

**Muslim Community Association  
of  
Ann Arbor and Vicinity**

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**MCA  
CONSTITUTION**



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# CONSTITUTION

## Article 1 Name

- 1.1. We the Muslims living in Ann Arbor and vicinity in the State of Michigan bear witness that there is no God but Allah, alone, without partner or associate. And bear witness that Muhammed is His servant, messenger, and the last of all the Prophets (peace be upon him). *Nashbadu An La Illab Illa Allah Wbadab La Sharik Lab. Wa Nashbadu An Mubammedan Abdub Wa Rasoleh, Khatam Al Anbia (Sala Allah Alyh Wa Salam).*
- 1.2. We resolve that there shall be an organization established for the Muslim community of this area in accordance with the provision herein provided. This organization shall be a nonprofit organization and shall be called the **Muslim Community Association of Ann Arbor and Vicinity (MCA)**.
- 1.3. The Islamic Center of Ann Arbor and Vicinity, hereinafter called the Center, is the home of the Muslim Community Association (MCA) and its subsidiary Islamic school, called Michigan Islamic Academy (MIA) exclusively run by MCA. The MCA was founded in 1972 by a group of dedicated Muslims for the specific purpose of practicing, propagating and preserving Islam and Islamic heritage and to serve the needs of Muslims, be they, religious, social, cultural or educational. The Center is registered as permanent religious endowment (*Waqf*) for *Ahl us-Sunnah Wal Jama'ah* with North American Islamic Trust (NAIT).
- 1.4. The management of this community shall be in accordance with the tenets of the Holy Qur'an and Sunnah as understood by *Ahl us-Sunnah Wal Jama'ah*.
- 1.5. *Ahl us-Sunnah wal-Jama'ah* are those who hold on to the Sunnah of the Messenger *salla 'Llaabu `alaihi wa sallam*, the ones who unite themselves upon that and they are the Companions of the Messenger (including Abu Bakr, Omar, Othman and Ali), the Scholars of Guidance (including Imam Abu Hanifah, Imam Malik, Imam Shafi'ee, and Imam Ibn Hanbal), who follow the Companions and whoever follows their path in terms of knowledge, belief, speech and action until the Day of Judgment. They are named "*Ahl us-Sunnah*" due to their adherence and following of the Sunnah of the Prophet *salla 'Llaabu `alaihi wa sallam*. They are named the "*Jama'ah*" because they are those who have united upon the Truth and have not divided into sects in the religion among themselves; and they have followed that which the righteous predecessors from among the Companions and the *tabi'in* (successors of the Companions) and whoever follows them in goodness until the Day of Judgment) have unanimously agreed upon.

## Article 2 Aims and Objectives

- 2.1. The aims and objectives of the MCA shall be
  - 2.1.1. To unite the Muslims of Ann Arbor and vicinity according to the teachings of the Holy Qur'an and Sunnah as understood by *Ahl-u-Sunnah Wal Jama'ah*.
  - 2.1.2. To represent and serve the interests of the Muslims of Ann Arbor and vicinity.

- 2.1.3. To propagate and disseminate Islam and Islamic heritage according to the teachings of the Holy Qur'an and Sunnah as understood by *Ahl-u-Sunnab Wal Jama'ah*.
- 2.1.4. To present Islam to Muslims and non-Muslims and to promote friendly relations and understanding between them.
- 2.1.5. To carry out religious, social, cultural or educational activities.
- 2.1.6. To develop service institutions to serve Islam and Muslims in this area.

### **Article 3      General Body**

- 3.1.      The General Body of MCA shall be comprised of all the Muslim community members in Ann Arbor and vicinity who subscribe to Article 1 “Name” and Article 2 “Aims and Objectives”.

#### **3.2. Membership**

- 3.2.1.    All individuals residing in Ann Arbor and vicinity who subscribe to Article 1 “Name” and Article 2 “Aims and Objectives” of this constitution, are eligible for membership in this organization. Membership shall be comprised of two categories

##### **3.2.1.1.    General Membership**

- 3.2.1.1.1.    General membership shall encompass all Muslims who are not registered members. These members have no voting rights.

##### **3.2.1.2.    Registered Membership**

- 3.2.1.2.1.    Members who have attained the age of 15 years old, submit a complete application for registration, and their applications have been approved by the Executive Committee are considered “Registered Members”. These registered members constitute the “Voting Body” of the MCA.
- 3.2.1.2.2.      Registered members must be from Ann Arbor and vicinity (which is defined as Washtenaw & adjacent counties).
- 3.2.1.2.3.    All registered members must be U.S. citizens or permanent residents of the U.S., or must be legally residing in the U.S. MCA shall have the right to verify and examine the immigration status of each individual who wants to become a member or individuals who have become MCA members to ensure they are legally residing in the U.S.

### **Article 4      MCA's Organizations**

- 4.1.      There shall be two (2) organizational bodies – Board of Trustees and Executive Committee.
- 4.2.      The purpose of these organizational bodies shall be to tend to the religious, educational, social or cultural needs of the Muslim Community Association.
- 4.3.      All individuals holding office in any of these organizational bodies must be practicing Muslims from among *Ahl-u-Sunnab Wal Jama'ah*.

**4.3.1. Board of Trustees**

- 4.3.1.1. The Board of Trustees shall be the guardian of the Center, its Masjid and domain.
- 4.3.1.2. The Board of Trustees shall be comprised of up to seven (7) members. These members shall be nominated by any registered member and elected by the Voting Body of the MCA.

