

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah, the Beneficent, the Merciful



Constitution and By-Laws

The Islamic Center Of Central Missouri

October 2007

PREFACE	3
CONSTITUTION OF ISLAMIC CENTER OF CENTRAL MISSOURI.....	4
ARTICLE I: Name and Nature	4
ARTICLE II: Purpose.....	4
ARTICLE III: OFFICE AND AGENTS	5
ARTICLE IV: AFFILIATION	5
ARTICLE V: MEMBERSHIP	5
ARTICLE VI: ORGANIZATION STRUCTURE	6
ARTICLE VII: THE GENERAL ASSEMBLY (GA)	6
ARTICLE VIII: The ICCM OPERATING COUNCIL (OC)	6
ARTICLE IX: THE SHURA COUNCIL (SC)	7
ARTICLE X: OFFICERS.....	7
ARTICLE XI: FINANCES.....	7
ARTICLE XII: AMENDMENTS	7
ARTICLE XIII: DISSOLUTION.....	8
THE BY-LAWS OF ISLAMIC CENTER OF CENTRAL MISSOURI	9
ARTICLE I: GENERAL ASSEMBLY MEETINGS.....	9
ARTICLE II: THE GENERAL ASSEMBLY (GA).....	9
ARTICLE III: THE SHURA COUNCIL (SC)	10
ARTICLE IV: THE OPERATING COUNCIL (OC)	13
ARTICLE V: COMMITTEES	15
ARTICLE VI: ELECTIONS	16
ARTICLE VII: AMENDMENTS	21
ARTICLE VIII: PROMULGATION OF THE CONSTITUTION.....	22

PREFACE

This document is the same as the one received from the outgoing Shura Council of 2003-2005. Br. Mowaffak Mohammed was the Chairman of this Shura Council. This documented was inherited by the Shura Council whose Chairman was Br. Ahmed Habib. It was named by the outgoing Shura Council as "THE CONSTITUTION AND BY-LAWS OF THE ISLAMIC CENTER OF CENTRAL MISSOURI, INC. BY THE ICCM BOARD OF DIRECTORS PRESENTED TO ICCM GENERAL ASSEMBLY ON 1997 WITH TWO AMENDED ICCM BY-LAWS ATRICLES 6 AND 7 AMENDED BY THE ICCM GENERAL ASSEMBELY ON JULY 10, 2005". This document is still available in electronic form albeit un-editable.

After approval of amendments in September 2007, there was a need to update the fore-mentioned document. However, due to missing editable electronic copy of the same, **this document has been re-typed**. In the process of re-typing the entire document, **the text/contents and the layout of the original document have been retained with the exception of bullet numbering. The bullet numbering has been modified to make it consistent throughout the document and relevant sections (Article XII.4 of the Constitution, Article VII.3.a and VII.2 of the By-Laws) have been updated to reflect the changes. This change was required for readability of this document.**

CONSTITUTION OF ISLAMIC CENTER OF CENTRAL MISSOURI

ARTICLE I: Name and Nature

1. The corporation shall be called the “Islamic Center of Central Missouri, Inc.” (hereafter called “ICCM”). The ICCM shall be a non-profit, Islamic, charitable, educational, and religious organization, in accordance to Islamic principles of the Qur’an and Sunnah (the practice of the Prophet Muhammad, (P.B.U.H.) consisting of what he did, recommended, or approved), and in compliance with Section 501(c)(3) of the Internal Revenue Code, as amended.
2. No part of the net earning of the ICCM shall inure to the benefit of or be redistributable to its members, trustees, officers, or other private persons, except that the ICCM shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this article. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this Constitution, the association shall not carry on any other activity not permitted.
3. The use of all buildings and properties that are designated or established as Waqf (Trust) for the purpose of generating funds of Executive and maintaining the ICCM must be used and remain as such. Any change of the use of these properties must be approved by the Majlis, ICCM General Assembly and written approval from the North American Islamic Trust (NAIT).

ARTICLE II: Purpose

The purpose of the ICCM is to serve the best interest of Islam and Muslims, and to help Muslims carry out activities in pursuance of Islam as a complete and total way of life such as but not limited to:

1. Carry out the five daily prescribed prayers
2. Arrange and hold congregational Islamic festivals at the appropriate times and places.
3. Strengthen fraternal bonds and brotherly relations among Muslims.
4. Conduct seminars and study circles in all fields of knowledge.
5. Maintain active charity and relief programs.
6. Strive to make the ICCM the place for the daily routine, whether trivial or important, such as marriage, birth (aqiqahs), and burial services, in the lives of Muslims in our community.
7. Promote friendly relations and understanding between Muslims and non-Muslims and present the true picture of Al-Islam.
8. Promote further co-operation with the existing Muslim organizations on state, regional, national and international levels.
9. Maintain investment as Waqf for the Center to provide stable and sound income to make the center financially secure and independent.
10. Provide and maintain an Islamic education for the children and adults.
11. Be a public representative for Islam and Muslims in Missouri.
12. Provide as viable Da’wah program (propagation of Islam).

