



CONSTITUTION OF ISLAMIC ASSOCIATION OF ALLEN (IAA)

Amendments Approved 2025



APRIL 6, 2025
ISLAMIC ASSOCIATION OF ALLEN
909 ALLEN CENTRAL DR. ALLEN, TX 75013

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In the Name of Allah Most Gracious Most Merciful

PREAMBLE

Whereas We, the General Body of the Islamic Association of Allen, recognize Islam as a complete way of life based on the Qur'an and the Sunnah of Prophet Muhammad (peace be upon him – PBUH) and pledge to uphold its principles in our daily lives. Accordingly, we hereby adopt this constitution and commit to abiding by its provisions, Insha-Allah.

These By-laws (referred to as the 'Constitution') govern the affairs of the Islamic Association of Allen, Texas (IAA), a nonprofit organization established under the Texas Nonprofit Corporation Act. The General Body shall comprise members who are Muslim—those who believe in one deity (Allah), His final prophet and messenger Muhammad (PBUH), His revelations (books), angels, and the Day of Judgment.

CONSTITUTION OF THE ISLAMIC ASSOCIATION OF ALLEN (IAA)

This document, titled Constitution of the Islamic Association of Allen, contains amendments to the original constitution of the Islamic Association of Allen (IAA). These amendments supplement and update the provisions of the original document, IAA Constitution.docx, reflecting changes approved by the General Body, the IAA Constitutional Committee, and the Board of Directors (BOD).

All amendments have been made in accordance with the procedures outlined in the constitution and ratified in compliance with Article XVIII, which governs amendments to the IAA Constitution.

Date: February 09, 2025

Section Correspondence Between Original and Amended Constitution

The following sections in the amended constitution correspond to those in the original constitution

ARTICLE I:	ISLAMIC ASSOCIATION OF ALLEN: Unchanged in both documents
ARTICLE II:	Purpose and Objectives: Unchanged in both documents
ARTICLE III:	Organization: Clarified structure and roles in the amended constitution
ARTICLE IV:	Definitions: New section introduced in the amended constitution
ARTICLE V:	General Rules and Regulations: Unchanged in both documents
ARTICLE VI:	Membership of General Body: Clarified membership criteria in the amended constitution
ARTICLE VII:	Elections: Updated process for elections in the amended constitution
ARTICLE VIII:	Serving Term of the Board: New section introduced in the amended constitution
ARTICLE IX:	Qualifications for the Board Members: Updated in the amended constitution with term limit
ARTICLE X:	Responsibilities of the General Body & Individual Members: Clarified responsibilities in the amendments
ARTICLE XI:	Responsibilities of the Board of Directors (BOD): Expanded on financial responsibilities and reporting
ARTICLE XII:	Removal of a Board of Director Member: Added grounds for the removal of the President
ARTICLE XIII:	Responsibilities of Committees and Subcommittees: New section added in the amended constitution
ARTICLE XIV:	Responsibilities of Contractors and Employees: New section added in the amended constitution
ARTICLE XV:	Finances: Clarified financial responsibilities and audits
ARTICLE XVI:	Meetings and Quorum: Unchanged in both documents
ARTICLE XVII:	Dissolution of IAA: Unchanged in both documents
ARTICLE XVIII:	Amendments: Updated procedures for amendments in the amended constitution
ARTICLE XIX:	Mediation and Arbitration: New section introduced in the amended constitution
ARTICLE XX:	IAA Clergy: New section introduced in the amended constitution

IN THE NAME OF ALLAH MOST GRACIOUS MOST MERCIFUL

ARTICLE I – ISLAMIC ASSOCIATION OF ALLEN

A. Name

The organization's name is the Islamic Association of Allen. It is also registered under the assumed names IAA, Allen Masjid, and Allen Mosque.

B. Principal Office

The principal office of IAA is located at 909 Allen Central Drive, Allen, Texas 75013, in Collin County.

ARTICLE II – PURPOSE AND OBJECTIVES

- IAA has been formed exclusively for religious, charitable, and educational purposes. All of its activities shall be in accordance with the Qur'an and Sunnah (traditions of Prophet Mohammed, pbuh) as documented in the authentic books of Hadith and fiqh. IAA shall strive to strengthen and reinforce the faith of all Muslims in the Oneness of Allah Subhanahu Wa Ta'ala, the Holy Qur'an, and the Sunnah of the last Prophet, Prophet Mohammed (pbuh).
- IAA shall be a non-profit organization which shall qualify as a tax-exempt entity under Section 501 (c) (3) of the Internal Revenue Service Code.
- IAA shall conduct social and religious activities aimed at preserving Islamic values and traditions and shall strive to provide an environment for Muslims that shall strengthen their Islamic beliefs and engage in Islamic activities.
- IAA shall promote Islamic education by establishing and maintaining mosques, libraries, Islamic centers, schools, and institutions of higher education. IAA shall also establish cemeteries, funeral facilities, community centers, childcare centers and health centers and chapters pursuing similar objectives in adjacent communities.
- IAA shall strive to promote good relations and understanding between Muslims and non-Muslims and shall strive to propagate Islam and shall actively engage in Islamic dawah work through valid means of communication.
- IAA shall work with other Islamic communities and organizations pursuing similar objectives and shall foster coordination, communication and cooperation among such organizations.
- IAA shall collect and distribute zakat (Al-Mal and Al-Fitr), sadqah and donations in accordance with the Qur'an and Sunnah.

ARTICLE III - ORGANIZATION

A. Non-Profit Status

IAA is a nonprofit organization that qualifies as a tax-exempt entity under Section 501(c)(3) of the Internal Revenue Code.

B. Additional Offices

IAA may establish additional offices at locations designated by the Board of Directors (BOD). It shall also maintain a registered agent and a registered office within the State of Texas, as determined by the BOD.

C. Compliance

IAA shall comply with the following:

- **Federal Tax Exemption:** IAA is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954, as currently in force or amended.
- **Deductible Contributions:** Contributions to IAA are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, as currently in force or amended.
- **Islamic Guidelines & Constitution:** IAA shall adhere to established Islamic guidelines, ethical principles, and the provisions of this Constitution.

D. Governance

IAA shall be governed by the following bodies:

- **General Body:** Comprising all registered members of IAA, the General Body is the highest decision-making authority, with its decisions being final, as outlined in Article X. Its primary role is to support the BOD in achieving IAA's goals and activities.
- **Board of Directors (BOD):** The BOD consists of seven (7) elected members chosen by the General Body under the provisions of this Constitution, as referenced in Article VII. The BOD is responsible for overseeing all affairs of IAA and includes the following executive positions:
 - President
 - Secretary
 - Treasurer

ARTICLE IV – DEFINITIONS

Words not specifically defined in this document shall be interpreted according to their ordinary and customary meaning. For the purposes of this document, the following terms are defined as follows:

- **Board of Directors (BOD):** The elected governing body of IAA is responsible to appoint, manage, oversee, guide, and direct the work of IAA and to administer all matters associated with IAA in accordance with Article II.
- **Calendar:** All calendar references in this document are to the Gregorian Calendar and not the Islamic Calendar.
- **Clergy:** A Sunni Muslim that is qualified in Islamic scholarship and is employed by IAA as defined in Article XX.
- **Committee Member:** A Sunni Muslim who actively participates in an IAA Committee.
- **Constitution:** The Constitution of IAA.
- **IAA:** Islamic Association of Allen
- **IAA Legal Counsel:** An Attorney or a Law Firm licensed to practice in Texas and hired to provide legal services to IAA.
- **General Body:** All registered members of IAA. It has the power to approve amendments and to elect members to the BOD. Any Sunni Muslim who fulfills the requirements as outlined in Article VI.
- **Hafidh:** A Sunni Muslim who has memorized the entire Qur'an.
- **Halqa:** A religious gathering or meeting for the study of Qur'an and Sunnah.
- **Imam:** A Sunni Muslim male that leads a Muslim congregational prayer, a religious leader.
- **Immediate Family:** Includes your spouse, as well as your or your spouse's parents, children, children's spouses, siblings, grandparents, grandchildren, foster parents, and foster children.

- **IRS:** Internal Revenue Service
- **Jumu'ah:** Friday prayers.
- **Madhab:** Islamic school of jurisprudence.
- **General Body in Good Standing:** A voting member of IAA who has never had a Level III violation as per Article V (5).
- **PBUH:** Peace be upon him
- **Ramadan:** The ninth (9th) month of the Islamic Calendar observed by Muslims as a month of fasting.
- **Sunnah:** Traditions of the Prophet Muhammad (PBUH) including his sayings and practices.
- **Sunni Muslim:** A person who believes in the oneness of Allah (SWT) and in the absolute and unqualified finality of the Prophet Muhammad (PBUH) and as the Last of all the Prophets. Sunni Muslims are viewed as connected to the authoritative Sunnah.
- **Taraweeh:** Special evening prayers performed during the month of Ramadan.
- **Voting Member / Voter:** Any registered member of IAA for the last six (6) months before the election and eighteen (18) years of age or older.
- **Zakat al-Fitr:** Obligatory form of almsgiving towards the end of Ramadan by every able Muslim.

ARTICLE V – GENERAL RULES AND REGULATIONS

The following general rules will be applicable to the General Body, Board of Directors (BOD), all Committees, members of the General Body, Non-Members, Employees, and Contractors of IAA.