**4.3.2. Executive Committee**

- 4.3.2.1. The Executive Committee shall be the administrative arm of MCA.
- 4.3.2.2. The Executive Committee of the MCA shall consist of ten (10) voting members
  - 4.3.2.2.1. Eight (8) voting members who are qualified to serve and who have been duly elected by the registered members of the General Body of the MCA.
  - 4.3.2.2.2. The two (2) additional voting members are the President of the MIA Board of directors, and the Director-Imam.
- 4.3.2.3. The ten (10) voting members of the Executive Committee shall be President, Vice President, Secretary, Treasurer, Chairmen of the Da'wah (Outreach), Social, Education and Maintenance Committees, President of the MIA Board of directors, and the Director-Imam.
- 4.3.2.4. Each ethnic group shall be encouraged to send one consular (if they so desire) to the Executive Committee representing that ethnic group for better understanding and coordination, these shall be non-voting members of the Executive Committee.

**Article 5 Coordination Council**

- 5.1. The Board of Trustees, in consultation with the Executive Committee, may establish a Coordination Council or participate in existing Islamic Councils in order to coordinate activities with other Muslim communities and/or organizations that subscribe to Article 1 “Name” and Article 2 “Aims and Objectives” of this constitution.

**Article 6 Finances**

- 6.1. The sources of financial support for the MCA, the Center, and its domains shall be
  - 6.1.1. Membership dues to be periodically assessed by the Executive Committee. Any proposed changes will be effective following approval of the Board of Trustees.
  - 6.1.2. Donations from members and/or friends of the Center, its Masjid and MCA.
  - 6.1.3. Fees assessed on services rendered by the Center, its Masjid and MCA.
  - 6.1.4. Investments.

## **Article 7 Moral Code**

- 7.1. The MCA shall not accept membership nor nomination for office-holding from any person who has been found by the *Fiqh panel guilty of a deliberate violation of the Islamic code of ethics and/ or Islamic law.*
  - 7.1.1. Any person who violates the rules and regulations defined by the MCA executive committee, within the Islamic Center of Ann Arbor property, and refuses to comply with the Executive Committee decision in this regard, will be dealt with legally.

## **Article 8 Dissolution**

- 8.1. In the event of dissolution, the funds and other assets of the Muslim Community Association (MCA), after defraying all outstanding debts and liabilities, shall be donated to the North American Islamic Trust (NAIT).

## **Article 9 Amendments and Interpretation**

- 9.1. This constitution shall not be replaced in total. However, some articles of this constitution other than Article 1 Name and Article 2 Aims and Objectives may be subject to amendment if it is deemed beneficial for the cause of Islam and the MCA at large.
- 9.2. It is of paramount importance to remember that matters relating to *Aqidah* and *Sharia* can never be subject to voting. It is not fitting for a believer, man or woman, when a matter has been decided by Allah and His Messenger, to have any opinion about their decisions. If any one disobeys Allah and His Messenger, he is indeed on a clearly wrong path. Qur'an, 33:36.
- 9.3. Any dispute that may arise in the interpretation, application or implementation of any article in this Constitution shall be settled peacefully through mutual consultation and absolute consensus of the Executive Committee and Board of Trustees. In the event of any failure on the part of these two bodies to achieve such consensus, the parties shall form a Panel of three independent Arbitrators preferably Muslims within four-week period. The Arbitrators shall have no conflict of interest with MCA and shall include at least one attorney. Their decision or award shall be binding and final.

## **Article 10 Bylaws and Policies**

- 10.1. The Executive Committee with the approval of the Board of Trustees shall be responsible for the making of all bylaws and policies that are deemed necessary for the proper functioning of the Center, its Masjid and MCA.
- 10.2. All bylaws and policies shall be made in full spirit of this constitution.
- 10.3. The Executive Committee shall notify registered members of the MCA of all amended or new bylaws and policies by mail or via advertisement on the Center's bulletin

boards or both. New and/or amended bylaws and policies shall be made part of the agenda of the General Body meeting for adoption.

**Article 11      Adoption of the Constitution**

- 11.1. The constitution, and its revision, when deemed necessary, shall be considered adopted when it is approved by two-thirds majority of the members present in the General Body meeting called for this purpose.

# BYLAWS AND POLICIES

## 1. GENERAL BODY

### 1.1. Membership

- 1.1.1. Membership and composition as stated in Article (3) of the constitution.
- 1.1.2. Membership to the MCA shall be open throughout the calendar year and shall be renewable on a three year basis.
- 1.1.3. Application(s) for membership shall be presented to the Executive Committee for action in the regular meeting following their submission. Each General Body Member shall fill out a separate application for Registration except for spouses who can use the same application form, but both spouses shall sign the registration form.
- 1.1.4. Applicant(s) should be notified in writing within fifteen (15) days after the Executive Committee has reached a decision regarding the application(s).
- 1.1.5. Membership shall last for a period of three calendar years. Membership shall run from application date until December 31st of the third calendar year regardless of actual date of application for membership.
- 1.1.6. Being a registered member of MCA, one will *In Shaa' Allah* be rewarded by Allah for a good deed done today and the hereafter. Further, registered members are rewarded by belonging to a Muslim group who is striving to build a cohesive, united Muslim Community despite the diversification of the cultural background of individual members.
- 1.1.7. Registered members shall be entitled to the following:
  - 1.1.7.1. Use the various facilities and services offered by the Islamic Center and its Masjid in accordance with the appropriate rules and regulations issued from time to time by the Executive Committee.
  - 1.1.7.2. Receive regular information about the programs and activities of MCA such as Prayer and Iqamah schedules, community newsletters, publications and directories, monthly gatherings and dinners etc.