13. Institute Islamic research and study programs to server Al-Islam.
14. Develop and organize active programs to attract Muslims to live in Columbia, Missouri.
15. Co-ordinate and co-operate with the Islamic communities and associations, such as: The Islamic Society of North America (ISNA), to promote and implement the Waqf (Trust) concept in the Muslim community throughout North America.
16. In general, do any and all activities and exercise any and all powers which may now or hereafter be lawful for the ICCM to adopt, execute to accomplish the goals of the ICCM.
17. To present and propagate Al-Islam publicly be enhancing affiliations with other Islamic centers and Muslim communities in Missouri.

ARTICLE III: OFFICE AND AGENTS

1. The principle office shall be located in the State of Missouri in the city of Columbia, County of Boone. The ICCM may have such other offices either within or outside the State of Missouri as the Shura Council may determine or as the affairs of the ICCM may require from time to time.
2. The registered address of the ICCM shall be:
ISLAMIC CENTER OF CENTRAL MISSOURI, INC.
201 South Fifth Street
Columbia, MO 65201

and/or any other address as designated by the Majlis.

3. The registered agent(s) of the ICCM, if needed, shall be appointed by the Executive Council.

ARTICLE IV: AFFILIATION

1. The ICCM shall be affiliated with the Muslim Student Association (MSA) of the United States and Canada, the Muslim Community Association, and their parent association, The Islamic Society of North America (ISNA).
2. Real estate purchased or donated to the ICCM shall be entrusted with the North American Islamic Trust (NAIT).
3. The ICCM may not undertake any activity which violates Islamic Standards or the constitution and by-laws of ISNA. In case of any such violations, the President of ISNA may send a representative to mediate. If a solution is not reached, the Executive Committee of ISNA may dissolve the Executive Council of the ICCM and supervise a new election.
4. The executive committee of the ISNA may revoke any decision of the Majlis or the Executive Council of the ICCM if at least twenty-five (25) percent of the active members of the ICCM so demand from ISNA. Such a demand should be in writing and signed and notarized.
5. The ISNA may send a representative to supervise the election of the Majlis and/or the Executive Council of the ICCM.

ARTICLE V: MEMBERSHIP

Any Muslim is eligible to participate in the activities of the ICCM if they fully observe its rules and regulations.

1. General Membership
 - a. Any Muslim who complies with ICCM constitution and by-laws may have a general membership status.
 - b. The general member does not have the right to vote or to be elected for any office at the ICCM.
 - c. Any General member is eligible to participate in the activities of the ICCM if he or she observes its rules and regulations.
 - d. He or she does not have to pay any membership dues.
 - e. He or she can be buried in Mid-America Islamic Cemetery in accordance with the by-laws of the cemetery.
2. Active Membership
 - a. Any Muslim, age sixteen (16) years or more who resides in Central Missouri and complies with the ICCM constitution and by-laws, and has paid membership fees is eligible for active membership.
 - b. All active members of the Muslim Student Organization at the University of Missouri – Columbia (MSO) are active members of the ICCM.
3. Associate Membership
Any non-Muslim who complies with the ICCM regulations and who is interested in the ICCM Islamic education and propagation programs and pays the membership dues may become an associate member if approved by the Shura Council.
4. Suspension of Membership
Any Member of the ICCM who is involved in such activities which might harm or make a bad name of the ICCM and/or Islam, his/her membership is subject to cancellation according to the procedure in the constitution and by-laws.

ARTICLE VI: ORGANIZATION STRUCTURE

1. The ICCM shall have the following bodies:
 - a. General Assembly (GA)
 - b. Shura Council (SC)
 - c. Operating Council (OC)
2. Relationships between these three bodies shall be governed by this Constitution and the By-Laws.

ARTICLE VII: THE GENERAL ASSEMBLY (GA)

1. The General Assembly shall consist of all active members of the ICCM.
2. The General Assembly shall be the ultimate, or final, authority ruling over all parts of the ICCM.

ARTICLE VIII: The ICCM OPERATING COUNCIL (OC)

The ICCM Operating Council shall consist of the elected officers as stated in the ICCM By-Laws plus the President of the Muslim Student Organization at the University of Missouri Columbia, or an active MSO member who has been appointed by the MSO president.

ARTICLE IX: THE SHURA COUNCIL (SC)

1. The Shura Council shall:
 - a. Protect the interests of the ICCM.
 - b. Plan policies, supervise and direct the activities of the ICCM.
 - c. As a guardian of this constitution, settle all disputes regarding the interpretations of any article or part of this constitution. Such interpretations or resolutions shall be in written form and approved by two thirds of the Shura Council.
2. The Shura Council shall consist of the elected trustees as stated in the ICCM By-Laws plus the ICCM president and one trustee appointed by the Chairman of the North American Islamic Trust from among the active members of the ICCM.

ARTICLE X: OFFICERS

1. The officers of the ICCM shall consist of a President, Secretary, Treasurer, and such other officers and assistant officers as may be authorized by the By-Laws.
2. The authority and responsibility of each officer shall be as determined in the By-Laws.

ARTICLE XI: FINANCES

1. The ICCM shall be financed by contributions, donations, membership dues and other sources consistent with the Islamic principles, the purpose of ICCM and approved by the Shura Council.
2. Membership dues shall always consist of two parts:
 - a. Dues for the ICCM
 - b. Voluntary dues for membership in the ISNA and the MSA of the U.S. and Canada.