A. Acceptance of Property

IAA may accept real or personal property from individuals or businesses through gifts, bequests, or trusts. Such property shall be held, managed, and, if necessary, disposed of in accordance with the provisions of this document. However, if any gift or bequest comes with conditions or limitations that require the disposition of income or property in a manner inconsistent with this document, specifically Article III above, then IAA shall not accept such property.

B. Insurance

IAA will maintain, at a minimum, general liability insurance. The cost of Board of Directors (BOD) insurance related to their service on the IAA BOD will be covered by IAA. The BOD has legal and ethical duties that cannot be delegated. Directors are required to act in good faith, with ordinary care, and in a manner, they believe to be in the best interests of IAA.

C. Compensation

The IAA BOD and their immediate family members shall not receive salaries, compensation, or wages for their services during their term on the Board.

D. Use of Property

IAA's property, funds, and facilities shall be used solely for their intended purposes and in accordance with this document. Under no circumstances shall IAA property, funds, or facilities be used in a manner that exceeds the privileges of general body members, nor shall such property, funds, or facilities be distributed to any BOD member in a way that is inconsistent with this document.

E. Legal Documents

All original legal documents pertaining to IAA shall be stored in a secure location, with the BOD having access to it at all times. Copies of these documents will be kept at the principal office of IAA or

electronically. General Body members may inspect and review these documents with prior notice of one (1) week. However, information deemed private—such as employee contracts, membership names, donation amounts, member addresses, phone numbers, and email addresses—shall not be disclosed without the express written consent of the BOD and the individual member.

F. Communication

The official medium of communication at IAA will be the English Language.

G. Conduct and Decorum

All members and non-members of IAA are expected to observe proper Islamic conduct and decorum in all proceedings, whether within IAA or at any IAA event. The following specific policies apply to all:

- **Communication:** All communication, including but not limited to social media, emails, announcements, distributed literature, and interpersonal interactions, must be truthful, polite, tolerant, and respectful in accordance with Islamic guidelines. Name-calling, personal attacks, false accusations, slander, back-biting, racism, and gossiping are prohibited and will not be tolerated. If such behavior is observed, the individual should either inform the person directly or notify the BOD of the infraction.
- **Prayer Hall Conduct:** Necessary and permissible communication within the prayer hall must be conducted softly and politely.
- **Business and Trade:** Trade, business dealings, advertisements, marketing, and the exchange of money are prohibited in the prayer hall.
- **Parental Responsibility:** Parents and guardians are responsible for ensuring that children, including teenagers, comply with these guidelines.
- **Prohibited Behavior:** Any behavior that is violent, criminal, abusive, intimidating, or violates local, state, or federal laws is prohibited and will not be tolerated at IAA. Such violations may result in expulsion or exclusion from IAA premises, and IAA may, at its discretion, notify the appropriate law enforcement agency. Such actions may also lead the BOD to pursue Level I, Level II, and/or Level III disciplinary actions.

The Levels are explained as follows:

- **Level I:** The offending individual will receive a written warning indicating that their communication or conduct is unacceptable and cannot be repeated, as it violates these guidelines.
- **Level II:** If the individual persists in violating these guidelines after the warning, their membership privileges may be revoked. This includes exclusion from all meetings, events, or functions of IAA for a period of six (6) months. A Level II violation will also result in the loss of 'Member in Good Standing' status. A Level II violation may be cited without a prior Level I citation if the individual is proven to have violated or attempted to violate the election and balloting process.
- **Level III:** The offending individual will be referred to an appropriate law enforcement agency, and IAA may seek a restraining order if the individual continues to violate these guidelines after Level I and Level II actions have been taken. The BOD may impose Level III discipline at their discretion if the violation involves breaking the law or if the offense is severe enough to threaten the safety, well-being, and welfare of IAA or its members.

H. Disputes

All disputes arising out of this document or connected to IAA in any manner, shape, or form shall be in accordance with Article XIX.

I. Suspension and Expulsion

Any member of the BOD, volunteer, employee, or contractor who commits an act that is Islamically forbidden, is indicted, arrested, or has a trial pending in State or Federal Court may be suspended from their position until acquitted. If convicted, the individual shall be expelled from their office in accordance with this Constitution.

ARTICLE VI – MEMBERSHIP

A. Eligibility

IAA is open to all Muslims, but only Sunni Muslims are eligible for membership if they meet the following criteria:

- **Subscription to IAA's Vision and Mission:** They must subscribe to the vision, mission, and objectives of IAA as outlined in Article II.
- **Compliance with IAA Governance:** They must agree to work under the general guidance of the IAA BOD and in accordance with the Constitution of IAA.
- **Membership Application:** They must apply to be a member of IAA. Only registered members are eligible to vote for the election of the Board of Directors (BOD). Dependents over eighteen (18) years of age must register separately.
- **Residency Requirement:** They must reside in the following zip codes: 75002, 75013, 75023, 75025, 75069, 75070, 75074, and 75075. Any newly assigned zip code within the city of Allen will be automatically included.

B. Application Process

All membership applications must be submitted through the membership portal on the Allen Masjid website. The IAA Board of Directors (BOD) will establish a process and appoint a membership committee responsible for reviewing applications. The committee will approve applications once the applicants meet the membership requirements. Membership will begin on the date the application is approved.

C. Revocation of Membership

The BOD, in consideration of the interests of IAA and its membership, shall have the authority to involuntarily revoke the membership of any member who fails to meet the requirements of membership or, in accordance with the procedures outlined in Article V(G), fails to comply with IAA policies, guidelines, and this Constitution. A membership that has been revoked by the BOD will not be eligible for reinstatement until six (6) months have passed since the date of the initial revocation.

D. Voluntary Withdrawal of Membership

IAA members may voluntarily withdraw their membership by providing the IAA BOD with a written notice at least 30 days in advance, including a brief explanation for their withdrawal. Membership withdrawal becomes effective upon submission of the notice. A withdrawn membership cannot be reinstated until six (6) months after the effective withdrawal date.

E. Membership Term

Membership remains valid as long as members reside within the zip codes specified in Article VI(A). Relocating outside these zip codes will result in membership termination.

ARTICLE VII – ELECTIONS

A. Election Committee Formation

At least 45 days before the Election, the BOD shall announce the formation of an ad-hoc Election Committee through public and electronic communications. The BOD will also accept online applications from general members interested in joining the committee.

B. Election Committee Composition

The BOD, in consultation with the previous Election Commission, shall appoint an Election Commissioner to lead the election process. The Election Committee will consist of at least five (5) general body members who are in good standing and not current BOD members. The Election Commissioner will form the committee by selecting four (4) members from the online applications received, as outlined in ARTICLE VII(A).

All applicants must pass a criminal background check. Any Election Committee member with an immediate family member running for a BOD position must resign from the committee.

C. Resignation from Election Committee

If a member of the Election Committee resigns or is unable to serve, a replacement will be selected by the Election Commissioner in consultation with the other members.

D. Independence of Election Committee

The Election Committee shall work independently of the BOD. The BOD shall appoint a liaison to facilitate coordination between the Election Committee and the BOD.

E. Support to Election Committee

The BOD shall extend full support to the Election Committee in the facilitation of elections. This support includes providing access to IAA facilities and resources, allocating a reasonable budget, ensuring security (if warranted), and fulfilling any other reasonable requests necessary for conducting the elections.

F. Voter List Provision

The BOD shall request the Membership Committee to provide the voter list to the Election Committee. The Membership Committee must ensure that the Election Committee receives the most up-to-date, accurate, and complete list of all eligible voting members, along with their contact details. This list must be provided within ten (10) days of the Election Committee's formation.

The Election Committee is not responsible for updating or correcting the voter list. Additionally, the BOD will verify whether a candidate is an active IAA volunteer, as outlined in Article IX(A)(2).

G. Dissolution of Election Committee

If the Election Committee is unable to fulfill its responsibilities, then the BOD may dissolve the Election Committee after consultation with IAA Legal Counsel.

H. Violation of Constitution by Election Committee

If the Election Committee is deemed in violation of IAA constitution and does not rectify these violations within three (3) days, then the BOD has the right to dissolve the Election Committee after consultation with IAA Legal Counsel.

I. Dissolution of Election Committee Post-Election

The Election Committee would be dissolved seven (7) days after the assumption of office by the new BOD.

J. Consultation with Legal Counsel

The Election Committee shall consult with IAA Legal Counsel for any interpretation and verification of compliance of the constitution.

K. Criminal Background Check

IAA BOD shall be responsible for collecting, conducting, and providing the Criminal Background Check results to the Election Committee.

L. Eligibility for BOD Candidates

Only an IAA Voter that meets the requirements set forth in Article IX will be eligible to become a candidate in the elections for the IAA BOD.

M. Nomination and Voting Eligibility

Members in good standing as defined by this document for at least six (6) months are eligible to nominate members to the BOD and vote to elect nominees to the BOD.

N. Nomination Process

Each candidate must be nominated by at least one (1) member in good standing as outlined in Article IV.

O. Nomination Restrictions

Members of the Election Committee and IAA full-time employees cannot nominate any candidate in the BOD election.

P. Self-Nomination and Immediate Family Nomination

A person cannot self-nominate himself or herself to be a candidate in the BOD elections. A person cannot be nominated by a member of his or her immediate family.

Q. Election Date

The final day of voting will be the last Sunday before December 15th. Early voting will be organized by the Election Committee, with dates announced when the election schedule is published.

