

**BYLAWS
OF THE ISLAMIC CENTER OF OLYMPIA,
MASJID AL-NUR**

Whereas we, the Muslims of the Olympia area of the South Puget Sound, recognize Islam as a total way of life and have pledged to endeavor practicing it as such, we do hereby adopt these Bylaws and establish an organization known as ISLAMIC CENTER OF OLYMPIA, MASJID AL-NUR.

ARTICLE I - NAME

Section 1.

The organization shall be called Islamic Center of Olympia, Masjid Al-Nur, hereinafter called the Center.

ARTICLE II - AIMS AND PURPOSES

Section 1.

The aims and purposes of the Center shall be to advance the cause of Islam and serve Muslims in the Olympia area so as to enable them to adopt Islam as a complete way of life. Towards this end, it shall:

1. Arrange and hold congregational prayers and Islamic religious festivals at appropriate times;
2. Promote unity and cooperation among Muslims;
3. Provide Islamic services and develop institutions to meet the needs of Muslims;
4. Endeavor to make Islamic teachings known to interested non-Muslims;
5. Conduct religious, educational, social, cultural, and other activities in the best traditions of Islam;
6. Promote better relations between Muslims and non-Muslims.

Section 2.

The Center shall maintain place(s) of worship (Masjid).

Section 3.

The Center shall maintain an office on one of the properties owned by the Center.

Section 4.

The Center shall be a religious, non-profit, and non-political organization. The fundamental purpose of the Center shall be to encourage and to enable Muslims to acquire the basic knowledge and competence in Islam in order to contribute individually and collectively toward meeting human needs in conformity with Islamic doctrines and belief. It shall also be the purpose of the Center to create a feeling of brotherhood and to avoid any wrong practices in Islam.

ARTICLE III - MEMBERSHIP

Section 1.

The membership of the Center shall consist of "members" and "honorary members."

Section 2.

A member shall be any Muslim who has paid the required dues, wishes to be a member of the Center, and agrees to obey the Bylaws and the generally accepted practices of the Center. The Board shall establish the amount of annual dues and any policies regarding dues payment consistent with Article IX, Sections 1 - 3.

Section 3.

An honorary member shall be a non-Muslim interested in the Center and its Islamic activities. An honorary member shall not be eligible to vote in the election.

ARTICLE IV - BOARD OF DIRECTORS

Section 1.

The Center shall be managed by a Board of Directors consisting of an Amir/President, Vice President, General Secretary, Treasurer, Social Secretary, and Women's Representative.

These will be elected positions and will not receive any remuneration for their service on the Board of Directors.

The term of office for each position on the Board of Directors is two years. However, in order to ensure adequate continuity and transition, the initial term of the Amir/President, Vice President, and General Secretary in the first election conducted under these Bylaws shall be for three years. After the initial term served under these Bylaws, elections shall be conducted every year for the Board members whose terms are expiring in that year.

Section 2.

A member of the Board of Directors must meet the following qualifications:

1. Be an adult, practicing Muslim known for his Islamic manners and morals in his community and organization dealings;
2. Be a regular attendee to the Masjid and regular participant in Masjid activities;
3. Be committed to supporting the Center financially;
4. Be a member of the Center for a minimum of one year;
5. Not be an active position seeker.

Section 3.

All the members of the Board of Directors, individually and collectively, shall endeavor to implement the aims and purposes of the Center. Towards this end they shall:

1. Define internal and external policies for the Center in accordance with generally accepted Islamic principles and these Bylaws;
2. Raise funds for the routine and general maintenance of the Center activities;
3. Appoint Functional Committees and act on their recommendations;
4. Appoint full time or part time staff and supervise their work;
5. Maintain the office of the Center;
6. Ensure that regular Islamic studies are held for all members of the Center;
7. Abide by all Board of Directors decisions,
8. Modify if necessary and approve the finalized annual budget of the Center at least 30 days prior to the commencement of the fiscal year.

Section 4.

The Amir/President shall be responsible for:

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 Board of Directors and the General Body;
4. Forming various Ad Hoc committees and appointing their members with approval of the Board of Directors;
5. Controlling funds and expenses of the Center as defined in Article VIII;
6. Presenting reports on the state of the Center to the annual meeting and in its Newsletter;
7. Being the spokesman, representative and correspondent for the Center in external activities;
8. Establishing efficient links between the Center and other Muslim organizations, including ISNA and local entities.
9. Carrying out the duties of the Imam in his absence.

