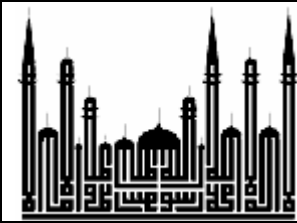


# **CONSTITUTION OF Bentonville Islamic Center**

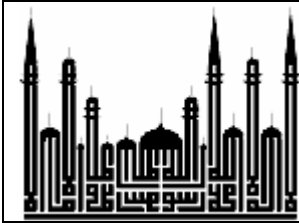
Friday, December 28, 2007

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**Bentonville Islamic Center**  
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## **Article I. Name and Location**

### **Section.01 Name**

The name of the organization shall be "**Bentonville Islamic Center**". Hereinafter, shall be referred to BIC or "the center". It shall be a nonprofit organization.

### **Section.02 Location**

The center shall be located at **215 NW "G" St, Bentonville, AR 72712**.

## **Article II. Nature and Objectives**

### **Section.01 Nature**

The organization shall abide by the holy Quran and Sunnah as understood by "Ahl Al-Sunnah wal Jama'ah" in conducting all its affairs.

### **Section.02 Purpose**

The purpose of the center shall be to offer spiritual, religious, educational, and social services to The Muslims of Benton County (BC).

### **Section.03 Objectives**

The objectives of the center shall be

- a. To provide a place for Muslims to offer daily five prayers and other religious affairs of BIC.
- b. To administer the religious affairs of the community in a way that complies with section I of this article.
- c. To convey the message of Islam and its teachings to Muslims as well as non Muslims in Benton County.
- d. To strengthen the bonds between the Muslims in the community
- e. To provide charity, general and humanitarian help to the needy
- f. To promote better relationship and understanding of Islam among Muslims and Non-Muslims through cultural and educational activities.

## **Article III. Membership**

Membership shall consist of two types of member: general members, and voting members.

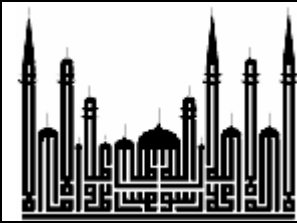
### **Section.01 General Members (Non-Voting)**

Any person who believes in the oneness of God and Muhammad as his last messenger, in Islam as a total way of life and agrees to abide by the constitution shall be eligible to be a member.

### **Section.02 Voting members**

Any member can be a voting member if a person satisfies **all** of the following conditions:

- a. Is a general member



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- b. Is 18 years of age or older
- c. Is living in NWA region as it is defined geographically
- d. Has been a participating member (i.e. regular attendant of Friday congregational Prayer or Sunday school) in the community for the last 4 months and has been registered one month before the Election Day (June 01 of the fiscal year).

#### **Article IV. Organizational structure**

The BIC shall consist of the following units

- a. General assembly,
- b. Legislative unit represented by Board of Trustees.
- c. Executive unit represented by the Executive Committee and
- d. Imam.

#### **Article V. General Assembly (GA)**

The GA shall consist of the voting members of BIC as defined by Article III section 02.

##### **Section.01 Meetings**

The GA shall meet at least once a year or as needed to vote in elections as well as to discuss and present ideas to the Executive Committee.

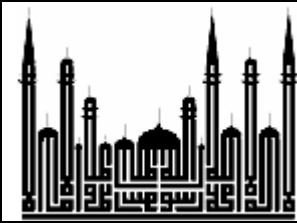
##### **Section.02 Quorum**

- a. The GA quorum shall be 80 % of voting members for any policy-making meeting. Should 80% of the voting members fail to show up, a subsequence meeting shall be called for. The quorum for the second meeting shall not require any fixed percentage of voting members.
- b. Any decision shall be approved by at least by two third of the vote.
- c. There shall be announcements for any upcoming meetings after Friday prayers.

##### **Section.03 Responsibilities**

Responsibilities of GA shall be, but not limited to

- a. To elect the Executive Committee members as well as the Board of Trustees when it becomes necessary.
- b. To vote on any amendment in the constitution.
- c. To approve any major project in the community such as Islamic School or extension of the Mosque.