### 1.2. Meetings

- 1.2.1. The General Body of MCA shall meet at least twice a year: 2nd Saturday of May and November, unless otherwise announced by the Executive Committee.
- 1.2.2. A General Body meeting shall be called at any time upon request of at least twenty per cent (20%) of the registered members.
- 1.2.3. Notice of a regular General Body meeting shall be mailed or emailed to registered members at least thirty (30) days in advance of such a meeting.
- 1.2.4. At least forty per cent (40%) of the current official membership shall be present to constitute a quorum for convening a General Body meeting and conducting business therein. If there is no quorum, the General Body Secretariat will call for



another meeting after sixty (60) minutes. At that time business will be conducted whether quorum exists or not.

- 1.2.5. Decisions of the General Body shall be taken by a simple majority of the registered members present, unless otherwise specified herein.
- 1.2.6. Decisions of the General Body shall be binding on the Board of Trustees, the Executive Committee and all other committees and employees.
- 1.2.7. Sixty (60) days prior to any General Body meeting, an ad-hoc secretariat called General Body Secretariat and its Chairperson shall be appointed by the Executive Committee to coordinate and supervise the General Body meeting.
- 1.2.8. In the event of an emergency or special circumstances, the Executive Committee can call for a special General Body Meeting in coordination with the Board of Trustees. The Executive Committee can appoint an ad-hoc General Body Secretariat and its Chairperson at least 30 days prior to such special General Body Meeting and meeting notice can be mailed or emailed at least 15 days prior to such special General Body Meeting.

### **1.3. General Body Secretariat**

- 1.3.1. The General Body Secretariat shall consist of 3-5 registered members; these members shall not be current Executive Committee members, nor nominees for office. Decisions of the General Body Secretariat are taken by simple majority.
- 1.3.2. Function and Duties
  - 1.3.2.1. To mail notices of the General Body meeting and its agenda.
  - 1.3.2.2. To conduct the General Body meeting.
  - 1.3.2.3. To confirm membership records, validate voters registration, and determine the presence of a quorum.
  - 1.3.2.4. To coordinate and supervise election proceedings of the MCA.
  - 1.3.2.5. To gather and collate the names of nominees for the elected offices. The deadline for nominations shall be thirty (30) days before the scheduled date of the election. Nomination from the floor shall not be permitted during the time of the election.
  - 1.3.2.6. To examine the eligibility of the nominees according to the Constitution and Bylaws of the MCA.
  - 1.3.2.7. To obtain the consent of each candidate.
  - 1.3.2.8. To obtain and publish a short biographical resume of each candidate. This shall be made available to the voting members at least ten (10) days before the election date.
  - 1.3.2.9. To collect and tally the ballots cast for election, and proposals on the agenda. Ballots shall be counted at a General Body meeting and the result shall be validated by two members of the Executive Committee.

- 1.3.2.10. Upon the completion of all activities of the General Body meeting including election, re-election (if needed), certification of election results, and providing the Executive Committee Secretary a summary of the approved meeting minutes to be shared with community within seven (7) days after they are approved, the ad-hoc General Body Secretariat shall be automatically dissolved.
- 1.3.2.11. All records of such meetings shall be handed over to the Secretary of the Executive Committee.

## **1.4. Voting**

- 1.4.1. Each registered member who has been a registered member of the MCA at least three months prior to the time of the election at General Body meeting shall have the right to vote.
- 1.4.2. General Body Secretariat shall properly identify registered (voting) members prior to any voting during General Body Meeting.
- 1.4.3. Members shall be elected at a General Body meeting by a simple majority vote of all registered members present. Voting by mail-in ballot is not permitted.
- 1.4.4. Voting on amendments shall be done in and during the open session of the General Body Meeting. Voting on candidates shall be done by secret ballot outside the open session of the General Body Meeting.
- 1.4.5. In the event of tie for a candidate, a re-election will occur within 30 days of the original election. A notice of re-election with time and place shall be sent to all Voting Members not less than 15 days prior to the re-election.
- 1.4.6. Those elected shall assume the responsibilities of office on January 1st of the following year.

## **2. BOARD OF TRUSTEES**

### **2.1. Definitions**

- 2.1.1. Basis
  - 2.1.1.1. The Board of Trustees shall serve as the guardian of the Center, its Masjid, domain, and institutions; ensuring the strict adherence to the principles enumerated in the constitution and bylaws.

### **2.1.2. Purpose**

- 2.1.2.1. The primary purpose of the Board of Trustees is to safeguard the institutions of the MCA and to ensure the proper achievement of its stated objectives.

### **2.1.3. Composition**

- 2.1.3.1. The Board of Trustees shall be comprised of seven (7) members. These members shall be nominated by any Registered Member and elected by the MCA Voting Body. One member shall be the current President of MCA

Executive Committee and the remaining six (6) members shall be elected every four (4) years.

2.1.3.1.1. To remove any of the elected six (6) members from the office, a petition of twenty percent (20%) of registered members shall be filed and a General Body meeting shall be called to consider the recall of any member. Upon a vote of two-third majority of the registered members present, the member in question shall be removed from BT.

2.1.3.2. The President of the MCA shall not be one of the four (4) year term members.

2.1.3.3. There shall be a term limit for the Board of Trustees members. No members of the Board of Trustees can serve more than two (2) consecutive terms - eight (8) years. A person can be re-elected as a member of the Board of Trustees provided he is willing to serve and was away from the Board of Trustees membership for at least two (2) years. It is recommended to have Board of Trustees members' election staggered over four years.

