of the "Women's Day" activities.
- c. Organizing fundraising activities among women.
- d. Coordinating with the Education Committee in conducting the Sunday and Summer Islamic School, as well as Arabic classes for women.
- e. Coordinating with other committees in organizing and conducting any other activity parallel with those held for men.
- f. Submitting a copy of the minutes of the meetings of the Committee to the Board.
- g. Presenting a written report to the Board of at the end of its term summarizing the activities and achievements of the past year as well as suggestions for the next.

The Chair of the Women's Affairs Committee shall be a member of the Board, as per Article VII, Section 7.1 and Article VIII, Section 8.5.

# Darul Arqum Islamic Center

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## ARTICLE XIII. Ad Hoc Committees

### Section 13.1: Establishment

The Chair of the Board shall establish ad hoc committees to help achieve the aims and purposes of the Islamic Center as specified in Article III.

## ARTICLE XIV. Amendments

### Section 14.1: Procedure

- a. A proposal for amendment(s) shall be signed by one-fourth (1/4<sup>th</sup>) of the membership or one-half (1/2) of the Board and submitted to the Chair who shall convey the proposal to the members and call a meeting of the General Assembly within thirty (30) days of the receipt of the proposed amendment(s).
- b. An affirmative vote of three-fourths (3/4<sup>th</sup>) of the members present shall be necessary for the adoption of each amendment.
- c. The Chair of the Board shall have the authority to reject forwarding a proposed amendment to the General Assembly, only on the grounds of it is conflicting with the principles of Islam.

## ARTICLE XV. Enforcement of the Bylaws

### Section 15.1: Effective Date of the Bylaws:

The bylaws shall be in effect following approval by the General Assembly of the Islamic Center, and shall be enforced thereafter.

These bylaws were approved by the  
General Assembly of the Darul Arqum Islamic Center  
on May 9, 2004.

These bylaws were amended by the  
General Assembly of the Darul Arqum Islamic Center  
on September 9, 2006.

These bylaws were amended by the  
General Assembly of the Darul Arqum Islamic Center  
on October 2, 2010.