Section 5.

The Vice President shall be responsible for:

1. Carrying out the administrative and management activities in the Center in the absence of the Amir/President;
2. Directing and coordinating the activities of the Functional Committees;
3. Assisting the Amir/President in accomplishing the purposes of the Center;
4. Temporarily assuming the functions of the Amir/President when requested as such by him;
5. Assuming the functions of the Amir/President, if that position is vacated, until the next annual election;
6. Keeping the Center registered as a nonprofit corporation in the State of Washington and reporting to all relevant government agencies,
7. Performing any other responsibility delegated by the Amir/President.

Section 6.

The General Secretary shall be responsible for:

1. Preparing and maintaining the minutes of all Board of Directors and General Body meetings, and circulating these minutes within 14 days of the relevant meeting.
2. Preparing, posting, and circulating the agenda for the Board of Directors and General Body meetings;
3. Maintaining all official records and documents of the Center;
4. Presiding over the Board of Directors meetings when both the Amir/President and the Vice President are absent;
5. Presenting the minutes of previous Board of Directors and General Body meetings for approval by the Board of Directors and posting of approved Board of Directors decisions;
6. Maintaining the list of Center members;
7. Maintaining a list of all people interested in Center affairs,

8. Working with the Elections Committee specified in Article VIII, Section 3 to ensure that a list of members eligible to vote in elections and other matters of the General Body is posted on the bulletin board of the Mosque/Center at least 14 days before the meeting at which the voting will take place.

9. Performing any other responsibility delegated by the Amir/President.

Section 7.

The Treasurer shall be responsible for:

1. Maintaining the record of all the financial transactions of the Center. He/she 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. Countersigning all withdrawal checks on behalf of the Center in accordance with Article IX;

4. Preparing the annual budget of the Center for the following fiscal year, in consultation with the Board of Directors at least two months prior to the end of the current fiscal year.

5. Presenting before the Board of Directors a monthly report on the status of the Center's financial affairs, including a monthly income and expense statement.

6. Assisting the Board of Directors in preparation of any required government reports involving tax activities, including tax returns and applications for property tax exemption.

7. Performing any other responsibility delegated by the Amir/President.

Section 8.

The Social Secretary shall be responsible for:

1. Directing and supervising all arrangements for celebration of religious festivals and social programs such as picnics, dinners, lectures, etc;

2. Informing members about the time, place, and details of the festivals and social events;

3. Performing any other responsibility delegated by the Amir/President.

Section 9.

The Women's Representative shall be responsible for:

1. Acting as liaison between the Board of Directors and the female members of the Center;

2. Chairing the Women's Committee;

3. Presenting the needs, opinions, and concerns of the female members of the Center to the Board of Directors;

4. Performing any other responsibility delegated by the Amir/President.

Section 10.

In the event of a vacancy in the positions of Vice President, General Secretary, Treasurer, or Social Secretary, the Board of Directors shall fill the vacancy from among members of the Center. The selected member must meet the requirements set forth in Article IV Section 2.

Section 11.

In the event of a vacancy in the position of Women's Representative, the Board of Directors shall fill the vacancy from among women members of the Center. The selected member must meet the requirements set forth in Article IV Section 2.

Section 12.

In the event the position of Amir/President is vacated and there is a year or more remaining in his term, a new Amir/President shall be elected to complete that term. That election shall take place at the next annual meeting of the General Body. Until that annual election, the Vice President shall assume the functions of the Amir/President, as specified in Article IV, Section 5.

Section 13.

A member of the Board of Directors may be immediately removed from the Committee by a unanimous vote of the other members of the Committee.

ARTICLE V - STANDING FUNCTIONAL COMMITTEES

Section 1.

The Center may have the following standing functional committees to assist in the implementation of the aims and purposes of the Center:

1. Women's Committee
2. Youth Committee
3. Da'wah Committee
4. Family Counseling Committee
5. Cemetery Committee
6. Facilities Maintenance and Repair Committee

Section 2.

The Board of Directors shall appoint the chairmen of all functional committees within 30 days of the annual elections. No person can be a chairman of more than one standing committee.

Section 3.

The committee members shall be appointed by the Board of Directors with the concurrence of the appointed committee chairman.

Section 4.

The sessions of the functional committees shall be called and presided over by the chairman of the committee. A representative of the Board of Directors may participate in the meetings as an observer.

Section 5.