## **2.2. Structure and Operation**

### **2.2.1. Duties and Responsibilities**

2.2.1.1. The specific duties and responsibilities of the Board of Trustees are defined as follows

2.2.1.1.1. To be the legal guardian of the Center, its Masjid, domain and institutions.

2.2.1.1.2. To approve all amendments to all amendable articles of the constitution and bylaws before submission of such to the registered members of the General Body for voting.

2.2.1.1.3. To arbitrate disputes among the various organizations, institutions, Board of Directors, Executive Committee and their members.

2.2.1.1.4. To enter into agreements and contracts for the purpose of furthering the aims and objectives of the Center, its Masjid, domain and institutions.

2.2.1.1.5. To adopt the necessary ways and means to raise funds for the association and establish standing, advisory and ad-hoc committees.

2.2.1.1.6. To accept or reject donations from individuals, trusts, testamentary transfers and organizations.

2.2.1.1.7. To adopt investment decisions relating to the funds of the Center, its Masjid, domain and institutions in consultation with the Executive Committee and governing bodies of the various institutions, and domain.

2.2.1.1.8. To approve operating budgets of the Center, its Masjid, domain and institutions in close consultation with the Executive Committee and the various governing bodies responsible for developing their respective budgets.

- 2.2.1.1.9. To periodically evaluate the performance of the Executive Committee and the governing bodies of the various sub-entities and undertake an audit of their financial and administrative activities and recordkeeping.
- 2.2.1.1.10. To create and dissolve sub-entities, upon consultation and majority approval from Executive Committee.
- 2.2.1.1.11. To perform any other activities that become necessary for the betterment of the MCA and its sub-entities provided these activities are within the intent of the MCA Constitution and Bylaws.

**2.2.2. Eligibility for Office/Membership**

- 2.2.2.1. Any practicing male Muslim who subscribes to Article 1 “Name” and Article 2 “Aims and Objectives”, who is thirty (30) years of age or older, who has been a registered member of MCA for at least three (3) months, and was living in the Ann Arbor and Vicinity area for at least three (3) years, is eligible for nomination to the membership of the Board of Trustees.

**2.2.3. Vacancies of the Board of Trustees**

- 2.2.3.1. Membership to the Board of Trustees shall be deemed vacant immediately upon the following conditions
  - 2.2.3.1.1. Death or insanity of an incumbent member.
  - 2.2.3.1.2. An accepted resignation.
  - 2.2.3.1.3. Revoking of appointment.
  - 2.2.3.1.4. Departure or removal from the Muslim community of Ann Arbor and Vicinity.
  - 2.2.3.1.5. Neglect or failure to fulfill duties as trustee member; failure to attend two (2) consecutive meetings without reasonable cause.
  - 2.2.3.1.6. Lacking an Islamic conduct as determined by the Fiqh panel.
- 2.2.3.2. A vacancy of a single member in the Board of Trustees shall be filled by the remaining members of the Board of Trustees at its regular meeting. Vacancies of more than one member of the Board of Trustees occurring simultaneously shall be filled up in a special election at the upcoming General Body Meeting.

**2.2.4. Officers of the Board of Trustees**

- 2.2.4.1. The officers of the Board of Trustees shall be the Chairman, Vice-Chairman and Secretary.
- 2.2.4.2. Members of the Board of Trustees shall hold office for two (2) consecutive years on a rotational basis.
- 2.2.4.3. **Election of officers**
  - 2.2.4.3.1. Officers of the Board of Trustees shall be elected by a simple majority vote of all trustees during its organizational meeting and shall assume office immediately.

**2.2.4.4. Chairman Duties**

- 2.2.4.4.1. To preside over all meetings of the Board of Trustees.
- 2.2.4.4.2. To act, or designate a Board of Trustees member to act as the representative of the Board of Trustees at all meetings with state and local officials, at public meetings, functions and ceremonies when such is appropriate, provided however that the Chairman does not obligate the Board of Trustees to any agreement without prior authorization by the Board of Trustees.
- 2.2.4.4.3. To propose to the Board of Trustees the formation and membership of all committees, subject to approval by the Board of Trustees.
- 2.2.4.4.4. To review, prior to distribution, the agenda for all meetings of the Board of Trustees.
- 2.2.4.4.5. To execute, authenticate and countersign such instruments and documents as prescribed by the Board of Trustees.
- 2.2.4.4.6. To perform such other duties and carry out such other responsibilities as may be prescribed by the Board of Trustees.

**2.2.4.5. Vice-Chairman Duties**

- 2.2.4.5.1. To serve as Chairman when for any reason the incumbent Chairman is unable to perform his duties and responsibilities.
- 2.2.4.5.2. To undertake such special assignments as may be assigned by the Chairman and/or by the Board of Trustees.

**2.2.4.6. Secretary Duties**

- 2.2.4.6.1. To solicit agenda items for the Board of Trustees meetings.
- 2.2.4.6.2. To record the minutes of all Board of Trustees proceedings and to maintain and distribute copies thereof as required by the Board of Trustees.
- 2.2.4.6.3. To prepare and distribute the prescribed notice of all meetings and elections/appointments.
- 2.2.4.6.4. To issue the annual report of the Board of Trustees and such other reports as may be required by the Board of Trustees.

**2.2.5. Meetings**

- 2.2.5.1. The Board of Trustees shall meet four times per year; once in January to set up goals and objectives for its own activities and review/approve of same for other governing bodies. The second and third meetings will be held in April and July respectively, to review the progress and achievements for self and those under its jurisdiction. The fourth meeting in October will serve to review/approve the final annual reports of self and those under its jurisdiction.
- 2.2.5.2. In addition, the Board of Trustees shall hold public hearings and other special meetings with the Executive Committee and the governing bodies of the various institutions, and domain as required by the business of the Board of Trustees.