## **Article VI. Executive Committee (EC)**

### **Section.01 Members**

The EC shall consist of four (4) voting members and shall be elected by the GA in accordance with the procedure described in the by-laws. The duties of each officer shall be described in the bylaws

The four (4) members of the EC shall be

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary

### **Section.02 Duration**

The duration of an EC term shall be one year. A person can serve in the EC for an unlimited number of terms.

### **Section.03 Meetings**

The EC shall meet at least once a month or as situation necessitates. The minutes of the meeting should be recorded and documented for references.

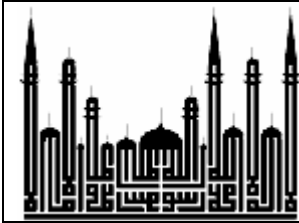
### **Section.04 Responsibilities**

The duties of EC shall be but not limited

- a. To carry out the objective of BIC.
- b. To manage the daily operation and maintenance of BIC.
- c. To form sub-committees and ad-hoc committees.
- d. To manage the finance and fund raising
- e. To put a monthly financial update.
- f. To plan projects and activities.
- g. To draft and submit BIC budget to members.
- h. To start the process of hiring the Imam.
- i. To prepare agenda and call for a general assembly meeting.
- j. To plan a long term projects with consultation with members
- k. To initiate amendments of constitution with consultation of Executive Committee, which, subsequently need to be brought to GA for approval
- l. The Executive Committee will maintain and update the most current voting members of the community.
- m. To seek answers to fiqh matters by consulting scholars.
- n. To set schedule for daily prayer
- o. To recommend the Imams for the regular prayer.
- p. To recommend the Khateeb for Jum'ah prayers.

### **Section.05 Resignation**

Should a member of the EC resign, the person shall notify the EC. The EC shall then nominate a Replacement.



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## **Article VII. Imam**

### **Section.01 Position**

The Executive Committee will appoint the Imam.

### **Section.02 Responsibilities**

Imam is the religious affairs head of the center. He will be the reference for Fiqh matters. The Executive Committee will draft his duties and responsibility in the contract.

## **Article VII. Finance**

### **Section.01 Fiscal Year**

The fiscal year shall begin in July 1<sup>st</sup> and end on June 30<sup>th</sup> of the next year.

### **Section.02 Fund and Account Management**

- a. The Executive Committee shall ensure that separate accounts are kept for different projects.
- b. These accounts shall be itemized separately on the Annual Financial Statement.
- c. All funds collected for a specific cause shall be used for that cause unless a two-thirds majority vote of the General Assembly authorizes its use for a different purpose as long as it adheres to the goals and objectives of the BIC. However, the funds collected for expanding and maintaining the Mosque/Islamic Center shall not be used for any other purpose.

### **Section.03 Audit**

The Executive Committee shall audit the balance sheet and statement of accounts prepared for the annual general meeting.

## **Article IX. Affiliation and Cooperation**

### **Section.01 Affiliation**

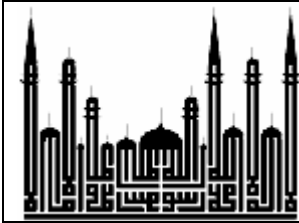
- a. Any Muslim organization in Northwest Arkansas can be affiliated with BIC as long as their basic understanding of Islam is in accordance with the understanding of the majority of Muslim scholars and should comply by the constitution and rules of BIC.
- b. The organization should be applied and approved for group affiliation with BIC
- c. The general assembly (with minimum of two third of majority) shall approve the affiliation of BIC to any of national Islamic organization.

### **Section.02 Cooperation**

A co-operation with non-Islamic organizations is limited whenever the need arises on matters of mutual interest and agreement.

## **Article X. Arbitration**

Any disputes arising not related to constitution shall be resolved through informal means and mediation. The Executive Committee will interpret all disputes related to constitution.



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## **Article XI. Dissolution**

### **Section.01 Situation**

The BIC may be dissolved if majority members of community agree.