R. In-Person Voting

Voting on Election Day will be conducted in person, with the Election Committee verifying voter authenticity. A state-issued driver's license or identification card is required to vote. Each member is entitled to only one vote, which must be cast personally. Proxy voting is not permitted.

S. Early and Absentee Voting

The Election Committee will offer early voting for members unable to vote on Election Day. Early voting must be conducted in person.

Members unable to vote in person on early voting days or Election Day may cast their votes early via email through the EC's Absentee Voting process. To request an absentee ballot, members must submit a written request to the EC, along with relevant documents supporting their unavailability. Completed absentee ballots must be received by the EC at least 24 hours before Election Day. The Election Committee will verify the authenticity of all absentee ballots.

T. Complaints Against Election Committee

All complaints from the General Body regarding the Election Committee must be submitted directly to the Election Committee. If further escalation is necessary, the matter shall be resolved in accordance with Article XIX.

U. Election Committee Responsibilities

- **Seek Nominations:** Solicit nominations for the BOD at least thirty (30) days prior to the Election Date.
- **Announce Final List of Candidates:** Announce the final list of candidates at least fifteen (15) days prior to the Election Date.
- **Count Ballots:** Count all ballots (early voting, absentee voting, and Election Day ballots) after the final vote is cast. The results will be announced publicly within 24 hours of the election and documented.
- **Keep Voter Identity Anonymous:** Keep all voter identity records anonymous, except for absentee ballots.
- **Resolve Tie:** In the event of a tie, the Election Committee shall resolve it by drawing the name of the winner in the presence of the contending candidates.
- **Ensure All Positions Are Filled:** Ensure that all election positions are filled. If there are not enough candidates to fill all vacancies on the BOD, the Election Committee is empowered to extend or otherwise modify the election deadlines to ensure that at least seven (7) nominations are made for each of the BOD positions.
- **Transfer Ballots and Records:** Transfer all ballots and election-related records to the new BOD, who will maintain these records for a period of two (2) years.
- **Postpone Election if Necessary:** Determine if conditions on Election Day warrant the postponement of the election due to reasons beyond the control of the Election Committee, such as inclement weather, a community emergency, state or national emergency, force majeure, or any other reason deemed in the discretion of the Election Committee to serve the best interests of IAA and its membership. The Election Committee may postpone the election to the following week or to a time when the impediment to holding the election is no longer present, and the election can be safely held.

ARTICLE VIII – SERVING TERM OF THE BOARD

A. Term Length

The General Body shall elect six (6) members to the Board of Directors (BOD) and one (1) President. Each of these elected officials will serve a term of two (2) years, continuing in office until their successors are elected and qualified. Upon the completion of their term, both the members of the BOD and the President are eligible for re-nomination and re-election.

B. Lifetime Term Limits

A President or Board of Directors (BOD) member may serve a maximum of two consecutive terms, totaling four years. After completing these two terms, the individual must take a break of at least one term (two years) before becoming eligible to run for the position of President or BOD member again.

No individual may serve more than a total of four terms, whether as President, a BOD member, or in a combination of both roles.

D. Term Start and End Dates

The term for the Board of Directors (BOD) following the election shall commence on the last Sunday of December after the Duhr prayer and shall conclude on the last Sunday of December before the Duhr prayer two (2) years later.

If BOD is formed by invoking Article VIII(H), then the new BOD term would start immediately after the elections. In this case, the BOD term would be at least one (1) year and not more than two (2) years, and this term would expire on the last Sunday of December.

E. Filling Vacancies

If a BOD member vacates or is removed from office, the candidate with the next highest number of votes from the most recent election will be offered the position. If that individual is unavailable or declines, the next highest vote recipient will be offered the vacant position. This process will continue until all vacancies are filled.

If the President position is vacant, then the position should be filled by special election. In the event of the President's position vacancy, an interim President shall be elected from within the Board of Directors (BOD) until the special election is held.

If the vacancy cannot be filled through this process, the BOD will form a new election committee to organize a special election to fill the vacancy within sixty (60) days.

F. Term Expiry of Filled Vacancies

If a vacancy on the BOD is filled through a special election or the next-in-line methodology outlined in Article VIII, the newly filled position will expire at the end of the current BOD's term.

G. Executive Position Restrictions

No BOD member will hold more than one (1) executive position in the BOD.

H. Full BOD Resignation

In the event that all members of the BOD resign, and a new BOD cannot be formed in accordance with this constitution, the outgoing BOD shall remain seated until a new BOD election can be conducted. If the outgoing BOD cannot remain seated or commence the new election process, the last election commission shall take charge. In the event of their unavailability or inability, previous BOD available members shall arrange for a new election by appointing an election commission.

I. Transitional Period

The time immediately following the elections until the new BOD (or BOD-elect) assumes office is considered the Transitional Period. During this period, the outgoing or old BOD will continue to manage IAA affairs. However, both the new BOD (or BOD-elect) and the existing BOD (or outgoing BOD) will use this time to ensure the proper transfer of financial responsibilities, ensuring a smooth transition on the last Sunday of December. This will allow the new BOD to be copied on all BOD emails and communications and to be present at all BOD meetings.

The new BOD (or BOD-elect) will not have voting powers or signatory authority until they are seated on the last Sunday of December. However, the new BOD (or BOD-elect) will have the authority to choose their own officers and committee liaisons before the start of their term. If the new BOD is formed after invoking Article VIII (H), there will be no Transitional Period.

ARTICLE IX – QUALIFICATIONS FOR THE BOARD MEMBERS

A. Eligibility Requirements

All candidates for the Board of Directors (BOD) must meet the following eligibility requirements:

- **Be a law-abiding resident and a Sunni Muslim** who believes in the Quran and Prophet Muhammad (Peace and Blessings be upon him) as the last Prophet, following his teachings as guiding principles.
- **Possess a good knowledge and understanding of Islam** and be recognized as a practicing Sunni Muslim with strong Islamic manners and morals, both within the community and in organizational matters.
- **Show dedication and commitment** by volunteering time, skills, and effort towards fulfilling the mission, vision, and objectives of IAA, as outlined in Article II.
- **Demonstrate effective leadership and communication skills**, with a sincere desire to serve IAA and its members without seeking titles or positions of authority.
- **Be able to present ideas impartially** and work collaboratively, maintaining a willingness to compromise when necessary.
- **Be a General Body member in good standing**, with at least one year of IAA volunteer service.
- **Be a U.S. citizen.**
- **Pass** a Criminal Background Check.
- **Have no immediate family members** employed full-time by IAA, serving on the Election Committee, or nominated as a candidate for BOD in the same election.

B. Qualifications for President

In addition to meeting the Board of Directors (BOD) requirements, a presidential candidate must:

- **Be a General Body member in good standing**, with at least **two years** of IAA volunteer service.
- **Have previously served at least one term** as a member of the Board of Directors (BOD) in IAA or another Islamic center in the USA.

ARTICLE X – RESPONSIBILITIES OF THE GENERAL BODY & INDIVIDUAL MEMBERS

A. Election of BOD Members

Every two years, the General Body is responsible for electing six (6) members to the Board of Directors (BOD) and one (1) President, each for a two-year term, to manage the business operations of IAA in accordance with this Constitution. If a Special Election is called under Article VIII, the General Body will vote only for the vacant BOD positions.

B. Impeachment of BOD Members

An individually elected board member or the entire Board of Directors (BOD) may be impeached with the approval of the General Body present at a Special General Body meeting, provided that the quorum requirements outlined in Article XVI are met.

C. Liquidation of Assets

The General Body must approve the liquidation of any IAA assets located at the address defined in Article I(B) that are valued at over \$100,000.00 (One Hundred Thousand Dollars), during a Special General Body meeting, provided that the quorum requirements outlined in Article XVI are met.

D. Ratification of Amendments

The General Body will ratify constitutional amendments per the provisions set forth in Article XVIII and participate in and lead committees.

E. Safeguarding Assets

Individual members of the General Body, as well as non-members attending IAA, must safeguard IAA's assets and facilities.

F. Islamic Code of Conduct

All **members** and **non-members** of the General Body must observe the **Islamic Code of Conduct and Ethics** in all proceedings and at all times, including but not limited to meetings, programs held within IAA premises, and any offsite IAA events.

ARTICLE XI – RESPONSIBILITIES OF THE BOARD OF DIRECTORS (BOD) AND PRESIDENT

A. Responsibilities

The BOD will be responsible for:

- Administering the day-to-day operations of IAA, ensuring the upkeep and maintenance of IAA's facilities and properties, and managing finances and expenses as approved by the BOD.
- Taking necessary actions to achieve the goals, vision, and overall objectives of IAA, as outlined in Article II.
- Implementing decisions made by the General Body and keeping it informed of IAA's activities, challenges, and accomplishments.
- Developing, planning, and executing programs and activities, and providing policies and procedural guidelines in accordance with generally accepted Islamic principles.
- Managing Human Resources for IAA.
- Overseeing the work of all IAA committees.
- Safeguarding the assets and facilities of IAA.
- Maintaining and publishing the IAA membership list as required.