### **3. EXECUTIVE COMMITTEE**

#### **3.1. Definitions**

##### **3.1.1. Role**

- 3.1.1.1. The primary responsibility of the Executive Committee is to crystallize, in total cooperation with the Board of Trustees, the aims and objectives of this constitution into concepts of working policy and programs.

##### **3.1.2. Purpose**

- 3.1.2.1. The primary purpose of the Executive Committee is to administer the affairs of the MCA and to ensure that established policies are being effectively carried out by the Director-Imam and subcommittees under its supervision.

##### **3.1.3. Composition**

- 3.1.3.1. The Executive Committee of the MCA shall consist of ten (10) voting members
  - 3.1.3.1.1. Eight (8) voting members who are qualified to serve and who have been duly elected by the Voting Body of the MCA.
  - 3.1.3.1.2. The two (2) additional voting members are the President of the MIA Board of directors, and the Director-Imam.
- 3.1.3.2. The ten (10) voting members of the Executive Committee shall be President, Vice President, Secretary, Treasurer, Chairmen of the Da'wah (Outreach), Social, Education and Maintenance Committees, President of the MIA Board of directors, and the Director-Imam.
- 3.1.3.3. There shall be a non-voting Executive Committee members representing different ethnic groups; each ethnic group shall be encouraged to send one consular (if they so desire) to the Executive Committee representing that ethnic group for better understanding and coordination. The term for such consular shall be two (2) years unless re-designated for additional term. There is no limit on the number of such consular.
- 3.1.3.4. The term of office for elected Executive Committee members shall be two years for all eight (8) members.
- 3.1.3.5. There shall be a term limit for the elected Executive Committee members. No members of the MCA Executive Committee can serve more than two (2) consecutive terms – four (4) years. A person can be re-elected as a member of the Executive Committee provided he is willing to serve and was away from the Executive Committee membership for at least two (2) years.
- 3.1.3.6. The non-voting Executive Committee members shall be representatives of the different ethnic groups. These members shall be able to participate fully in all meetings and deliberation of the Executive Committee with the exception of voting.

## **3.2. Structure and Operation**

### **3.2.1. Duties and Responsibilities**

#### **3.2.1.1. The specific duties and responsibilities of the Executive Committee are defined as follows:**

- 3.2.1.1.1. To administer day-to-day affairs of MCA.
- 3.2.1.1.2. To issue rules deemed necessary for efficient and effective operation of the MCA and its domain.
- 3.2.1.1.3. To designate General Body Secretariat and its Chairperson to conduct elections and General Body meetings.
- 3.2.1.1.4. To establish standing, advisory and ad-hoc committees.
- 3.2.1.1.5. To approve/disapprove membership applications.
- 3.2.1.1.6. To collect membership dues and charitable donations on behalf of the MCA and its domain.
- 3.2.1.1.7. To issue, in consultation with the Board of Trustees, the annual operating budget of the MCA and determine its expenditure.
- 3.2.1.1.8. To advertise, screen and appoint salaried staff to fill paid positions for the MCA including but not limited to Director-Imam.
- 3.2.1.1.9. To supervise the administration work of the Center and represent the Center in all matters relating to
  - 3.2.1.1.9.1. Administration.
  - 3.2.1.1.9.2. Public relations.
  - 3.2.1.1.9.3. Da'wah (Outreach).
  - 3.2.1.1.9.4. Cultural and social exchanges with other Muslim and non-Muslim communities.
- 3.2.1.1.10. Initiate, recommend and implement maintenance, remodeling and cleaning programs for the Center.
- 3.2.1.1.11. To interpret the needs, concerns and problems of the Muslim community in order to establish policies and programs reflecting these needs, concerns and problems.
- 3.2.1.1.12. To do whatever necessary (within the confines of Islam and the Law) to achieve the stated objectives of the Organization.
- 3.2.1.1.13. Initiate, implement and supervise all Center programs and activities.

#### **3.2.1.2. Restrictions**

- 3.2.1.2.1. The Executive Committee shall not enter into relationship(s), accept funds or donations that could lead to the restriction of the activities or injure the independent status of this institution in any form or manner.
- 3.2.1.2.2. No Executive Committee member shall have the authority to make commitment(s) in the name of the MCA and/or its domain outside of a regular meeting unless so specified in writing or granted at a regular meeting and recorded in the minutes.

### **3.2.2. Eligibility for Office**

- 3.2.2.1. Any practicing male Muslim who subscribes to Article 1 “Name” and Article 2 “Aims and Objectives”, who is twenty-one (21) years of age or older, and who has been a registered member of MCA for at least three (3) months, is eligible for nomination to serve in the Executive Committee.