Part 2 of the membership dues shall be determined by the Shura Council and upon its collection by ICCM shall be sent to the Headquarters of ISNA of the U.S. and Canada, along with a list of names and addresses of the members who paid them.
3. The finances of the ICCM shall be budgeted and approved for the fiscal year by the Shura Council as set forth in the By-Laws.
4. The ICCM shall maintain a deposit account with NAIT, in which shall be deposited all contributions and donations collected specifically for the Islamic Center's maintenance and expansion, all funds in excess of one year needs shall be deposited in this account.
5. The ICCM shall maintain a diversified investments account(s) in different areas that are guarded by the Islamic law (Shari'a).
6. All accounts of the ICCM shall be audited by an audit committee as set forth in the By-Laws.

ARTICLE XII: AMENDMENTS

1. Amendments to the Constitution shall be submitted in writing to the Shura Council not less than thirty days prior to the General Assembly meetings.

2. The Shura Council, after approving the proposed amendment by a 51% (fifty-one) vote (of members attending the meeting), shall present it to the General Assembly during the next meeting provided that the proposed amendments have been announced at least two weeks in advance.
3. All amendments shall require the approval by fifty-one percent of the total active membership. If fifty-one percent of the active members are not present in the General Assembly meeting, another General Assembly meeting shall be called for voting on the proposed amendments within 30 days, in which an affirmative vote of three-fourths of those present, who may not be less than thirty percent of the ICCM active members, shall be required to adopt the proposed amendment, provided that all active members are informed about the second meeting at least two weeks in advance.
4. Amendment to any of the following sections may not be valid without the prior consent or the latter confirmation of the Executive Committee of ISNA and the MSA of the U.S. and Canada. These sections are:
All sections of Article III, IV and V
 - Section 2 and 3 of Article VIII (No sections in this Article, This note added on 10/18/2007)
 - Sections 4 of Article X VIII (No section 4 in this Article, This note added on 10/18/2007)
 - Section 5 of Article 13 (*Section 5 is missing since 1997, This note was added on 7/11/2005*)

ARTICLE XIII: DISSOLUTION

If a situation arises which makes the dissolution of ICCM inevitable, the Shura Council, after the approval of the General Assembly, shall call upon the ISNA and the MSA of the U.S. and Canada to handle the process of dissolution. Any assets left after paying all the liabilities of ICCM shall be transferred to the North American Islamic Trust.

THE BY-LAWS OF ISLAMIC CENTER OF CENTRAL MISSOURI

ARTICLE I: GENERAL ASSEMBLY MEETINGS

1. Time and Place of Meetings:
 - a. The General Assembly shall meet at least twice a year in January and in September.
 - b. The place and exact time shall be decided by the Shura Council of ICCM.
2. Special Meetings
 - a. A special meeting of the General assembly shall be called by a request signed by at least 50% of the active members.
 - b. A special meeting shall also be called at the request of the Shura Council.
3. Notice of Meeting and Quorum
 - a. The Shura Council shall notify each member individually with the agenda at least two weeks before the meeting.
 - b. The quorum of the first called meeting of the General Assembly shall be more than 50% of the active members.
 - c. In case the quorum was not achieved in the first called meeting, at that time the chairman of the SC will call for a second meeting within 30 days and shall be legitimate with any number of the active members attending, unless other wise required by the Constitution or The By-Laws.
4. All meetings shall be conducted in a language understood by all present.

ARTICLE II: THE GENERAL ASSEMBLY (GA)

1. Composition:

The General Assembly shall consist of all active voting members of the ICCM.
2. Functions:
 - a. The General Assembly shall be the supreme authority over all of the affairs of the ICCM.
 - b. The General Assembly shall elect the SC and Operation Council members of the ICCM.
 - c. The Assembly may adopt resolutions, amend the Constitution according to the constitution recommended procedure(s) and in general, exercise all powers necessary to promote the aims and purposes of the ICCM.
 - d. The Assembly shall approve the ICCM annual report and financial statements, audited by a Certified Public Accountant (CPA), if needed.
 - e. The notice of the General Assembly meeting shall be announced to all voting members at least ten days prior the meeting and after the Friday prayer during the week of the meeting. The presence of 51% of all the active members shall constitute a quorum.
 - f. If the first meeting fails to achieve a quorum, a second meeting shall be called, no sooner than one week but within one month of, the first. The second meeting shall be considered to be quorum regardless of the number of active members present.
 - g. Regular meetings of the General Assembly shall be called by the Chairman of the SC.
 - h. Special meetings of the General Assembly shall be called by the Chairman of the General Assembly.

- i. Consultative meetings of the General Assembly (with no decision making powers) may be called either by the Chairman of the SC and/or the President of the OC. No quorum is required for such meetings.