### **Section.02 Settlement**

The Executive Committee will be responsible for settling the accounts and meet all the liabilities.

a. Any surplus assets, after meeting all liabilities, shall be distributed to The North American Islamic Trust, Inc., which is an exempt organization under section 501(C) (3).

b. In case of the nonexistence of The North American Islamic Trust, Inc. surplus asset shall be distributed to Islamic Organization that organized and operated exclusively for religious, charitable, educational, or scientific purposes at the time qualified as an exempt organization under section 501(C) (3) of the Internal Revenue code or the corresponding provision of any future united states internal revenue law, as The Executive Committee shall determine.

## **Article XII. Amendments**

### **Section.01 Initiation**

The Executive Committee can introduce a proposal for specific amendments(s) or a petition signed by 25% of the members. The Executive Committee shall call a General Assembly meeting within two weeks after the receipt of the proposed amendments(s).

The call of the General Assembly meeting should include the proposed amendments(s).

All proposed amendments should be e-mailed and announced on one jum'ah prayer at least one week prior to the meeting.

## **Article XIII. BYLAWS**

### **Section.01 Election Procedure**

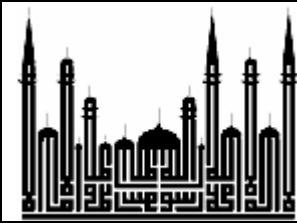
#### **(a) Article I: EC election**

i. The General Assembly shall elect the Executive Committee in a duly convened meeting of the General Assembly during the last week of June by a secret ballot for a term of one year.

ii. The Executive Committee shall nominate an Election committee consisting of three members at least one month before the election. The Election committee shall conduct the election.

iii. The Executive Committee members may not be in the Election committee.

iv. The Election committee shall receive nominations with recommendation to a position in the Executive Committee from any voting member until two weeks before the time of election.



- v. The Election committee shall verify the nominations in view of conditions stated in Article II of the bylaws and it shall contact these nominees who are eligible for election to seek their consent.
- vi. The nominee for each post shall be a voting member.
- vii. The election office shall not campaign in favor of or against any candidate.
- viii. In case of absentee ballot, the voting member is disqualified to vote that year. No one can vote for any other member. No email vote will be accepted. Voting member must be present in person to vote.
- ix. During the term of the Executive Committee, if any of its elected members can not perform his duties until the end of Executive Committee term, the EC may appoint an appropriate **brother** to replace him for the remaining period and announce the appointee's name to the community.

**(b) Article II: EC Nominee**

A nominee for each post shall qualify by meeting the following conditions:

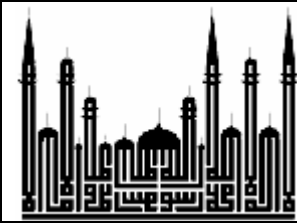
- i. He shall be voting members of BIC for at least three months prior to the election.
- ii. The nominee for president must meet residency requirements as follows: Must reside one year in Benton County and must be a voting member of the BIC.
- iii. He must subscribe to the general belief and understanding of the Ahl Sunnah wal Jama'ah.
- iv. He ought to be known to be a practicing Muslim and a regular attendant of at least one daily prayer in addition to Jum'ah prayers.
- v. He shall have demonstrated leadership ability and willingness to devote time and effort for Islamic activity.
- vi. He must have participated in and helped in the execution of past activities of the Organization.

**Section.02 Officer Duties**

The duties of the EC members shall include, but are not limited to, the following:

**(a) President**

- I. To be the official representative of the community.
- II. To manage, coordinates and supervise the activities of the center and make sure that they are carried out in a way that is in accordance with the constitution and Islamic Sharia.
- III. To call for EC meetings.
- IV. To preside over the meetings of the EC.
- V. To approve the financial transactions.
- VI. President will always consult at least two other Executive Committee members for any mosque related decisions.



**(b) Vice-President**

- i. To be the acting president in case the president is unable to fulfill his duties
- ii. To be in charge of maintaining the lawful status of the center with the state

**(c) Secretary**

- i. To keep files and records of the committee and correspondence.
- ii. To record the minutes of the EC meetings
- iii. To inform EC members of meetings times and agenda of meetings.

**(d) Treasurer**

- i. To prepare the budget of the center for the fiscal year with consultation with other committee members.
- ii. To prepare monthly statement of the center assets and spending and post it for GA members for updates.
- iii. To collect dues and pledges
- iv. To deposit donations in the Islamic Center's bank account.
- v. To write and endorse checks
- vi. To take care of bills and other expenses.