### **3.2.3. Vacancies of the Executive Committee**

- 3.2.3.1. Membership to the Executive Committee shall be deemed vacant immediately upon the following conditions
  - 3.2.3.1.1. Death or insanity.
  - 3.2.3.1.2. An accepted resignation.
  - 3.2.3.1.3. Election being declared void by two-thirds majority of the General Body or Board of Trustees.
  - 3.2.3.1.4. Ceasing to possess the required qualifications for holding office.
  - 3.2.3.1.5. Departure or removal from the Muslim Community of Ann Arbor and vicinity.
  - 3.2.3.1.6. Neglect or failure to fulfill his duties as Executive Committee member, as determined by a majority of the Executive Committee, the Board of Trustees or recall by the General Body.
    - 3.2.3.1.6.1. This shall include missing three (3) regular consecutive Executive Committee meetings unless alternate arrangements are made.
    - 3.2.3.1.6.2. Upon petition of twenty per cent (20%) of registered members, a General Body meeting shall be called to consider recall of any member. Upon a vote of two-thirds majority of the registered members present, the member in question shall be removed.
  - 3.2.3.1.7. Lacking an Islamic conduct.
- 3.2.3.2. A vacancy of a single member of the Executive Committee shall be filled within thirty (30) days by the remaining members of the Executive Committee and is to be confirmed by the Board of Trustees at its next regular meeting. Vacancies of more than one member of the Executive Committee occurring simultaneously shall be filled at a special meeting of the General Body.

### **3.2.4. Officers of the Executive Committee**

- 3.2.4.1. The officers of the Executive Committee shall be the President, Vice-President, Secretary, Treasurer, and Chairmen of the Da'wah (Outreach), Social, Education and Maintenance Committees.

#### **3.2.4.2. Election of Officers**

- 3.2.4.2.1. An election for each position shall be held every other year in the month of November.

#### **3.2.4.3. Election Proceedings**



- 3.2.4.3.1. The General Body Secretariat shall coordinate and supervise election proceedings of the MCA.

#### **3.2.4.4. President Duties**

- 3.2.4.4.1. To implement plans and policies approved by the Board of Trustees.
- 3.2.4.4.2. To preside over all meetings of the Executive Committee.
- 3.2.4.4.3. To develop a two-year (2) master plan for the MCA activities.
- 3.2.4.4.4. To act, or designate an Executive Committee member to act, as the representative of the Executive Committee at all meetings and public functions and ceremonies when such representation is necessary and appropriate, provided however that the President does not obligate the Executive Committee to any agreement without authorization by the Executive Committee.
- 3.2.4.4.5. To propose to the Executive Committee the formation and membership of all committees, subject to approval by the Executive Committee.
- 3.2.4.4.6. To review, prior to distribution, the agenda for all meetings of the Executive Committee.
- 3.2.4.4.7. To execute, authenticate and countersign such instruments and documents as prescribed by the Executive Committee.
- 3.2.4.4.8. To perform such other duties and carry on such other responsibilities as may be prescribed by the Executive Committee.

#### **3.2.4.5. Vice-President Duties**

- 3.2.4.5.1. To serve as president when for any reason the incumbent President is unable to perform his duties and responsibilities.
- 3.2.4.5.2. To coordinate and supervise the activities of the MCA (including those of the Director-Imam and the Da'wah (Outreach), Social, Education and Maintenance chairmen).
- 3.2.4.5.3. To undertake such special assignments as may be assigned by the President and by the Executive Committee.

#### **3.2.4.6. Secretary Duties**

- 3.2.4.6.1. To solicit agenda items for the Executive Committee meetings.
- 3.2.4.6.2. To record the minutes of all Executive Committee proceedings and to maintain and distribute copies thereof as required by the Executive Committee.
- 3.2.4.6.3. To post on the bulletin boards copies of approved agenda items and summary of the minutes of the Executive Committee meetings.
- 3.2.4.6.4. To prepare and distribute the prescribed notice of all meetings and appointments.

- 3.2.4.6.5. To safeguard, keep and maintain all records and documents of the MCA.
- 3.2.4.6.6. To receive, review, and present membership applications to the Executive Committee for consideration, and notify the applicant of the Executive Committee decision. Also, maintain an updated list of current registered MCA members.
- 3.2.4.6.7. To issue the annual report of the MCA and such other reports as may be required by the Executive Committee and Board of Trustees.
- 3.2.4.6.8. To prepare and sign pay orders in settlement of community financial obligations or disbursement of funds and present to the President for countersignature, with prior consultation of the Treasurer about the financial situation.
- 3.2.4.6.9. To perform such other duties as may be required by the Executive Committee.

#### **3.2.4.7. Treasurer Duties**

- 3.2.4.7.1. To maintain the funds of the MCA.
- 3.2.4.7.2. To keep proper books of account of MCA money.
- 3.2.4.7.3. To pay out funds belonging to the MCA for the purpose specified by the Executive Committee on a proper order signed by the Secretary and counter-signed by the President of the Executive Committee.
- 3.2.4.7.4. To deposit the funds of the MCA in an authorized bank as selected by the Executive Committee. Such deposits will be made in the name of the MCA.
- 3.2.4.7.5. To submit to the Executive Committee annually, or more frequently if the Executive Committee or Board of Trustees so requires, a financial report of the MCA.
- 3.2.4.7.6. To explore and propose various means of developing the financial basis of the Organization.
- 3.2.4.7.7. To perform such other duties as may be required by the Executive Committee.
- 3.2.4.7.8. As an elected officer, the Treasurer bears a special responsibility to the Muslim Community for the expenditure and accounting of MCA funds.

#### **3.2.4.8. Da'wah (Outreach) Committee Chairman Duties**

- 3.2.4.8.1. To prepare and maintain a timetable of Salat for the Ann Arbor area, and the Iqamah at the Islamic Center.
- 3.2.4.8.2. To prepare and determine, in cooperation with Director-Imam and Fiqh panel, the proper timings of Ramadhan and Eids based on visual moon-sighting.
- 3.2.4.8.3. To supervise the preparation and functioning of Jum'ah prayer, in cooperation with the Director-Imam and Fiqh panel.