ARTICLE III: THE SHURA COUNCIL (SC)

1. Composition:
 - a. The SC shall be composed of six trustworthy Muslims, four of whom shall be elected by the General Assembly of the ICCM plus the ICCM President and the NAIT representative. The SC members are as follows:
 - i. Chairman
 - ii. Secretary
 - iii. Chief Financial Officer
 - iv. Education Officer
 - v. ICCM President
 - vi. NAIT Representative
 - b. The Chairman and the three members of the SC shall be elected by the General Assembly, all of whom shall serve a term of two years.
2. Functions:
 - a. The SC shall be the final authority in all matters concerning the affairs of the ICCM except when the General Assembly is in session.
 - b. The SC shall protect the interest of the ICCM as guardian of the Constitution.
 - c. The SC shall have the authority and responsibility to manage, maintain, and protect the property and assets of the ICCM and to make investments of community funds and to earmark budgets in consultation with the Operation Council (OC).
 - d. The SC shall have the authority and responsibility to initiate, approve and maintain all school and educational programs of the ICCM.
 - e. The SC shall formulate overall policies and guidelines promoting the aims and purposes of the ICCM, which will be implemented by the Operating Council.
 - f. The SC shall appoint special committees as needed.
 - g. The SC shall approve the annual budget.
 - h. The SC shall approve the affiliation of an organization to the ICCM.
 - i. The SC shall appoint a Certified Public Accountant, who is not among the officers of the ICCM, to audit the accounts of the ICCM.
 - j. The SC shall select delegates from among the voting members, to represent the ICCM, as and when needed.
 - k. The SC shall recruit an Imam for the regular prayers, according to the Islamic laws.
 - l. The SC shall interpret this constitution. Such interpretations can only be overridden by a vote of at least two-thirds of the voting members attending a quorum meeting of the General Assembly.
 - m. The SC shall register all real estate owned by the ICCM under the name of the North American Islamic Trust (NAIT), currently headquartered in Indianapolis, Indiana.
 - n. The SC shall delegate any of its authorities to any person or committee as it deems suitable.
 - o. The SC shall overlook the activities of the Operation Council.

3. Duties of the Officers:
 - a. The Chairman of the SC shall:
 - i. convene and preside over the meetings of the SC
 - ii. be responsible for executing the decisions of the SC
 - iii. preside over the General Assembly meeting
 - iv. be the chief executive officer and spokesman for the ICCM and
 - v. be authorized to delegate any or all of his duties to any other person approved by the SC.
 - b. The Secretary of the SC shall:
 - i. handle the correspondence of the SC;
 - ii. prepare the agenda for the Shura Council (SC) meetings and distribute it one week in advance of the meetings; and
 - iii. be responsible for taking the minutes at each meeting and circulating them to the members of the Shura Council (SC) within 15 days after the meeting.
 - c. The Chief Financial Officer shall:
 - i. be responsible for providing financial guidance to the ICCM
 - ii. assist the Treasurer of the Operating Council
 - iii. be responsible for the preparation of the annual financial statements to be submitted to the Assembly after audit by a CPA, and
 - iv. coordinate with the President and the Operating Council members for preparing the annual budget (October 1st to September 30th).
 - d. The Education Officer shall:
 - i. organize and supervise educational programs to enhance Islamic education among Muslims in the ICCM
 - ii. work with established "Board of Education" to oversee and supervise the community's full-time Islamic school programs
 - iii. establish programs to promote the learning of the Arabic language among the local community members
 - iv. organize and direct the use of the library of the ICCM by keeping and update inventory of library materials
 - v. be responsible for maintaining a system of borrowing and returning library materials
 - vi. maintain the general cleaning and appearance of the library
 - vii. find ways and means of improving the quality and the quantity of the library materials
 - viii. recommend to the SC the subscription of any Islamic magazines or newspapers that are of value to the Muslim community.
 - e. The ICCM president shall:
 - i. present a progress report about the daily operations of the ICCM to the SC every two months
 - ii. present a projection plan of future ICCM programs to the SC every two months
 - iii. be responsible in front of the SC about the ICCM activities in general
 - iv. the president shall delegate any of his authorities to any person or committee as it deems suitable
 - f. The NAIT Representative
The SC shall consist of the four elected trustees plus the president of the ICCM and the NAIT representative. The chairman of the North American

Islamic Trust shall appoint the NAIT representative who shall be approved by the SC for a term of two years. The NAIT representative shall recommend any remodeling and maintaining of the ICCM real estate. Such remodeling shall require the approval of the SC and written approval of the NAIT.