The President will be responsible for:

- The President will conduct and preside over meetings of both the General Body and the BOD.
- The President, or a designated BOD member, will present an Annual Report to the General Body.
- The President will implement all resolutions passed by the General Body.
- The President will sign all documents on behalf of the BOD.
- The President will execute all decisions made by the BOD.
- The President may execute deeds, contracts, or other instruments authorized by the BOD.
- The President will delegate duties and responsibilities to other board and committee members for reviewing and approving amendments to the Constitution.
- The President must inform the BOD if they are unable to carry out their responsibilities.
- The President will assign a BOD member to take on the President's responsibilities in cases of absence, illness, or inability to perform the duties listed above.

B. Executive Committee

The BOD shall elect and appoint a Secretary and a Treasurer from among its members, forming the Executive Committee. These positions will be elected by a simple majority of the directors.

C. Record Keeping

The BOD must maintain all records and documents of IAA, including, but not limited to, deeds of trust, donor lists, loan documents, membership lists, and financial records.

D. Legal Compliance

The BOD will ensure that IAA complies with all applicable federal, state, and local laws, rules, and regulations. Additionally, the BOD will ensure that all necessary security and background checks are conducted for volunteers, employees, and contractors working or volunteering at IAA.

E. Financial Responsibilities

The BOD will be responsible for all financial activities and compliance of IAA, including accurate bookkeeping, preparation of annual financial statements, tax filings, conducting and scheduling fundraisers, and overseeing other donations. The BOD will also conduct an audit of the IAA operational account every two (2) years.

F. Expense Approval

Expenses or disbursements exceeding Five Thousand Dollars (\$5,000) must be approved by the BOD. The meeting minutes of the BOD must reflect the approval of such expenses or disbursements. Zakat al-Fitr collections and distributions will not require additional approval from the BOD.

G. Representation

The BOD will be responsible for representing IAA in external organizations.

H. Employment Management

The BOD is responsible for the overall oversight, hiring, termination, and management of all IAA employees.

I. Contracts and Bidding

The BOD must publicize contracts through public announcements and electronic communications and obtain bids for execution and awarding of contracts. The BOD will advertise to obtain bids for a minimum of fifteen (15) days. The BOD will seek three (3) bids for any project, if possible. If three bids are unavailable, the IAA BOD may proceed with the project. All bids require majority approval from the BOD for approval. Projects at IAA below Twenty-Five Thousand Dollars (\$25,000) are exempt from the bidding process.

ARTICLE XII – REMOVAL OF A BOARD OF DIRECTOR MEMBER AND PRESIDENT

Grounds for Removal by the Board of Directors (BOD) and President

- **Unnotified Absence:** Any BOD member who is absent without prior notification for three (3) consecutive meetings will automatically forfeit their position. The resulting vacancy will be filled in accordance with Article VIII.
- **Financial Misconduct:** Any BOD member who engages in egregious financial misconduct, including but not limited to appropriation, embezzlement, or theft of IAA property or financial resources.
- **Criminal Activity:** Any BOD member who is arrested, indicted, or convicted for theft, fraud, embezzlement, or other crimes that call into question their integrity and honesty, regardless of whether the offenses are related to IAA.

- **Sexual Misconduct:** Any BOD member who is arrested, indicted, or convicted for sexual misconduct or sex crimes involving a minor, an IAA employee, contractor, or volunteer, whether or not the offenses are related to IAA.
- **Failure to Disclose Conflict of Interest:** Any BOD member who fails to disclose a conflict of interest.
- **Substance Abuse:** Any BOD member who carries out their duties at IAA under the influence of illegal drugs (including but not limited to marijuana, cocaine, heroin) or alcohol.
- **Confidentiality Breach:** Any BOD member who intentionally discloses confidential information to unauthorized persons.
- **Misuse of IAA Property:** Any BOD member who uses IAA property or facilities for personal gain. In cases of self-dealing resulting in financial gain, the director must forfeit the financial gain to IAA.
- **Fiduciary Breach:** Any BOD member who breaches their fiduciary duties to IAA.

Removal of a Director or President

A Director or the President may be removed from their position by a vote of the Board of Directors (BOD) if at least five (5) votes are cast in favor of the removal, including the vote of the President, should they choose to participate. The following procedures must be adhered to in such cases:

- **Meeting for Removal:** The Director or President in question must be given prior notice, and a formal meeting should be convened to address the issue of removal.
- **Arbitration Option:** In the event of a disagreement regarding the removal decision, either party may invoke their right to seek arbitration as provided for under Article XIX.
- **Filling the Vacancy:** Any vacancy resulting from the removal of a Director or President shall be filled in accordance with the procedures set forth in Article VIII.
- **Election of Interim President:** In the event of the President's removal, an interim President shall be elected from within the Board of Directors (BOD) until the special election is held.
- **Ensuring Leadership Continuity:** The election of a new President must take place promptly to ensure there is no disruption in the leadership of the IAA.
- **Filling a BOD Vacancy:** If a vacancy occurs on the Board of Directors (BOD), the candidate with the next highest vote count from the most recent election shall be invited to fill the position. If those individuals decline, the next highest vote recipient shall be considered, and so forth, until the vacancy is filled.

ARTICLE XIII – RESPONSIBILITIES OF COMMITTEES AND SUBCOMMITTEES

A. Appointment of Committees

The BOD may appoint committees consisting of general body members in good standing with IAA to help achieve the goals and objectives of IAA, as outlined in Article II.

B. Compliance with Constitution

The activities of committees and subcommittees must remain in compliance with the IAA Constitution. If it is determined that a committee's activities are not in compliance with the terms of this document, the BOD has the right to intervene and take corrective action.

C. Authority of Committees

A committee or subcommittee shall not have the authority to take action beyond the scope of authority delegated to it by the BOD.

D. Committee Composition

Committees and subcommittees will consist of at least five (5) members, including a BOD liaison. However, as an exception, the board liaison for the Election Committee will not be a part of the committee.

E. Goals of Committees

The goals of the committee or subcommittee will be provided by the BOD member(s) assigned as liaison(s) to the committee. Committee members may propose changes to these goals, but final approval will rest with the BOD.

F. Yearly Objectives

Each committee must develop its yearly objectives in consultation with the BOD liaison(s).

G. Fundraising Approval

All committees must obtain BOD approval prior to any fundraising activities.

H. Conflict Resolution

The BOD will resolve disputes among committees of IAA and adjudicate all conflicts referred to it.

I. Committee Membership

Any IAA member in good standing may be part of the committee. Each committee should have an elected lead, or the board liaison may assume this role. The role of committee secretary may be established at the discretion of the committee.

J. Election Process for Leads and Secretary

The election process for committee leads and secretary must take place in the presence of at least five (5) committee members, with all members being informed at least one (1) week in advance.

K. Role of BOD Liaison

If the election for the Committee leads and Secretary does not take place, the BOD liaison assumes the lead role within ninety (90) days after the incoming BOD takes office.

L. Changes to Committee

The BOD liaison can make changes to the committee, its head, or secretary whenever the BOD deems necessary.

M. Legal Remedies

The BOD may seek any available legal and equitable remedies to protect IAA, its facilities, and its resources.

ARTICLE XIV – RESPONSIBILITIES OF CONTRACTORS AND EMPLOYEES

A. Designation of Roles

The BOD may designate one or more individuals to serve in a defined capacity, under the authority granted by the BOD, to perform specific tasks as employees or contractors and carry out duties as prescribed by the BOD.

B. Conflict of Interest

An employee, designated person, vendor (someone conducting business with IAA), or contractor of IAA shall not serve as a member of the Board of Directors (BOD). Additionally, an employee, designated

person, vendor, or contractor of IAA cannot be an immediate family member of a BOD member, as such a scenario may create a conflict of interest.

C. Termination

The BOD may remove any employee, designated person, vendor, or contractor at any time, with or without cause.

D. Compensation

IAA may provide compensation deemed reasonable for services rendered by employees, vendors, and contractors. The amounts will be determined by the BOD.

ARTICLE XV – FINANCES

A. Banking

The BOD will maintain non-interest-bearing accounts for IAA at local banks in Texas. The BOD may establish as many accounts as necessary at multiple banks within Texas.

B. Audits

The BOD will appoint a Certified Public Accountant (CPA) to audit IAA's accounts at least once every two years.

C. Project Committees

The BOD may authorize a committee or Project Committee to open separate accounts for specific, defined purposes. All committees, including Project Committees, that collect funds for IAA must create an annual budget and submit it to the BOD for approval.

D. Financial Reviews

The BOD will periodically review and present the audited financial statements and records of IAA to ensure the accuracy and integrity of the organization. The President and Treasurer of the BOD will assist and facilitate these reviews and audits.

E. Conflict of Interest Disclosure

Whenever a BOD member, general body member, employee, or contractor, or their immediate family member, has a financial or personal interest in any matter before the BOD, the affected person must:

- Fully disclose the nature of the interest; and
- Withdraw from discussion, lobbying, and voting on the matter

Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested BOD members determine that it is in the best interest of IAA. The minutes of the meeting where such votes are taken shall record the disclosure, abstention, and rationale for approval.

F. Fundraising Policies and Guidelines

- For fundraisers held after Jumu'ah, the fundraising organization must compensate IAA for the average collection total typically gathered after the Jumu'ah prayer. Additionally, IAA reserves the right to charge a hosting fee, with the amount determined by the IAA Board of Directors (BOD) on a case-by-case basis.
- Each organization is allowed one (1) fundraising opportunity per calendar year. Exceptions may be made for emergencies, natural disasters, or situations requiring immediate relief, rehabilitation, or humanitarian aid.