Each functional committee shall stay active until a new committee is formed by the newly elected Board of Directors.

Section 6.

The members or chairperson of any functional committee other than Women's Committee may be removed and replaced by the Board of Directors at any time during their tenure.

Section 7.

The Women's Committee shall report to the Board of Directors through the Women's Representative. All other functional committees shall report to the Board of Directors through the Vice President of the Center.

Section 8.

The Board of Directors shall provide goals and guidelines for all functional committees. The recommendations of all the functional committees will be acted on by the Board of Directors.

ARTICLE VI - AD HOC COMMITTEES

Section 1.

The General Body of the Center or the Board of Directors 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 Board of Directors as appropriate. The maximum tenure of such a committee shall be one year.

Section 2.

The Board of Directors 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.

Section 3.

The committee members shall be appointed by the Board of Directors with the concurrence of the appointed committee chairman.

Section 4.

The sessions of the ad hoc committees shall be called and presided over by the chairman of the committee. A representative of the Board of Directors may participate in the meetings as an observer.

Section 5.

The committee chairman shall present a progress report at least once per month to the Board of Directors.

Section 6.

The committee shall submit its final report/recommendation to the Board of Directors upon completion of its assignment. The Board of Directors shall then dissolve the ad hoc committee.

Section 7.

In case the ad hoc committee fails to meet its objectives within the specified time, the Board of Directors may extend its tenure or may dissolve it.

Section 8.

The Board of Directors dissolves the ad hoc committee by issuing a memorandum to that effect to the ad hoc committee chairman.

Section 9.

The Board of Directors must act on the recommendation of the ad hoc committee within two months of receiving it. The ad hoc committee report and the Board of Directors actions shall be announced to the Center membership.

ARTICLE VII - MEETINGS

Section 1.

The Center shall have at least one General Body meeting during the year.

Section 2.

An emergency meeting of the Board of Directors may be called by petition signed by ten percent of all members. Such a meeting shall be held within a week after the written petition is presented to the Amir/President.

Section 3.

The Board of Directors shall meet at least once every month at a convenient time and place.

Section 4.

The Amir/President may call Board of Directors meetings in addition to the regular monthly meeting whenever he deems it necessary.

Section 5.

Written notice of a General Body meeting shall be given to all the members of the Center at least two weeks prior to the date of the meeting. This notice may be mailed to the members or it may be posted on conspicuous bulletin boards at the Center and by announcing it at the Jumuaah prayer service.

Section 6.

An emergency Board of Directors meeting may be called at the request of at least 1/3 of the Board of Directors members. Such a meeting shall be held within one week after the written request is made to the Amir/President.

Section 7.

The presence of at least one-half of the members of the Board of Directors members shall constitute a quorum for a Board of Directors meeting. If there are an odd number of Board members serving at any time, the quorum required shall be determined by rounding off the 50% calculation to the next highest number, rather than to the next lowest number. The presence of 30% of the members of the Center shall constitute a quorum for a General Body meeting.

Section 8.

The decision on each and every matter in the Board of Directors meeting shall be reached by a majority vote of the members present. The Amir/President, or the member presiding in his absence, shall not vote on any matter, except to break a tie vote. This shall not preclude the Amir/President or other presiding officer from voting in a secret ballot election which may be held for election of officers. Members not present at General Body or Board of Directors meetings shall not be able to vote on any issue. There shall be no proxy votes.

Section 9.

The regularly held Board of Directors meetings shall be open to the members of the Center. The Board of Directors may invite past Board of Directors member(s) and/or any other member(s) to any Board of Directors meeting for such purposes as ascertaining the history of past decisions and seeking their views on the items on the agenda on the meeting. However, none of the invitees shall have a right to vote in any Board of Directors meeting.

ARTICLE VIII - ELECTIONS

Section 1.

Annual elections shall be held at a specified date no later than November 30 of each year in order to elect the members of the Board of Directors whose terms will commence on January 1 of the following year.

Section 2.

The elections shall be conducted by a three-member Election Committee appointed by the Board of Directors. Election Committee members must be in good standing as defined in Article III. No member of the Board of Directors may serve on the Election Committee.

Section 3.

At least two weeks prior to the election, the Elections Committee shall announce the date, time and place of the election. The Elections Committee shall also announce the procedure for nominating candidates and shall produce a list of all members eligible to vote.

Section 4.

Only Center members eligible to vote shall be permitted to nominate candidates or to second their nomination.