- 3.2.4.8.4. To initiate a program of Islamic training and awareness among the members of the Community, in coordination with the Social and Education committees Chairpersons and the Director-Imam.
- 3.2.4.8.5. To initiate a program of Da'wah (Outreach) among non-Muslims.
- 3.2.4.8.6. To respond to all requests for information related to Da'wah (Outreach).

**3.2.4.9. Social Committee Chairman Duties**

- 3.2.4.9.1. To receive and review with the Secretary and the Treasurer all requests for financial support from within the Community prior to submitting to the Executive Committee.
- 3.2.4.9.2. To supervise all MCA social activities, such as community dinners, MCA picnics and camps, etc.
- 3.2.4.9.3. To coordinate activities, when appropriate, with other committees of the MCA.

**3.2.4.10. Education Committee Chairman Duties**

- 3.2.4.10.1. Arrange speakers: coordinate with Director-Imam.
- 3.2.4.10.2. Coordinate speaker's travel and hotel arrangements with the Vice-President.
- 3.2.4.10.3. Coordinate Sunday school with the Principal, Teachers, Volunteers and Director-Imam.
- 3.2.4.10.4. Coordinate weekend Quran memorizing classes with volunteers and Director-Imam.
- 3.2.4.10.5. To coordinate activities, when appropriate, with other committees of the MCA.
- 3.2.4.10.6. Arrange babysitter during the month of Ramadan and other programs as needed.
- 3.2.4.10.7. To produce the community educational newsletter, and coordinate and supervise the publication of any other material produced within the MCA.
- 3.2.4.10.8. Arrange educational activities as needed for the masjid.

**3.2.4.11. Maintenance Committee Chairman Duties**

- 3.2.4.11.1. Ensure the maintenance of all MCA property and that of its subsidiaries.
- 3.2.4.11.2. Ensure the security of all MCA property and that of its subsidiaries.

### **3.2.5. Meetings**

- 3.2.5.1. A meeting is a convening of the Executive Committee at which a quorum is present for the purpose of deliberating toward or rendering a decision on MCA policy or transacting business on behalf of the MCA.
- 3.2.5.2. Regular meetings of the Executive Committee shall be held once a month and be open to all members of the MCA.

#### **3.2.5.3. Notice of regular meetings**

- 3.2.5.3.1. Within ten (10) days after the annual organizational meeting, the Secretary of the Executive Committee shall post the schedule of all regular meetings for the following year. This notice shall include the dates, times, and places of regular meetings.
- 3.2.5.3.2. Notice of regular meetings shall be announced during Jum'ah announcement and posted in the bulletin boards.
- 3.2.5.3.3. If there is a change in the schedule of regular meetings of the Executive Committee, the change shall be posted within three (3) days after the meeting in which the change is made.
- 3.2.5.3.4. Any meeting of the Executive Committee may be adjourned or recessed to another time or place by a majority vote of those present.
- 3.2.5.3.6. Nothing in this policy shall bar the Executive Committee from meeting in emergency sessions in the event of an imminent problem or threat to the safety and welfare of the MCA, its institutions, domain, and personnel.

#### **3.2.5.4. Agenda**

- 3.2.5.4.1. Agenda items must be submitted in writing to the Secretary ten (10) days prior to the scheduled meeting.
- 3.2.5.4.2. The agenda and accompanying documents for meetings shall be prepared by the Secretary and submitted to the President of the Executive Committee for his review prior to distribution.
- 3.2.5.4.3. The agenda and documents for all regular and briefing meetings shall be distributed to each member of the Executive Committee at least five (5) days prior to the scheduled meeting and twenty four (24) hours prior to any special meeting.
- 3.2.5.4.4. The agenda for a regular meeting shall contain all items of business to be considered and shall be posted on the bulletin boards five (5) days prior to the scheduled meeting.

#### **3.2.5.5. Voting**

- 3.2.5.5.1. When a question is put to the Executive Committee for voting, a member may vote affirmatively by answering “yes”, negatively by saying “no”, or may abstain from voting.
- 3.2.5.5.2. The “yes”, “no”, and abstention shall be recorded by name unless all members are present and the vote is unanimous. The record of voting shall be entered into the minutes by the Secretary.

- 3.2.5.5.3. In case of tie vote, the side of the President shall prevail.
- 3.2.5.5.4. An Executive Committee member shall abstain from voting on any matter in which his personal or professional gain is in conflict with the best interest of the MCA or on any question involving the conduct of the Executive Committee member. A conflict of interest shall include but not be limited to financial matters.
- 3.2.5.5.5. The eligibility of any Executive Committee member to vote on any matter shall be finally determined by a majority of Executive Committee members present excluding the vote of the Executive Committee member involved.

**3.2.5.6. Quorum**

- 3.2.5.6.1. A majority of the voting members of the Executive Committee (5) shall constitute a quorum for the purpose of transacting business. In the event that a quorum is not present, the meeting shall be rescheduled by the President or the officer presiding over the meeting.

**3.2.5.7. Minutes**

- 3.2.5.7.1. The Secretary shall maintain the minutes of all Executive Committee meetings. These minutes shall indicate the date, time, place, members present, members absent and all decisions made at a meeting. The minutes shall include a record of all actions taken by the Executive Committee and a record of all votes taken at the meeting. Each matter of action shall be numbered sequentially and the language of all motions shall be accurately recorded.
- 3.2.5.7.2. Minutes of regular meetings shall be community records open to inspection by registered members, and shall be available at the Islamic Center.
- 3.2.5.7.3. Summary of approved minutes shall be posted for public inspection within seven (7) days after the meeting at which they are approved.