- All fundraising activities held on IAA premises must be pre-approved by the IAA BOD. Organizations and individuals wishing to conduct fundraising must submit a written or online request for approval.
- Fundraising is permitted only for 501(c)(3) non-profit organizations that have received prior approval from the IAA BOD.
- All organizations must undergo a vetting process by the IAA BOD before being authorized to fundraise at IAA.
- The IAA BOD must publicly share the criteria used to prioritize organizations seeking fundraising opportunities at IAA.

F. Treasurer

- The Board of Directors (BOD) shall appoint one of its members to serve as the Treasurer.
- The Treasurer shall be responsible for managing financial transactions, overseeing audits, and preparing the annual budget and financial reports. Any non-fixed cost transactions require endorsement from the BOD.
- The Treasurer shall receive and issue receipts for all funds due and payable to IAA from any source, ensuring that all transactions comply with Article 2. Receipts for non-cash donations shall not exceed the fair market value of the donated item.
- The Treasurer shall issue checks and distribute funds to fulfill IAA's financial obligations. Any disbursement exceeding \$1,000 shall require signatures from both the Treasurer and the President.
- The Treasurer shall maintain IAA's financial books and records, ensuring separate ledgers for Sadaqa, Zakat, Fitra, and donations designated for special projects.
- The fiscal year of IAA shall begin on January 1st and end on December 31st of each year. At the close of the fiscal year, the Treasurer shall publish or, at a minimum, post financial statements detailing income, expenses, assets, liabilities, and net worth on the bulletin boards of all IAA offices and the website.
- A quarterly statement of income and expenses shall be prepared.
- At the end of the term or upon leaving office, the Treasurer shall transfer all financial accounts and records to the succeeding Treasurer in the presence of Shura members.

ARTICLE XVI – MEETINGS AND QUORUM

A. General Body Meetings

The Board of Directors (BOD) will call for General Body meetings once every calendar year. No quorum requirements are needed for General Body Meetings. Notification of the meeting, including venue, date, and time, will be sent to all General Body members at least seven (7) days in advance. The President of the BOD, or their designated BOD member, will chair all General Body meetings, moderate discussions, and deliver the concluding remarks.

During these meetings, the President, BOD, and its committees will present the annual reports, including budget and financial reports, to the General Body. IAA members will be allowed to ask questions during the General Body meetings.

A **quorum** is not required for General Body meetings unless **voting** is involved. **Ten percent (10%)** of the voting members of the General Body shall constitute a quorum for General Body meetings.

B. Special General Body Meetings

Twenty percent (20%) of the General Body voting members shall constitute the required **quorum** for any **Special General Body Meeting** for the following:

- **Amendments to Constitution**- Any amendment to the Constitution must be approved by a **seventy percent (70%)** majority of the voting members present at the meeting.
- **Asset Liquidation** – All IAA asset liquidation must be approved by a **seventy percent (70%) majority** of the voting members present at the meeting.
- **Impeachment of a BOD** - An individual elected board member or the entire elected BOD can be impeached with the approval **seventy percent (70%) majority of the voting members** present at the meeting.

Special General Body Meetings adjourned due to a lack of quorum must be reconvened within a reasonable period, not exceeding fourteen (14) days. In a reconvened meeting, **ten percent (10%)** of the voting members of the General Body shall constitute a **quorum**. No written notice of the reconvened meeting is required, but the venue, date, and time must be determined prior to the adjournment of the original Special General Body Meeting. The decision will be based on majority of the voting members present at the meeting.

D. BOD Meetings

The BOD will meet at least twice (2) a month. The meetings will be announced. Any or all directors may participate in a BOD meeting using virtual means that allow all participants to communicate with one another, and such participation will count as in-person attendance at the meeting. Minutes of the BOD meetings will be recorded and maintained. A summary of the meeting minutes will be made available to General Body members by the Secretary for review within thirty (30) days after approval. A majority of the BOD members may request the Secretary to call an emergency meeting. All BOD members will be informed of the emergency meeting by the Secretary. The majority decision(s) of the BOD will always prevail. The act of a majority of the directors present at a meeting with quorum will be considered the act of the Board. The President may cast a tie-breaking vote. A decision reached by the BOD cannot be modified, changed, or altered by any individual BOD member(s). Any action required or permitted to be taken by the Board may be taken without a meeting if all directors consent in writing or electronically to a resolution authorizing the action. The resolution and the written consents will be filed with the minutes of the BOD proceedings.

E. Quorum for BOD Meetings

A simple majority of the number of directors shall constitute a quorum for the transaction of business. A quorum of at least five (5) members of the BOD is required for the following BOD actions:

- The hiring and firing of full-time and part-time employees
- Financial decisions of over \$25,000.00
- The calling of a General Body Meeting by the BOD
- The removal of a BOD member.

ARTICLE XVII – DISSOLUTION OF IAA

A. Call for Dissolution

At least seventy-five percent (75%) of the voting members of the General Body must request in writing that the BOD call a meeting to dissolve IAA. The BOD will schedule the meeting within eight (8) weeks

of the requested date. To dissolve IAA, at least seventy-five percent (75%) of the voting members of the General Body must be present, and a two-thirds (2/3) majority vote of those present is required.

B. Distribution of Assets

Upon the dissolution of IAA, no part of IAA's earnings or assets shall benefit any of its members, employees, or contractors. The BOD will dispose of all IAA assets after settling or making provisions for the payment of all liabilities. To ensure that the remaining assets benefit the community, the residual assets of IAA shall be distributed to one or more Islamic organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code, in accordance with federal, state, or local government regulations, for exclusive public purposes.

ARTICLE XVIII – AMENDMENTS

A. Repeal and Replacement

This Constitution cannot be repealed or replaced.

B. Non-Amendable Articles

The following cannot be amended:

- Article II
- Definition of Imam, Sunnah, and Sunni Muslim as described in Article IV

C. Amendment Process

The constitution can be changed or amended during a Special General Body Meeting called specifically for this purpose. The IAA Board of Directors (BOD) must provide 30 days of written notice to the General Body members, along with the agenda, the text of the proposed amendments, and any existing sections that would be changed.

Only the IAA BOD has the authority to call a Special General Body Meeting for constitutional amendments. Alternatively, the Annual General Body Meeting can be used for this purpose, as long as members are notified in advance, following the same guidelines.

D. Quorum for Amendment Meetings

Twenty (20%) percent of the General Body voting members constitute the required quorum for an amendment to the constitution.

E. Approval of Amendments

Any amendment to the Constitution must be approved by seventy percent (70%) of the voting members present at the meeting.

F. Amendment Requests

Constitutional amendment requests from the General Body must be made in writing to the BOD.

G. Constitution Committee

For Amendments proposed by the General Body and the BOD, the BOD may appoint a Constitution Committee to review the proposed written amendments. The committee will provide written recommendations to the BOD.

H. Sale or Lease

- The sale, conveyance, or assignment of any real estate owned by IAA, as well as the assignment of any leasehold interest or execution of a lease for a term exceeding five (5) years, shall require approval from the Board of Directors (BOD).
- The President may negotiate and execute leases for a term of five (5) years or less for any real estate or personal property, provided the BOD authorizes the transaction at a regular or special meeting. All BOD members must be notified in advance, specifying the details of the transaction.
- Any sale, conveyance, assignment, or lease of real estate or personal property approved by the General Body or the Board of Directors shall not become effective or binding on IAA until all relevant contract documents are signed by the President (or, in the President's absence, the Vice President) and attested by the Secretary of IAA.

ARTICLE XIX – DISPUTE RESOLUTION AND ARBITRATION

A. Conciliation Procedure

In any dispute between individuals regarding IAA activities, all parties shall act in good faith to resolve the matter in accordance with the teachings of the Quran (verses 49:9-10). If the dispute cannot be resolved among the parties, IAA members may submit a written complaint to the BOD within 15 days of the cause of the complaint. The BOD shall acknowledge the complaint and provide a resolution within 45 days through conciliation procedures.

B. Arbitration

If the parties cannot resolve the dispute among themselves, the matter shall be settled through binding arbitration under the procedures and supervision of an Islamic faith-based arbitration group. The BOD shall provide an approved list of arbitration groups. If no such list is available, the BOD may seek guidance from recognized National Islamic associations to obtain one.

Judgment upon an arbitration award may be entered in any court with jurisdiction in Collin County. Each party shall bear its own costs related to the arbitration process, including attorney fees.

The conciliation and arbitration process does not replace any disciplinary procedures outlined in this Constitution. It shall not affect the authority of the IAA to investigate reports of misconduct, conduct hearings, or administer disciplinary actions as necessary.

C. Liability Protection

Members of the Board of Directors (BOD) shall not be held individually liable for collective decisions and actions taken in their official capacity. IAA will provide liability insurance coverage for all BOD members.

D. Severability Provision

If any term or provision of this Agreement is found to be illegal, invalid, or unenforceable by a court of competent jurisdiction, that term or provision shall be severed from the Agreement. The remaining terms and provisions shall continue to remain in full force and effect.

ARTICLE XX – IAA CLERGY

A. Clergy Roles

IAA Clergy includes, but is not limited to, the Resident Imam, Scholars, Youth Director, and other religious or educational leaders serving the community.

B. Employment Status

The Clergy shall be an at-will employee of IAA, subject to the terms and conditions set by the BOD.