4. Meetings and Procedures:
 - a. There shall be at least four meetings of the SC during any calendar year.
 - b. The presence of four of the seven voting members shall constitute a quorum.
 - c. Any member who cannot be present may communicate his written views to the Chairman of the SC prior to the meeting date. The Chairman shall present these views to the SC.
 - d. A regular meeting shall be called upon the request of any four members of the SC, or at the request of the Chairman. A special meeting shall be called on at the request of a unanimous SC, within two weeks of the request.
 - e. A notice for a regular meeting shall be communicated to the members of the SC at least five days prior to the date of the meeting. A notice for a special meeting shall be communicated at least two days in advance.
 - f. Decisions shall be arrived at by the concurrence of a simple majority of the members present at a duly convened meeting. The Chairman can make a decision after conferring with and getting the approval of any three voting members of the SC. Such decisions must be communicated to the remaining SC members within 15 days.
 - g. The SC meetings shall be conducted according to the standing orders of the Islamic Society of North America (ISNA).
 - h. In case of a tie in voting, the side of the Chairman shall prevail.
5. Term and Removal:
 - a. The SC and its members shall serve a term of two years.
 - b. In case of a resignation or membership termination of a SC member, the SC shall nominate and elect any active member of the ICCM that it deems suitable. This acting member shall serve until the next General Assembly meeting, wherein an election for the remaining term of the regular SC member shall be conducted.
 - c. Any member of the SC can be suspended from office by two-thirds vote of the remaining SC members at any of their meetings by a secret ballot, if charges of a direct violation of the Constitution or gross misuse or misappropriation of funds or obvious damage to the existence or interest of the ICCM by the actions of the individual SC member are proven to be true to the satisfaction of the voting SC members. The expelled member shall have the right to ask for a hearing by the Assembly in a duly convened meeting. An affirmative majority vote of such Assembly meeting to approve expulsion shall be final.
 - d. A member failing to attend three consecutive duly convened meetings of the SC, unless specifically allowed to do so by an affirmative majority vote of the rest of the SC members, shall be deemed to have resigned from the SC. Such member would be eligible for reconsideration and election as a member of the SC.
6. Qualifications of the SC Members:
 - a. accept total commitment to Islam as a Total Way of Life.
 - b. be a voting member of the ICCM for at least one year.

- c. expected stay in the community longer than the period of the term of SC membership.
- d. participate in the activities of the ICCM over the course of the calendar year. These activities include: Halaqa, committee meetings, school activities, general assembly meetings and other formal meetings and conferences sponsored by the ICCM.

ARTICLE IV: THE OPERATING COUNCIL (OC)

1. Composition:

- a. The Operating Council (OC) shall consist of the following:
 - i. President
 - ii. MSO president
 - iii. Secretary
 - iv. Treasurer
 - v. Dawah Officer
 - vi. Social Activities Officer
 - vii. Property Manager
- b. All OC members shall serve a one-year term.

2. Functions:

The Operating Council shall:

- a. have the authority and responsibility of initiating, implementing and supervising various programs in keeping with the objectives of the ICCM;
- b. implement the policies and decisions of the SC;
- c. Establish procedures in routine matters, including but not limited to the operation of the ICCM activities, and shall manage all other properties of the ICCM except the ones being managed by the SC.
- d. appoint Functional Committees with well-defined and written functions, responsibilities, and authority, as needed;
- e. prepare the budget for the fiscal year, with the consultation of the Chief Financial Officer of the SC and submit it to the SC for approval, no later than Nov. 1st of each year;
- f. prepare a plan of activities every six months and submit it to the SC for approval;
- g. recruit and appoint speakers for the Friday Khutbah;
- h. raise necessary funds and handle all monetary matters according to the procedures agreed upon with the Chief Executive Officer;
- i. submit the cost and purpose of the major projects, whose cost exceeds the amount allocated by the SC, to the SC for its approval;
- j. submit to the SC proposals to buy or sell any property, for approval;
- k. submit to the SC for approval, proposals to hire any person to work as an employee of the ICCM;
- l. outline and implement procedures for the use of any property, equipment and belongings of the ICCM and
- m. delegate any of its authorities to any person or committee as it deems suitable.

3. Duties of the Officers:

- a. The President shall:
 - i. supervise all day to day operations of the ICCM
 - ii. call and supervise all meetings of the OC

- iii. maintain an updated bi-monthly report with the Chairman of the SC
 - iv. co-sign checks and/or contracts with the Secretary or any other duly designated officer of the OC as and when authorized by the OC or the SC; and
 - v. Supervise all the Functional Committees formed by the SC.
- b. The Secretary shall:
- i. handle and keep records of all the official correspondence and take minutes of all the meetings of the OC
 - ii. prepare and maintain a copy for filing (after approval) and circulate the minutes within one week after each OC meeting;
 - iii. establish, maintain and update a directory of ICCM active members;
 - iv. renew the annual registration and tax exemption (every five years) of ICCM with the State of Missouri; and
 - v. Compile and prepare all reports of the ICCM as submitted by the different ICCM officers.
- c. The Treasurer shall:
- i. be responsible for all financial transactions and bookkeeping, and submit the required financial reports and budgets to the OC;
 - ii. deposit immediately in the proper account the incoming funds for the ICCM;
 - iii. co-sign with the President of the ICCM for withdrawals of funds from either ICCM or NAIT account
 - iv. maintain the record of all financial transactions for the local and the NAIT account; and
 - v. Submit to the OC the financial annual report two weeks before the annual ICCM General Assembly election meeting.
- d. The Da'wah Officer shall:
- i. Organize all Dawah and Cultural activities and encourage Muslims to participate in the propagation of Islam by different ways and means.
 - ii. The officer shall also be a liaison between the Women's Activities committee and the Operating Council.
- e. The Social Activities Officer shall:
- i. Organize social activities in the Muslim Community that strengthen the relationship between the Muslim community members by different ways and means.
 - ii. Coordinate social activities between the Muslims and the local community.
- f. The MSO President shall:
- i. act as liaison between the Operating Council and the students members of the MSO.
 - ii. the MSO president shall direct the students affairs as state in Article 5 and according to the MSO Constitution.
- g. The Property Manager shall:
- i. maintain and update the inventory of all properties (except reading materials) owned by the ICCM;
 - ii. be responsible to the SC existence and maintenance of the properties and shall report immediately to SC any theft or damage;

