



## Muslim Community Association of Ann Arbor and Vicinity

2301 Plymouth Road, Ann Arbor MI 48105  
Web: [www.mca-aa.org](http://www.mca-aa.org) Phone: (734) 665-6772

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### Guidelines for MCA-EC Communication



*"and whose affairs are a matter of counsel"*

*(The Qur'an, Ash-Shurah 26.38)*

The goal of this document is to help increase communication among EC members in order to improve the functioning of the Executive Committee of MCA.

#### **Email Communications:**

EC members are expected to provide a summary of the functions of their sub-committee to the MCA-EC email group ([mca-ec@googlegroups.com](mailto:mca-ec@googlegroups.com)).

- This will increase awareness among EC members, provide opportunities for suggestions/feedback, and optimize potential involvement with other committees.
- Each email subject should begin with the first three letters of the committee name (eg.: Social Committee email subject will start as "SOC" and so on.)
- *EC members are allowed to raise concerns over the functioning of other committees. President and VP will decide if the matter needs to be tabled at the next EC meeting.*

The organizer of any MCA event will email the MCA-EC group about the proposed function prior to finalizing the event date.

- This will avoid double booking as well as ensure the involvement of other committees towards organizing a successful event.
- Each email subject should clearly state "Upcoming Event"

#### **Urgent Decisions by MCA-EC Committee Chair:**

- The MCA-EC group should be sent an email with details about any decision or event to be organized.
- MCA EC members will be given 24 hours to respond, before execution of the decision.
- An exception will be made if the decision needs to be taken within 24 hours. However explicit mention of such time constraints for response should be stated in the email.
- Each email subject should state "Urgent Issue, need response within --- hours"
- *If more than one EC member has a concern with the decision being made, the decision-making EC member has to try to resolve the concerns before proceeding with*



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*the decision. President and VP will help in the resolution and final decision.*

**Important:** It should be noted that the default is for all non-urgent decisions to be presented at EC meetings. This will ensure that all EC members are informed of your committee's decisions. Decisions may require an EC vote prior to approval.

### **Financial matters beyond approved budget:**

Every EC Committee Chair will need to present their request at an EC meeting and justify the need for expenses beyond the approved budget.

- An EC vote will be conducted in order to determine the validity of the financial request.
  - The financial chair holds the power to veto according to the financial condition of the institution.
- MCA-BT have allowed \$10,000 beyond the EC approved budget without new approval which will be used for such instances
  - For urgent matters that require urgent expenditure beyond the approved budget, an email should be sent to MCA EC group.
  - Each email subject should state "Urgent Financial Expense" in the subject and allow at least 24 hours for approval of MCA Financial Chair and answering all concerns of MCA EC members.

**Important:** The MCA VP, along with the Financial Chair, must be notified of any excess budget by committee chairs in order for this money to possibly be directed towards other EC functions.

### **MCA EC Conflict:**

For any conflict among EC members, this should not be passed to any MCA member outside the MCA EC. If President and VP failed to resolve the conflict, they may involve MCA BT.