Section 5

The newly-elected members of the Board of Directors shall assume their positions on January 1.

Section 6.

Only members in good standing shall be eligible to vote in an election. In order to be in good standing, a member must have paid his/her monthly dues for each of the twelve months prior to the election. Any member who would be ineligible to vote because he/she missed some monthly dues payments may become eligible by paying all the amounts for which he/she is in arrears. However, such payment of monthly dues in arrears must be made no later than two weeks before the election.

Section 7.

A member may present to the Board of Directors his/her inability to meet the monthly dues obligation. A decision by the Board to grant a waiver of dues payment is discretionary but shall take into account such circumstances as the member's unemployed status, extraordinary expenses precipitated by a medical emergency or personal catastrophe, or other hardship where the required dues payment would aggravate the member's situation.

Section 8.

The Election Committee members shall not campaign in favor of or against any candidate. However, they shall have the right to vote as members of the Center.

ARTICLE IX - FINANCE

Section 1.

The Center subscribes to and shall adhere to generally accepted accounting principles in all of its financial affairs.

Section 2.

Monthly membership dues shall be determined by the Board of Directors. The Board shall establish a formula for the amount of dues to be paid by individuals and by a family unit, taking into account the number of family members 16 years of age or older residing in the same household. Any family member living separately and independently in a different household from his immediate family shall be required to pay the full monthly dues set for individuals.

Section 3.

Annual membership dues shall not be increased more than 25%. (twenty-five percent) in any year without the approval by the majority of the members. Any proposal for increasing dues must be made and approved at the annual meeting of the General Body.

Section 4.

Any member whose dues are three months or more in arrears after the beginning of the fiscal year shall lose all membership privileges, except as provided in Article VIII, Sections 6 and 7.

Section 5.

The Board of Directors may accept any contribution in any form, from any source consistent with the purposes of the Center and with the principles of Islam.

Section 6.

All funds collected for a specific purpose shall be used for that purpose unless a 2/3 majority vote of the members authorizes its use for a different purpose within the goals and objectives of the Center. However, funds collected for the specific purpose of expanding and maintaining the Mosque/Center shall not be used for any other purpose.

Section 7.

The fiscal year shall commence on January 1 and end on December 31.

Section 8.

The Center shall maintain the following separate funds:

- a. **General Fund.** This fund shall be for all Center income, including receipts, dues, incoming checks, cash and donations, except for funds designated for the Masjid Fund and the Real Estate Fund.
- b. **Masjid Fund.** This fund shall be for all contributions and donations collected specifically for purchase, construction, expansion or maintenance of the Masjid building.
- c. **Real Estate Fund.** This fund shall be for all contributions and donations collected specifically for construction, purchase, expansion or maintenance of real estate assets of the Center other than the Masjid.
- d. Within the General Fund, the Center shall maintain a Zakat Subaccount to provide an accounting of all monies received as *zakat*. All amounts received as *zakat* and all funds expended to satisfy the intention of *zakat* shall be recorded on a sub-ledger that includes a running account of monies received and monies distributed as well as account balance.

If the Board of Directors deems it necessary, it may decide to transfer unrestricted funds from the General Fund to the Zakat Subaccount. Such a transfer shall require a majority vote of the Board of Directors. This shall be the only procedure permitted for zakat expenditures from the General Fund.

Section 9.

An appropriate number of bank accounts may be maintained to manage these funds. All accounts shall be interest-free. All withdrawals from the General Fund accounts shall be co-signed by the Treasurer and the Amir/President or by the Treasurer and the Vice President in the Amir/President's absence. In exigent circumstances only, the Amir/President and the Vice President may co-sign for a withdrawal if the Treasurer is unavailable. All withdrawals from the Masjid Fund account and the Real Estate Fund account must be co-signed by the Amir/President and the Treasurer.

Section 10.

Authorization of Expenditures from General Fund Accounts. With the exception of regular operating expenses and zakat distributions, all General Fund expenditures must be approved by the Board of Directors. Furthermore, the Amir/President shall not authorize expenditure of more than five hundred dollars (\$500.00) from General Fund accounts on a single expense without the approval of the Board of Directors.

Authorization of Expenditures from Masjid Fund Accounts. All withdrawals from the Masjid Fund account must be approved in advance by the Board of Directors.

Section 11.