- iii. conduct any transactions regarding any leasing/borrowing or rent of property of the ICCM;
 - iv. keep and update a list of all members who have access to the premises of the ICCM.
 - v. be in charge of hiring and supervising any person or persons performing maintenance on the property of the ICCM with the approval of the SC
4. Meetings and Procedures:
- a. There shall be a minimum of ten regular meetings of the OC during one calendar year, called by the President.
 - b. A special meeting shall be called at the request of either any two members of the OC or the SC. Such a meeting shall be held within two weeks of the request.
 - c. The presence of simple majority of the members of the OC shall constitute a quorum at any duly convened meeting.
 - d. When the OC is not in session, the President may make decisions after consulting with at least two other OC members and shall communicate such decisions to the remaining members within ten days.
 - e. Decisions shall be arrived at by simple majority. In the case of a tie, the side of the President shall prevail.
 - f. The OC meetings shall be conducted according to the standing orders of the Islamic Society of North America (ISNA). However, the OC has the right to adopt procedures and rules for its meeting, in consultation with the SC.
 - g. The minutes of every OC meeting shall be submitted to the president of the OC within two weeks after the meeting for approval by the OC in following meeting.
5. Term and Removal:
- a. The term of the OC shall start on October 1st and end on September 30th of the following year.
 - b. Any member of the OC except the President may be removed from the office by a majority vote of its members at any of its meetings if charges of a direct violation of the Constitution or a gross misuse or misappropriation of funds of obvious damage to the existence or interest of the ICCM are proven to be true. Any member so expelled shall have the right to a hearing by the SC in its duly convened meeting. An affirmative majority vote of the SC to approve expulsion shall be final.
 - c. If an OC member resigns or is removed from the office, the President shall submit a nomination for a replacement to the SC according to the nomination procedures.

ARTICLE V: COMMITTEES

1. ICCM Committees:
- a. The ICCM committees shall be nominated by the newly-elected Operating Council coordinators.
 - b. The Operating Council may appoint any number of ICCM committees it deems necessary to assist in carrying out the work in the community.
 - c. The tenure of a particular ICCM committee shall end with the tenure of the Operating Council that appointed it. These committees must be

- approved by the Operating Council in order to operate. Committees formed shall be headed by the coordinator for the committee.
2. Ad Hoc Committees:
 - a. The SC may appoint Ad Hoc committees and assign their members in order to carry out specific assignments. The tenure of these committees may vary depending upon the nature of the assignment which must be precisely defined by a memorandum from the Operating Council.
 - b. The recommendation of the committee shall be honored unless a simple majority of the SC rejects these recommendations.
 3. Muslim Student's Organization Committee:
 - a. The Muslim Student's Organization (MSO) Committee shall be a special affair committee consisting of three to five members elected by the student members of the organization.
 - b. The president of the MSO committee shall serve as the MSO officer on the Operating Council of the ICCM.
 - c. The MSO committee shall look after the specific needs of the student members of the Organization and Muslim students at large according to the MSO constitution.
 4. Women's Affairs Committee:
 - a. The Women's affairs Committee shall be a special affairs committee consisting of three to five members elected by the female members of the ICCM.
 - b. The Women's Affairs Committee shall look after the specific needs of the female members of the ICCM and Muslim sisters at large and conduct their business through the proper channels of the ICCM.
 - c. The Women's Affairs Committee shall develop a work plan and budget for the first fiscal and present it to the Operating Council for approval.
 5. Audit Committee:
 - a. A committee of three, none of whom shall be a trustee or officer of the ICCM, shall be appointed by the SC and approved by the General Assembly, to serve for one year. At least one of the audit committee members shall have the basic knowledge of accounting and auditing procedures and at least two of them shall be active members of the ICCM.
 - b. The Audit Committee shall:
 - i. At all times have access to the books and records of ICCM.
 - ii. Systematically and regularly review and audit all records and accounts of ICCM.
 - iii. Submit periodical reports to the SC.
 - iv. Submit annual report to the General Assembly.

ARTICLE VI: ELECTIONS

This article defines the procedures for all ICCM elections, voting and the operation of the ICCM Election Committee. If there are any contradictions between this article and the ICCM Constitution, the Constitution shall take precedence. If there are any contradictions between this article and any other section of the ICCM By-Laws, this article shall take precedence.

1. Election Committee (EC):
 - a. The Shura Council (SC) shall appoint three to five active members from the General Assembly to serve as the Election Committee in June. The

recommended time for appointing a new EC is immediately after the September elections, but may be no later than the second Saturday in July.

- b. The EC selects its chair within two weeks of their appointment. The term of the Election Committee shall be from the time of their appointment until the end of Annual elections but not to exceed one year.
- c. The members of the election committee are not eligible to hold any elected or non-elected office in the ICCM and may not be employed by the ICCM at the time of their term, unless there are not enough nominees and only if the General Assembly permits by majority vote. Election committee members may not nominate anyone for office, and may not second any nomination, but they have the right to vote like any other active member.