**(e) Public Relation:** Only Executive Committee members will be responsible:

- i. To be in charge of disseminating information within the BIC community.
- ii. To present Islam to the Northwest Arkansas local community.
- iii. To present Islam to local media (newspapers, TV, etc.) through articles and interviews as well as monitor it for its coverage of it.

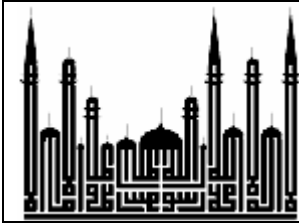
**(f) Operation and Maintenance Committee:** Only Executive Committee members will be responsible:

- i. To ensure the center is open for the five daily prayer and other activities.
- ii. To ensure the center is clean.
- iii. To ensure that all supplies related the operation and maintenance of the center is adequate and available.
- iv. To prepare maintenance schedules for equipment, the building and grounds and assign persons to perform the tasks.
- v. To recommend a necessary action or a purchase of equipment and material needed regarding to maintain the property
- vi. Hire or appoint members to different task.

**(g) Dawah Committee**

The Executive Committee will appoint The Dawah committee and their responsibilities include:

- i. To visit other religious organization or educational institutions for conveying the message of Islam by invitation.
- ii. To visit and invite non-Muslim to the center to familiarize them about Islam.
- iii. To motivate the BIC community to talk to each other and reminding about the



responsibilities and about Islam.

iv. To communicate to mass media about Islamic matters

v. Executive Committee must approve any article about Islam to mass media.

**(h) Sister's affairs**

i. The sister's affairs committee shall develop, plan and conduct activities for sisters such as social, athletic or educational and have them approved by the Executive Committee.

ii. The sister's affair committee in consultation with the Executive Committee shall appoint a brother, to act as a liaison between them.

**(i) Social Affairs**

i. The Executive Committee is responsible for carrying out functions, social events and activities discussed like both Eid, annual welcome dinner for new students, picnics, potluck dinners for any events, Ramadan iftar parties.

iv. The Executive committee is responsible for responding to emergencies like death or accidents and establishing rapid communications so the suffering family could be helped out.

v. The committee coordinator shall present to the Executive Committee an estimate of expenses before every event and a report of their activities.

**(j) Communications with members:**

I. All of the meeting announcement will be made after the Friday prayers and via email. We need 5 members to conduct the meeting first time we call for the meeting. If we do not have 5 members presents than we will announce it next Friday and email again. After 2nd announcement and email, there will be no restrictions of how many members were present at the meeting. The members present at that second meeting will have the full right to decide, and that will be final. No changes will be made to the decisions after the second meeting.

II. The 2<sup>nd</sup> meeting announcements will be made after Friday Prayers or through e-mail. This will be the only means of communication and no one should expect any phone calls from the Executive Committee members.

III. If anyone has any concern about an issue with Mosque related activities, they should send an e-mail to Executive Committee or write it down and put it in the comments box.

**(k) CONSTITUTION:**

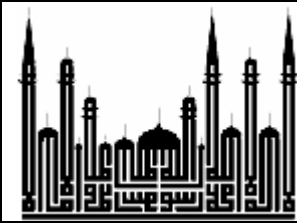
I. This CONSTITUTION will be available to all members of the center.

II. In order to change anything on this CONSTITUTION, all Executive Members must agree on the change first. If one of the EC member disagree than there will be no change.

III. Executive members must call for a meeting to discuss about the change with other Voting members. Meeting should be conducted as Section in J.

IV. If majority of the members agree on the constitution change on the meeting than EC will initiate the change or there will be no change.

V. After the change EC will post the new constitution on the bulletin board.



**Bentonville Islamic Center**  
215 NW "G" St, Bentonville, AR 72712

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**Executive Committee Members of 2007 & 2008:**

\_\_\_\_\_  
President: Mohd. Naseer Khan

\_\_\_\_\_  
Vice President: Moazzam Al-Islam

\_\_\_\_\_  
Treasurer: Zakir Syed

\_\_\_\_\_  
Secretary: Salman Ali