C. Advisory Role

The Clergy may serve as an advisor to the BOD on all religious matters, providing guidance in alignment with Islamic principles.

D. Qualifications and Selection Criteria

Qualifications and Selection Criteria for members of IAA Clergy are as follows:

- Must be a Sunni Muslim who follows the Qur'an and Sunnah according to the methodology of Ahl-as-Sunnah wal-Jama'ah.
- Must possess a comprehensive understanding of Islam, with at least a bachelor's degree in Islamic studies, and have adequate knowledge of the four Sunni Madhabs, including their differences.
- Must have extensive experience delivering Jumu'ah khutbahs (sermons), lectures, halaqahs, and general Islamic knowledge classes to Muslims of all ages and ethnicities.
- Must hold moderate views, present ideas in a balanced and egalitarian way, and practice a compassionate and approachable demeanor with people.
- Must have excellent English communication skills and the ability to connect with American Muslims of various ethnicities and age groups, especially the youth.
- Being a Hafidh and having experience leading Taraweeh prayers is desirable.
- Experience in media and outreach to dispel misconceptions and stereotypes about Islam and Muslims, and to present Islamic beliefs and practices to people of other faiths, is desirable.

E. Imam

- The office of Imam is to lead the community in religious and spiritual affairs. The Imam is the custodian of the mehrab and the prayer hall. All activities and programs in the prayer hall shall be carried out with his or his designee's consent.
- No member, committee, or BOD may overrule the Imam in religious affairs.
- The Imam shall perform by himself, or through his designee, all religious rituals, ceremonies, and duties, including but not limited to, leading the daily prayers, Jumu'ah prayer, Taraweeh prayer in Ramadan, Eid prayers, funeral prayers, marriages or any other duties pertinent to the office of the Imam. The Imam may give fatwahs, if qualified.

F. Employment Restrictions

Any member of the Clergy employed full-time by IAA cannot hold another full-time employment position while employed with IAA, ensuring their full commitment to the responsibilities of their role within the organization.

CERTIFICATION

Praise be to ALLAH the Most Gracious, the Most Merciful, O' ALLAH pardon us and forgive us, if we have transgressed our duty, guide us to the straight path, the path of those on whom You have bestowed the Grace. Aameen.

Through this article, we the presently appointed members of the Constitution Committee attest our signatures as witnesses and Allah (SWT) is the greatest of all witnesses that this document (Constitution of IAA), which consists of twenty (20) articles, is presented to the Majlis for approval within the framework of present rules. The Constitution Committee have reviewed and approved this constitution to govern the affairs of IAA on Shaban 08, 1446 AH (Friday, 07th February 2025).

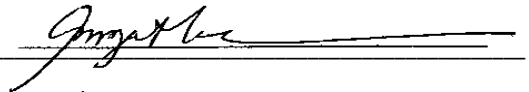
Anyone who willfully or knowingly or unknowingly or consciously or unconsciously violates the adopted rules of this constitution such a person shall be responsible for his / her actions here and the Hereafter.

Signatures:

Member 01 of the Constitution Committee: Amin Ashfour



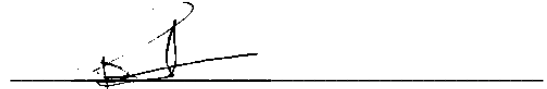
Member 02 of the Constitution Committee: Amzad Haque



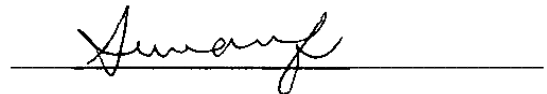
Member 03 of the Constitution Committee: Anise Bawa



Member 04 of the Constitution Committee: Basith Syed



Member 05 of the Constitution Committee: Maruf Sheikh



Member 06 of the Constitution Committee: Mohammed Lee



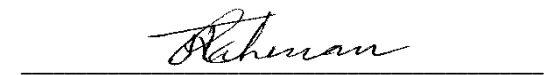
Member 07 of the Constitution Committee: Nasir Jamal



Member 08 of the Constitution Committee: Siraj Sayeed



Member 09 of the Constitution Committee: Tanjir Rahman



IAA BOARD PRESIDENT: Ahmad "Sunny" Hossain



Constitution of IAA

CONSTITUTION
OF
ISLAMIC ASSOCIATION OF Allen (IAA)

Constitution of IAA

6/22/2007

Chairman, Const Committee

1

PREAMBLE

Whereas, we the members of the Islamic Association of Allen recognize Islam as a total way of life based on Qur'an and Sunnah of Prophet Mohammed, peace be upon him (pbuh) and have pledged to endeavor-practicing it as such, do hereby adopt and give ourselves this constitution and pledge to abide by its provisions, Insha-Allah.

These By-laws (referred to as the "Constitution") govern the affairs of Islamic Association of Allen, Texas, which shall be a nonprofit organization (referred to as the "IAA"), organized under the Texas Nonprofit Corporation Act , which consist of General Body (Majlis-Aam) referred to as "Majlis" i.e. Muslim residents of Collin County who are registered members of IAA (Article 5), Board of Directors referred to as "Shura", and President referred to as "Amir ". Community is referred to as Muslim residents of Collin County and the surrounding areas. Muslim is one, who believes in one deity (Allah), His last prophet & messenger Muhammed (PBUH), in His revelations (books), Angel, The Day of Judgment,

NOTE:

1. NO PART OF THIS CONSTITUTION SHALL BE IN VIOLATION OF ARTICLE TWO (2).
2. ARTICLE TWO (2) CANNOT BE AMENDED UNDER ANY CIRCUMSTANCES.

ARTICLE 1

1. Name and Address

- 1.1. The name of this organization shall be Islamic Association of Allen (IAA), Texas.
- 1.2. The principal office of IAA shall be located in Allen, Texas.
- 1.3. All real estate properties, when acquired shall be utilized to provide maximum benefit to the Muslims. All acquisitions, utilization, maintenance, and operational aspects of these properties shall be determined by the Shura (Board of Directors).

ARTICLE 2

2. Purpose and Objectives

- 2.1. IAA has been formed exclusively for religious, charitable, and educational purposes. All of its activities shall be in accordance with the Qur'an and Sunnah (traditions of Prophet Mohammed, pbuh) as documented in the authentic books of Hadith and fiqh. IAA shall strive to strengthen and reinforce the faith of all Muslims in the Oneness of Allah Subhanahu Wa Ta'ala, the Holy Qur'an, and the Sunnah of the last Prophet, Prophet Mohammed (pbuh).
- 2.2. IAA shall be a non-profit organization which shall qualify as a tax-exempt entity under Section 501 (c) (3) of the Internal Revenue Service Code.
- 2.3. IAA shall conduct social and religious activities aimed at preserving Islamic values and traditions, and shall strive to provide an environment for Muslims that shall strengthen their Islamic beliefs and engage in Islamic activities.
- 2.4. IAA shall promote Islamic education by establishing and maintaining mosques, libraries, Islamic centers, schools, and institutions of higher education. IAA shall also establish cemeteries, funeral facilities, community centers, child care centers and health centers and chapters pursuing similar objectives in adjacent communities.
- 2.5. IAA shall strive to promote good relations and understanding between Muslims and non-Muslims and shall strive to propagate Islam and shall actively engage in Islamic dawah work through valid means of communication.
- 2.6. IAA shall work with other Islamic communities and organizations pursuing similar objectives and shall foster coordination, communication and cooperation among such organizations.
- 2.7. IAA shall collect and distribute zakat (Al-Mal and Al-Fitr), sadqah and donations in accordance with the Qur'an and Sunnah.

ARTICLE 3

3. Organization

- 3.1. IAA shall be governed by the following branches:
- 3.2. Majlis (General Body) -. The Majlis shall consist of all registered members of IAA in accordance with Article 5. The Majlis is the final authority of IAA and its decisions are final, as long as they are within the Qur'an and Sunnah.
- 3.3. The Shura (Board of Directors) shall be composed of seven (7) elected members including the Amir (President), who shall be responsible for daily affairs of IAA. The Shura may appoint committees and subcommittees in order to accomplish the goals and objectives of IAA in accordance with Article 2.

ARTICLE 4

4. General Rules

- 4.1. The following general rules are applicable to both branches of IAA. They also apply to all committees, subcommittees, members, non-members, guests, employees, and contractors of IAA.
- 4.2. The Shura may accept, on behalf of IAA, any property, whether real and/or personal by way of gift, bequest from any person, firm, trust, or corporation; such property is to be held, administered, and disposed of in accordance with and pursuant to the provisions of this document. However, no gift, bequest of any such property shall be received or accepted if it is conditioned or limited in such a manner as to require the disposition of the income or property for any purpose other than the purpose set forth in Article 2.0 hereof, or in violation of any local, state and federal laws. Any substance or support will not be accepted from illegal or outlawed organizations or individuals.