The Board of Directors shall nominate as auditors for the following fiscal year, two members who shall not run for any position on the Board of Directors for the year and who have basic knowledge and understanding of accounting and audit procedures. The auditors shall audit the Center accounts continuously and submit a quarterly report to the Board of Directors and an annual report to the General Body. Beginning in January 2004, the Board of Directors will require an outside, professional auditor to perform a general audit of the Center's books for the fiscal year ending December 31, 2003, and annually thereafter.

ARTICLE X - DISSOLUTION

Section 1.

If the situation arises which makes voluntary dissolution of the Center inevitable, the Board of Directors shall take all action required by Washington law to effect that dissolution. A proposal to dissolve the Center must be made by the Board of Directors at a special meeting of the General Body convened for that purpose. A quorum of 50% of the members shall be necessary to vote on the question of dissolution. Approval of the dissolution shall require a four-fifths majority vote of the members present.

Section 2.

Any surplus assets, after meeting all liabilities, shall be distributed to another Washington nonprofit, tax-exempt Islamic organization that has purposes and objectives similar to those of the Center. At the special meeting, the members shall nominate candidate organizations for such distribution of assets. An organization receiving at least 51% of the vote shall be the beneficiary of this distribution upon the Board of Directors' verification that it meets the criteria specified in this paragraph. Any of such assets not shown as disposed of, shall be disposed of by the Court of Common Pleas of Thurston County, exclusively for such Islamic organizations, as said Court shall determine.

ARTICLE XI - JUDICIARY PROCEDURES

Section 1.

Any charge(s) against a member including but not limited to misappropriation of funds, fraud, corruption, violation of the Bylaws, etc., can be brought against a member by a petition signed by at least ten percent (10%) of the total members. The petition shall be handed over to the Amir/President.

Section 2.

The Board of Directors shall meet within two weeks of receipt of the petition in order to set up a panel to hear the charge(s).

Section 3.

The panel shall consist of a Board of Directors member and four other members outside the Board of Directors. The member or the group of members against whom the charge(s) has/have been brought shall have the option of picking by random drawing four names from a basket containing the names of all the members of the Center, and the Board of Directors member who will serve on the panel shall be picked in a similar way. If the charges are against one or more Board of Directors member(s), the names shall be picked by random from the names of all members of the Center other than Board of Directors members. The person(s) against whom charge(s) has/have been brought does (do) not qualify to be on the panel. The member shall have been a member for at least six months to serve on the panel.

Section 4.

The panel shall appoint its own Chairperson.

Section 5.

If the person(s) accused refuse(s) to exercise the right to draw the names of members on the panel, the Amir/President or his replacement shall draw the names in the presence of the Board of Directors.

Section 6.

The Chairperson of the panel shall fix the time for the first session of the panel within two weeks after the formation of the panel and shall notify, in writing, the panelists at least one week before the scheduled session.

Section 7.

The panel shall hear the charge(s) as well as witnesses from both sides, shall examine all evidence and shall arrive at a decision and determine an appropriate measure, including suspension or termination of membership.

Section 8.

The panel shall submit a detailed report on their findings and actions to the General Body.

ARTICLE XII - AMENDMENTS

Section 1.

A proposal for amendment(s) shall be signed by ten percent of the members and submitted to the General Secretary who shall mail the proposal to the members and call a General Body meeting within thirty days after the receipt of the proposed amendment(s). The Board of Directors may also make a proposal for amendment(s). In that case, a vote by the members of the General Body on the proposed amendment shall

take place at the annual meeting, unless the Board of Directors deems the amendment so urgent that a vote must be taken sooner.

Section 2.

An affirmative vote by 2/3 of the members present shall be necessary for the adoption of all amendments.

Section 3.

The quorum requirement for voting on amendments shall be fifty percent (50%) of the total members.

Section 4.

If fifty percent (50%) of the members are not present in a General Body meeting called for voting on the proposed amendment(s), another General Body meeting shall be called for the same purpose within four weeks after the meeting, in which case the quorum requirements as stated in Section 3 of this Article shall be waived and the proposed amendment(s) shall be discussed and adopted by a 2/3 majority of the members present.

ARTICLE XIII - ADOPTION AND EFFECT

Section 1.

These Bylaws shall be effective immediately after they have been adopted by a majority of the members present in the General Body meeting, with a quorum of fifty percent (50%) of the total members eligible to vote.

These Bylaws were adopted by the members at a General Meeting on March 24, 2002. Minor formatting changes and corrections of typographical errors were made by José Gómez on July 10, 2008.