2. The Election Committee Duties:

- a. Conduct elections for the ICCM Shura Council (SC), ICCM Operating Council (OP), the Full Time Islamic School of Columbia -Missouri Education Board (EB), and voting on Shura Council approved amendments to the ICCM Constitution and By-Laws.
- b. Solicit nominations for the SC, OP, and EB offices beginning at least four weeks prior to the deadline for nominations.
- c. Acquire a list of Shura Council approved amendments to the ICCM Constitution or ICCM By-Laws, if any, from the Shura Council Secretary;
- d. Acquire a list of current active members of the General Assembly from the Operating Council Secretary
- e. Prepare the list of the new active members of the General Assembly after expiration of the deadline for membership which is at least two weeks before the first scheduled election date;
- f. Acquire a list of active members of the Muslim Student Organization from the MSO President two weeks before the first scheduled election date. The deadline to accept this list is the same deadline for the ICCM membership.
- g. Announce the names of the eligible nominees during the General Assembly meeting, and post the names on the ICCM bulletin board for one week before the first scheduled election date.
- h. Announce the date, time, duration, and procedures for the election during the General Assembly meeting and right after the two Friday Prayers immediately before the first scheduled election, in addition to posting the announcement on the ICCM bulletin board (both Brothers and Sisters sides).
- i. In case a second election is necessary (for example, due to a tie), the second election shall be held on the Sunday one week after the first election. Only one announcement after the Friday Prayer shall be required, in addition to posting the announcement on the ICCM bulletin board (both Brothers and Sisters sides);
- j. Accept nominations for positions during the General Assembly meeting ONLY if there are no other valid nominations left. Any such nominee MUST be present and accept nomination. If no valid nominations are tendered by the end of the meeting, the position shall be considered vacant and shall be filled after the elections by the other elected members as if the vacancy were due to a resignation;
- k. Prepare ballots for all elections;

- l. Hold first elections on the third Sunday of September. The Election Day must come after the September's General Assembly meeting being held.
 - m. The election time shall be from after 'Duhr prayer until before 'Magrib prayer, with minimum of five hours
 - n. Announce the results of the election immediately after the ballots are counted;
 - o. Present and/or post a signed copy of an election report to each of the following within one week of the end of the election:
 - i. Shura Council. If SC officers were elected, the new SC Secretary shall receive the report.
 - ii. Operating Council. If OC officers were elected, the new OC Secretary shall receive the report.
 - iii. Bulletin board (men's & women's side)
 - iv. NAIT
 - v. ISNA
 - p. Handle any election-related situations that may arise. Agreement of two of the three EC members shall decide the issue, as long there are no contradictions with the ICCM Constitution or By-Laws. Decisions made in this way shall not be considered permanent changes to the By-Laws and ICCM Policy.
 - q. In case of unforeseen situation on Election Day, EC could modify the election process if it is necessary to complete the elections and present the modifications to the outgoing Shura Council for majority approval within 2 days of the election. The Shura should give its decision 1 day after receiving the modification from the EC. Any changes may not violate any other section of the Constitution or the By-laws of the ICCM, and will only apply to the current election. The election committee should not make permanent changes to the election process.
3. Election Process:
- a. Nominations
 - i. Any active member is eligible to be nominated and/or to nominate other active member;
 - ii. Each nomination shall be seconded by at least two other active members.
 - iii. Concurrence of the nominee is required. If any nominee declines before the September General Assembly meeting, then that nominee shall be dropped from the list of eligible nominees. Nominee should indicate acceptance in writing to the election committee. Written acceptance must be tendered before the September General Assembly meeting.
 - iv. An eligible nominee must:
 - 1. have been active member during the year preceding the nomination for a minimum of one year. The OC Secretary shall verify length of membership.
 - 2. be a US citizen, Legal Permanent Resident (Green Card), or Legal Alien with a current and valid legal status/stay granted by Bureau of Citizenship and Immigration Services.
 - 3. not have been convicted of any felony or criminal offense or facing pending felony or criminal charges.

- v. Nominees who have already served two consecutive terms in any ICCM office, their nomination shall be considered invalid for a third consecutive term.
 - vi. The deadline for nominations is one week before the General Assembly meeting.
 - vii. The Election Committee may invalidate a nomination by a unanimous vote if the nominee is unsuitable due to known haraam activities or gross negligence of fard duties. Any such decision must be presented in writing during the General Assembly meeting. The nominee may appeal this decision at the General Assembly meeting prior to the election; the General Assembly may override this decision by concurrence (by vote) of a simple majority of active members present in the meeting.
 - viii. One member shall run for one position only. When a member is nominated to run for multiple positions, EC shall give the member a chance to choose a position s/he shall run. Consequently, one member's name shall be on the ballot for one position of his/her choice.
- b. Voting
- i. Active members may vote during Election Day at the time and place announced by the Election Committee;
 - ii. Active members may be asked to show personal ID to verify their identity;
 - iii. All voting shall be conducted by secret ballot.
 - iv. If a ballot has no selection for any item, the other valid votes on that ballot shall still be counted.
 - v. If a ballot has more than one selection for any item, the vote on that item shall be considered invalid. All other valid votes on that ballot shall still be counted.
 - vi. Each active member shall receive only one official ballot from the Election Committee for each election.
 - vii. The Election Committee may accept absentee ballots only if the absentee voter makes arrangements at least one week before the election. Circumstances when/where absentee ballots are accepted are decided by the Election Committee.
- c. Election Results
- i. The Election Committee shall count the votes immediately after the end of the announced election period. Any active member of the ICCM may be present at the ballot counting without causing any interruptions to the process.
 - ii. The Election Committee shall announce the names of the nominees with highest number of votes immediately after the ballots are counted, those nominees are the elected officers. In the event of a tie, a new vote by the active members shall be taken to break the tie.
 - iii. Any elected council may ask the present council to continue its work for a transitional period of one month.
 - iv. When voting on the ICCM Constitutions and By-Laws amendments these rules apply:

1. At least 51% of the active members must vote IN FAVOR of any amendment to the ICCM Constitution for the amendment to be adopted.
 2. At least 51% of the active members must vote on any amendment to the ICCM By-Laws in order for the vote to be valid, and a simple majority of these votes shall decide if the amendment is adopted or not.
4. ICCM Shura Council Election:
 - a. Five candidates shall be elected for the ICCM Shura Council.
 - b. Candidates for each position shall be nominated and elected separately.
 - c. The ICCM President shall be elected during Operating Council elections.
 - d. The NAIT Representative shall be elected during Shura Council elections, but the election must still be approved by NAIT to be valid.
 5. ICCM Operating Council Election:
 - a. Seven candidates shall be elected to the ICCM Operating Council.
 - b. Candidates for each position shall be nominated and elected separately.
 - c. MSO Representative shall be elected during MSO elections.
 6. Muslim Student Organization Election:
 - a. MSO elections shall be handled according to the procedures in the MSO by-laws.
 - b. The MSO President shall act as the MSO Representative to the ICCM Operating Council.
 7. Women's Committee Election:
 - a. The Current ICCM Women's Committee shall appoint two sisters from among the female active members to be the election committee two weeks before the election of the ICCM Women's Affairs Committee.
 - b. Only the female active members of the ICCM shall vote in Women's Affairs Committee elections.
 - c. The women's election committee shall decide procedures for the elections.
 8. Repeating Elections:
 - a. It may be necessary to hold a second election because of tie results or the first election is not valid. Some reasons for finding the first election invalid include, but are not limited to the following:
 - i. Fewer than 10% of the active members participated in election.
 - ii. Proof of ballot tampering is discovered.
 - iii. Proof of tampering with the list of active members is discovered or members were added inappropriately and the list cannot be repaired before ballots are cast.
 - iv. An elected officer is serving on the Election Committee, or was nominated by an Election Committee member, or was seconded by and Election Committee member.
 - b. Any member may bring in writing reasons to request holding a second election to the Election Committee. The EC must investigate the matter, make decisions, and reply to the member in writing within no more than five days. False or frivolous requests for repeating elections shall be grounds for immediate suspension of membership.
 - c. In the event that an election must be repeated, all previous election results shall be deemed invalid. Any officers serving previous to the election are requested to continue serving until the new election. The second election shall be held according to the same procedures as above

on the Saturday two weeks after it is determined that a second election is necessary. This must be announced immediately.

9. Additional stipulations:
 - a. No new nominations or amendments shall be accepted between the first and second elections.
 - b. If, due to the circumstances of the new election, any or all of the Election Committee members must be replaced, the Shura Council Chairman who was serving before the first election shall appoint the replacements.
 - c. Any replacements to the Election Committee are subject to the same restrictions as the first committee members, EXCEPT that if the replacement nominated or seconded the nomination of any member on the ballot, the replacement may still serve on the new Election Committee.

ARTICLE VII: AMENDMENTS

1. Amendments to the By-Laws shall be submitted in writing to the Shura Council not less than thirty days prior to being voted upon.
2.
 - a. The Shura Council shall approve or reject the proposed amendment(s) by simple majority vote during an official Shura Council meeting.
 - b. If rejected, the Shura Council shall provide the reason(s) for rejection in writing within thirty (30) days to the Committee / member(s) who submitted the proposed amendments. If no written reasons for rejection are provided, the amendments shall be deemed accepted.
 - c. The Shura Council shall provide the approved amendments, if any, to the General Assembly at least two weeks prior to being voted upon. In addition a special none voting meeting may be called for the presentation any time before the voting date.
3.
 - a. All amendments to the By-Laws of the ICCM require voting by the active members of the General Assembly. Voting shall be held according to the same procedures as defined for elections in Article VI (Elections) of the By-Laws.
 - b. Amendments may only be voted upon at least three months apart. Voting on amendments may not be held within 45 days of any election of ICCM officers.
 - c. At least 51% of the General Assembly members must cast a vote for amendments to be adopted. A simple majority vote shall be required for the amendments to be approved. If less than 51% of the General Assembly voted on any given ICCM by-laws amendment, the amendment shall be considered rejected.

Any rejected amendment may be re-submitted at a later date, and shall be treated as a new proposal.

ARTICLE VIII: PROMULGATION OF THE CONSTITUTION

1. The Constitution will become effective after a vote of approval is taken by the 1997 General Assembly of the ICCM and according to the laws of the current Constitution of the ISNA.
2. The current SC of the ICCM shall choose the election committee for the first election of the members of the SC of the ICCM. This election committee will hold elections in accordance with the rules mentioned in Article IV.