- 4.3. No person may be elected to the same office for more than two (2) consecutive terms.
- 4.4. Shura members are not individually or collectively liable for the actions of the Shura .
- 4.5. Shura members shall not receive salaries, remuneration, compensation, or wages for their services to IAA. To avoid any conflict of interest, Shura members shall not do business with or participate in any competitive bidding to render any paid services to IAA.
- 4.6. All original legal documents of IAA shall be kept in a safe deposit. The Shura shall have access to this box at all times. Copies of such documents shall be kept on the premises of the principle office of IAA. Such documents shall be available to the registered members for general viewing within a week of written request. The Shura may restrict disclosure of certain personal information.
- 4.7. IAA's official medium of communication shall be in English.
- 4.8. The relationship between IAA and other organizations pursuing similar objectives as specified in article 2 shall be governed by a Memorandum of Understanding (MOU). Such an MOU shall be signed by the authorized representatives of both organizations and implemented thereafter. The purpose of MOU is to allow the members of each organization to enjoy the benefits of other organization without becoming a member of that organization. However, such benefits shall not include the voting rights.
- 4.9. All members shall observe the Islamic code of conduct and ethics in all proceedings, meetings and activities of IAA.
- 4.10. Any legal action taken by IAA shall only be in Collin County, Texas.

ARTICLE 5

5. Membership

- 5.1. IAA membership is open to all Muslims who subscribe to the purpose and objectives set forth in Article 2.
- 5.2. Muslim residents of Collin County shall register with IAA. Only registered members are eligible to vote for electing the Amir, Shura members and participate in the proceedings of the Majlis. Dependents of eighteen (18) years of age or over must register separately.

ARTICLE 6

6. Elections

- 6.1. An Election Commissioner shall be appointed by the Shura 60 days before the Election Day. The Election Commissioner shall be a registered member of IAA. Election Commissioner shall choose two members outside the Shura to serve on the commission.
- 6.2. Only members who are residents of Collin County and have registered with IAA for at least six (6) months prior to the Election Day shall be allowed to vote. Proof of Collin County residency shall be required.
- 6.3. Registered members shall be at least eighteen (18) years of age.
- 6.4. Elections shall be conducted at the end of the term on the last Sunday of November and newly elected officials shall take office effective after Duhur prayer on the last Sunday in December.
- 6.5. Early voting or the Election Day voting shall be conducted only in person.
- 6.6. Election committee shall adopt the following procedure:
 - 6.6.1. Seek nominations for Amir and 6 (six) Shura members at least 45 days prior to the Election Day.
 - 6.6.2. Announce final list of candidates for respective offices at least 30 days prior to election.
 - 6.6.3. Provide an opportunity for early voting for those who may not be able to vote on Election Day. Early voting may begin right after final list is announced and may end one week before Election Day.
 - 6.6.4. Counting of the ballots (early votes and Election Day votes) will be made in public, announced and documented in the election results.
 - 6.6.5. All election ballots and records shall be maintained by the Shura for a period of at least two (2) years.
 - 6.6.6. If the conditions on election day warrant postponing election due to reasons beyond control of the election committee (example, inclement weather, a community emergency), it may be postponed to the following Sunday. If the circumstances warrant again, it may be postponed to the following Sunday till the election is held.

6.7. Serving Terms

- 6.7.1. The term of the Shura including Amir shall be two (2) years.
- 6.7.2. Any vacancy of an elected office shall be filled in accordance with article 6.7.3. The term of the vacant position that was filled shall be for the unexpired term only.
- 6.7.3. The most recent election results shall be used to fill a Shura member vacancy. The person with the highest number of votes who was not elected shall be offered the vacant position. If such a person is not available or declines the position, then the individual with the next highest number of votes shall be offered the vacant position. The above procedure shall be repeated until the vacant position is filled. If the vacant position is not filled through this process, then the Shura is authorized to fill the vacant position within 30 days through an appointment, provided that the remaining term is less than twelve (12) months. If Amir position is vacant, then the position should be filled by special election as per Article 6.8
- 6.7.4. If the Shura resigns, the last election commission shall take charge. In case of their unavailability or inability, 20 members (article 5) or 5% of the Majlis (whichever is greater) shall arrange for new election by appointing an election commission.

6.8. Special Election

- 6.8.1. Special election shall be held only if the unexpired term of the vacant office is more than twelve (12) months. The procedure outlined in article 6 shall be followed to fill the vacancy through special election.
- 6.8.2. If any position other than the Amir cannot be filled through article 6.7.3, a special election shall be held. If the vacant position is that of the Amir, Imam shall serve as Amir until this position is filled through a special election. If the Imam's position is vacant or the Imam is absent during this term, the Shura shall elect the Amir among themselves until the special election is held.

ARTICLE 7

7. Qualifications

- 7.1. Candidates for the Shura and Amir shall be practicing Muslims who come to Masjid once a week on an average except under abnormal conditions. This condition shall also apply to the nominator, the nominee and members of the Election Commission.
- 7.2. Candidates for the office of Amir must have lived in Collin County for two consecutive years immediately prior to the nominated date.
- 7.3. Candidates for the office of Shura must have lived in Collin County for at least one year prior to the nominated date.
- 7.4. The candidates running for Amir shall not hold or accept any position such as Chairman, Chairman-Elect, President, and President-Elect, Vice President, Treasurer or Board of Director in any other non-profit organization during the term of office.

ARTICLE 8

8. Responsibilities

8.1. Majlis

- 8.1.1. The Majlis of IAA is the final authority which shall determine the course of action of all issues presented to the Majlis. The Majlis elects all the members of the Governing Bodies and authorizes them to administer affairs of IAA in accordance with this constitution.
- 8.1.2. Any no confidence vote against an elected member must be approved by a simple majority of the Majlis present at the meeting after satisfying the quorum requirements as provided in Article 10.
- 8.1.3. Liquidation of any assets in excess of \$100,000 (One Hundred Thousand dollars) must be approved by the quorum requirements as provided in article 10.

8.2. Amir and Shura Members

- 8.2.1. The Shura shall be responsible for providing policy guidelines for programs and activities of IAA.
- 8.2.2. The Shura shall strive for all decisions through full consensus; however the majority vote / agreement of the Shura shall always prevail.
- 8.2.3. The Shura shall formulate long-term planning of IAA.
- 8.2.4. The Shura shall meet at least once a month. Minutes of these meetings shall be maintained and be available to the registered members for review within 5 working days after the meeting.
- 8.2.5. The Shura must maintain all records and documents of IAA, including but not limited to, deeds of trust, leases, marriages performed by IAA, registered member list and financial records.
- 8.2.6. The Shura shall be responsible for all financial activities, including but not limited to, fund-raising, collection and disbursement of Zakat and Fitra funds and other donations.
- 8.2.7. The Shura may hire or terminate employee(s) of IAA as required to efficiently run the operations of IAA on such terms and conditions as the Shura deems fit.
- 8.2.8. The Shura shall be authorized to obtain bids, execute and award contracts. Any contract work over ten thousand dollars (\$10,000) shall require at least three bids.
- 8.2.9. The succeeding Shura shall implement the written commitments of the previous Shura as long as these commitments are within the framework of Article 2.
- 8.2.10. Any Shura members who is absent without prior notification to any other Shura member for three consecutive meetings shall automatically lose the office and the vacancy so created shall be filled in accordance with Article 6.7.3.

8.3. Amir (President)

- 8.3.1. The Amir shall conduct and preside over all meetings of the Majlis and Shura.
- 8.3.2. The Amir shall present an Annual Report to the Majlis.
- 8.3.2. The Amir shall sign all documents on behalf of the Shura.
- 8.3.3. The Amir shall implement all decisions made by the Shura.
- 8.3.4. The Amir may execute any deeds, contracts, or other instruments that the Majlis has authorized.
- 8.3.5. In Absence of the Amir all the above activities in article 8.3 can be executed by assignee of Amir, which can only be from Shura.

8.4. Treasurer

- 8.4.1. The Shura shall appoint one of the Shura members as Treasurer
- 8.4.2. The Treasurer shall be responsible for financial transactions, audit including the annual budget and financial reports. Any transaction other than the fixed cost shall have endorsement of the Shura.
- 8.4.3. The Treasurer shall receive and give receipts for moneys due and payable to IAA from any source provided the receipts and payments are consistent with Article 2. Receipts issued for non-cash items shall not exceed the fair market value of the item donated.
- 8.4.4. The Treasurer shall write checks, and distribute funds to discharge obligations of IAA. Any funds greater than \$ 1000 (One Thousand dollar) shall require the signatures of both the Treasurer and the Amir.
- 8.4.5. The Treasurer shall maintain the financial books and records of IAA and keep separate ledgers for sadqah, zakat, fitra, and donations for any special projects.
- 8.4.6. The fiscal year of IAA shall begin on the first day of January and end on the last day of December in each year. At the end of the fiscal year, the Treasurer shall publish or at the minimum post the accounts and financial statements showing income and expenses, assets, liabilities, and net worth on the bulletin boards of all IAA's offices.
- 8.4.7. Quarterly statement of income and expenses shall be prepared.
- 8.4.8. The Treasurer shall hand over all the accounts and books of IAA in the presence of Shura members to the succeeding Treasurer at the end of the term or upon leaving the office.

8.5. Committee and sub-Committees:

Committees and subcommittees may be established or dissolved by the Shura in its own discretion. The responsibilities of all committees shall be within the frame work of this Constitution. No Committee shall have authority to take any action outside the scope of authority delegated to it by the Shura. A committee shall be composed of at least three members including the Chairperson. It is recommended that the chairperson be one of the Shura members. It is recommended that all members of committees and subcommittees are be residents of Collin County.

8.6. Imam

- 8.6.1. The office of Imam is to lead the community in religious and spiritual affairs. The Imam is the custodian of the mehrab and the prayer hall. All activities and programs in the prayer hall shall be carried out with his or his designee's consent.
- 8.6.2. The Imam shall possess strong knowledge of Qur'an and Sunnah. He shall preferably be a hafiz-e-Qur'an and be fluent in Arabic and English and shall provide references for any previous experience and training.
- 8.6.3. No person, committee, or Shura may overrule the Imam in religious affairs.
- 8.6.4. The Imam shall perform by himself, or through his designee, all religious rituals, ceremonies, and duties, including but not limited to, leading the daily prayers, Jumaa prayer, Taraweeh prayer in Ramadan, Eid prayers, funeral prayers, marriages or any other duties pertinent to the office of the Imam. The Imam may give fatwahs, if qualified.

8.7. Selection of Imam

- 8.7.1. Shura shall appoint a committee consisting of at least three (3) members for the selection of Imam who shall make final recommendations to the Shura. This committee shall consist of people like ex-Amir and respected senior community members knowledgeable in Qur'an and Sunnah.
- 8.7.2. This committee shall seek applications for the full time Imam, make announcements, and may advertise for the position, contact Islamic organizations to invite applications, scrutinize the applications using the criteria established in Article 8.6. The committee shall separately invite maximum of three (3) prospective candidates to provide interaction with the community in the Mosque by way of holding lectures, and Jumaa Khutba.
- 8.7.3. Shura shall seek an approval for the final candidate from the Majlis in a Majlis Meeting or by involving Majlis in a referendum and if approved, offer the position under contract clearly defining the terms for an initial period of one year, renewable by approval of the review committee and Majlis. If this candidate does not accept the position, the process is repeated to obtain Majlis's approval for the next candidate from the list. If no candidate accepts, the process is started again by assigning the task to a special committee.

8.7.4. In the absence of a permanent Imam, the Amir shall seek advice on Islamic rulings from the resident Imam of area mosques.

8.8 Member

8.8.1 Individual Shura member, registered members and non-registered members shall safeguard IAA's assets and facilities.

8.8.2 Each member shall observe the Islamic code of conduct in dealing with each other and respect the authorities. The sanctity of the Mehrab, prayer hall and other facilities shall be observed in accordance with the injunctions of Qur'an and Sunnah.

8.8.3 For any member or group found in violation of Islamic rules of behavior or disturbing the peace and harmony in the Masjid or insulting IAA authorities, or abusing IAA's assets, the Shura may take an appropriate disciplinary action against such individual or group.

ARTICLE 9

9. Finances

9.1.1. The Shura shall maintain a non-interest bearing account of IAA at a bank in Collin County, Texas. This account shall be operated under treasurer and Amir's signatures.

9.1.2. Separate ledgers shall be maintained for separate financial activities.

9.1.3. The Shura shall appoint or hire a certified public accountant (CPA) to audit IAA's accounts annually.

ARTICLE 10

10. Meetings and Quorum

- 10.1 All meetings shall start with praise of Allah and must end with a Du'a (prayer). The meetings shall be conducted in accordance with the Islamic code of conduct and ethics. All parties shall respect each other's rights and obligations and any dispute shall be resolved in accordance with the arbitration procedure outlined in article 13.3.
- 10.2.1 Annual Majlis meeting: There shall be an annual Majlis meeting of IAA at the mosque or at an appropriate place determined by the Shura (Board of Directors) to be held on the last Sunday of December each year. The purpose of this meeting is to disseminate information to the community. This meeting shall be held after Zuhr prayer and shall be chaired by the Amir. In the absence of the Amir, a Shura member designated by the Amir shall conduct the meeting. The following activities shall be conducted at this meeting.
- 10.2.2 The Annual Report including the financial status shall be presented by the Amir or his designee.
- 10.2.3 Next year's budget shall be presented.
- 10.2.4 Update on long-term strategy shall be provided.
- 10.2.5 No quorum is required and no approval of any issue is required at this meeting.
- 10.2.6 Non-registered members may attend the Majlis meetings as observers.
- 10.2.7 Notification of Meetings: Time, date and place of the meeting shall be notified to all registered members by the best communication possible. (By phone, fax, letter, email, website, bulletin board etc.)
- 10.3 The Amir is authorized to call for a special Majlis meeting, if a) requested by 20% signatures of registered members or b) through a resolution passed in the Shura meeting.

10.4 Quorum

- 10.4.1. Twenty percent (20%) of Majlis shall constitute the quorum for a Majlis meeting.
- 10.4.2. Meetings adjourned for lack of quorum must be reconvened within a reasonable time, not exceeding thirty (30) days.

- 10.4.3. A reconvened meeting does not need a quorum. No written notification of such meeting is required. However, the time, date and place for the reconvened meeting shall be determined before adjournment and posted on the Masjid bulletin board and website.

ARTICLE 11

11. Dissolution of IAA

- 11.1. At least 51% of the registered members of IAA shall request the Shura in writing to call for a meeting to dissolve IAA. The Shura shall call for a meeting within eight weeks from the requested date. At least seventy-five percent (75%) of the registered members must be present and two-third (2/3) votes of the members of the Majlis present are required to dissolve IAA.
- 11.2. Upon dissolution of the Islamic Association of Allen, the Shura shall dispose of all assets of IAA after paying or making provisions for the payment of all liabilities of IAA. In order to keep all the remaining assets locally where the members at large may benefit, the disposal of assets shall first be made to a local approved tax exempt Islamic organization, such as Islamic Association of North Texas (IANT), organized and operated exclusively for Islamic religious, charitable, and educational purposes. If no such organization is available then the aforementioned assets shall be disposed off to other such Islamic organizations outside the area.

ARTICLE 12

12. Amendments

- 12.1. Article 2 of this constitution shall not be amended.
- 12.2. Other section(s) of this Constitution may be altered, changed, or amended at a special Majlis meeting specifically called for this purpose. Four (4) weeks written notice and an agenda including the text of the proposed constitutional provision as well as the text of any existing provisions proposed to be altered, amended, or repealed, must be made available to the registered members of IAA. The annual meeting of the Majlis may also be utilized for this purpose provided that the

- registered members are notified in advance as stated above.
- 12.3. Thirty percent (30%) of the registered members constitute the quorum for an amendment to the constitution. A two-thirds (2/3) majority vote of all registered members is required to adopt any amendments to the Constitution of IAA.
 - 12.4. The amendment process may be initiated by the signatures of twenty percent (20%) of the registered members, excluding Shura members.
 - 12.5. The proposed written amendments shall be reviewed by a Constitution Committee appointed by the Shura. The recommendation of this committee shall be made to the Majlis in writing.
 - 12.6. IAA Constitution must be reviewed every five (5) years by the Constitution Committee appointed by the Shura in order to adopt any changes if needed.
 - 12.7. This Constitution shall not be altered with the adopted amendments and shall be left in its original form. All amendments adopted shall be attached to this original document. The adopted amendment shall reference the proper Article number or sub-section and shall be made part of this Constitution.
 - 12.8. If the solution to any problem is not available in the Constitution, and if a permanent change in the Constitution as an amendment is not required, a rule may be adopted or passed by a simple majority vote of the Majlis, and business may be carried out as usual. Such rule may be adopted for a fixed period of time after which the rule shall be abolished automatically. The rule so adopted shall not be in conflict with the Constitution, particularly Article 2.

ARTICLE 13

13. Recommendations

- 13.1. For the purpose of Eid-UI-Fitr, Eid-ul-Adha and the declaration of Ramadan and to keep the unity of Muslims in the DFW metroplex, IAA shall coordinate with other Islamic Associations.
- 13.2. Shura may appoint a Constitution committee to interpret the articles, sections and clauses of this Constitution to further clarify the purpose and intent and may recommend necessary amendments required as the time demands. It is strongly recommended that at least one member of original Constitution Committee, if available, be involved in this committee because of prior knowledge of the purpose and intent of any clause.

dispute. If this dispute is not resolved by the Shura within 30 days to the satisfaction of the complainant, and the complaint is of religious in nature, it shall be automatically referred to a Grievance Committee, formed and headed by the Imam or area Imam. Decision of this committee shall be binding upon all parties involved. For any other dispute, the complainant shall seek to redress it through a special Majlis meeting under Article 10.3.

CERTIFICATION

Praise be to ALLAH the Most Gracious, the Most Merciful, O' ALLAH pardon us and forgive us, if we have transgressed our duty, guide us to the straight path, the path of those on whom You have bestowed the Grace. Aameen.

Through this article, we the presently appointed members of the Constitution Committee attest our signatures as witnesses and Allah (SWT) is the greatest of all witnesses that this document (Constitution of IAA), which consists of thirteen (13) articles, is presented to the Majlis for approval within the framework of present rules. The Constitution Committee have reviewed and approved this constitution to govern the affairs of IAA on Rabi-al-Awwal 15, 1427 AH (Friday, 14th April 2006).

Anyone who willfully or knowingly or unknowingly or consciously or unconsciously violates the adopted rules of this constitution such a person shall be responsible for his / her actions here and the Hereafter.

Signatures:

Member 1 of the constitution Committee
Member 2 of the constitution Committee
Member 3 of the constitution Committee

 Jusenbana

H. Karim Rahman

Nosim Khan - Ashimudli


J. Muzee

Constitution of IAA

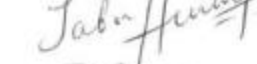
3/18/2007

Chairman, Const Committee

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 Khalid Siddiq

 Ali Mehan

 Jabir Hussain

 J. Muzee