**4. DIRECTOR-IMAM**

- 4.1. THE APPOINTMENT AND DISMISSAL OF THE DIRECTOR-IMAM SHALL BE DECIDED BY THE EXECUTIVE COMMITTEE AND THE BOARD OF TRUSTEES WITH THE APPROVAL OF A SIMPLE MAJORITY OF THE GENERAL BODY.
- 4.2. The Director-Imam shall work under the guidance and authorization of the Executive Committee to implement his duties as outlined in the “Director/Imam: Job Description And Specifications.”
- 4.3. The Director-Imam shall sit on the Executive Committee as a voting member.

## 5. SPECIAL COMMITTEES AND PANELS

### 5.1. Sisters Committee

#### 5.1.1. Role and Composition

- 5.1.1.1. The registered member sisters of the community shall elect a committee called Sisters Committee and it shall consist of Chairperson, Vice Chairperson and Secretary.
- 5.1.1.2. The Sisters Committee duties and responsibilities shall be complementary to the Executive Committee; tending to the religious, educational, social or maintenance needs of the sisters various cultural organizations.
- 5.1.1.3. The term of office for elected Sisters Committee members shall be two (2) years.
- 5.1.1.4. There shall be no term limits on office holding provided the incumbent is willing to serve and is re-elected by the registered member sisters.

#### 5.1.2. Liaison

- 5.1.2.1. The liaison between the Executive Committee and the Sisters Committee shall be carried out under the strict guidelines of **Hijab**. To observe such restrictions, liaison preferably could be handled through mail/telephone between the chairperson of the Sisters Committee and the concerned member of the Executive Committee.

#### 5.1.3. Operation

- 5.1.3.1. It is of paramount importance that there shall be total harmony in coordination between this committee and the Executive Committee.
- 5.1.3.2. Sisters Committee shall not adopt any decision that may lead to contradiction or conflict with decision made by the Executive Committee.
- 5.1.4.3. Controversial cases between the decisions of the two committees shall be settled in joint meeting between the President and Secretary of the Executive Committee and the Chairperson and Secretary of the Sisters Committee.

#### 5.1.4. Eligibility for Office

- 5.1.4.1. Any practicing female Muslimah who subscribes to Article 1 “Name” and Article 2 “Aims and Objectives”, who is twenty-one (21) years of age or older, and is a registered member is eligible for nomination to serve in the Sisters Committee.

### 5.2. Fiqh Panel

#### 5.2.1. Role and Composition

- 5.2.1.1. There shall be a non-standing Fiqh panel consisting of five (5) members. These members shall be nominated by the Executive Committee and approved by the Board of Trustees and the General Body.

5.2.1.2. These persons shall be drawn from among the most qualified persons within the various community organizations and/or Muslim communities at large in USA and Canada.

5.2.1.3. They shall be making decisions in the light of the practice of *Ahl us-Sunnah Wal Jama'ah* throughout the world.

### **5.2.2. Duties and Responsibilities**

5.2.2.1. Assess the feelings and Fiqh needs of the community and suggest to the Executive Committee the following:

5.2.2.1.1. Determine the beginning and ending of Ramadhan and Eid Al-adha.

5.2.2.1.2. Find answers to Fiqh questions referred to them by the Executive Committee.

5.2.2.1.3. Select and review books and publications for the library in cooperation with other entities.

5.2.2.2. Attend to the judiciary needs of the community.

### **5.2.3. Judiciary Procedures**

5.2.3.1. When any unacceptable acts or behavior has been levied against a member, organization or a group of members, the accuser(s) shall submit his/her case in writing supported by proof of evidence to the Executive Committee.

5.2.3.2. All charges shall be presented to the Fiqh panel by the Executive Committee within two weeks from the date of receipt by the Secretary of the Executive Committee.

5.2.3.3. Both defendant and plaintiff shall not be members of the Fiqh panel nor their close relatives. However, both defendant and plaintiff have the right to participate in the selection of the Fiqh panel.

5.2.3.4. When the Fiqh panel is called to duty it shall remain active for the duration required to reach a successful solution to the problem before it.

### **5.2.3.5. Records**

5.2.3.5.1. The Secretary of the Executive Committee shall keep a register entitled "*Mazalim*" (complaints).

5.2.3.5.2. Each complaint shall be entered in this register upon receipt. The register shall record the following information

5.2.3.5.2.1. Date received.

5.2.3.5.2.2. From whom.

5.2.3.5.2.3. Nature of complaint.

5.2.3.5.2.4. Date referred to the Executive Committee.

5.2.3.5.2.5. Recommended action if any.

5.2.3.5.2.6. Solution.

## **6. AMENDMENTS**

- 6.1. ANY PROPOSED AMENDMENT(S) TO THE MCA CONSTITUTION AND BYLAWS SHALL BE IN WRITING AND SHALL REQUIRE THE SIGNATURE OF AT LEAST SEVEN (7) REGISTERED MEMBERS. IT SHOULD BE ADDRESSED TO THE SECRETARY OF THE EXECUTIVE COMMITTEE WHO SHOULD BRING THE MATTER TO THE ATTENTION OF THE EXECUTIVE COMMITTEE AND THE BOARD OF TRUSTEES IN THE REGULAR MEETING FOLLOWING THEIR SUBMISSION(S).
- 6.2. The Board of Trustees and the Executive Committee shall study the proposed amendment(s) in the light of the previous stipulations in the constitution and prepare a joint statement of their views and recommendations to the registered members of the General Body to vote on the proposal(s).
- 6.3. Notice of proposed amendment(s) shall be mailed to the registered members and posted in the Islamic Center and/or MCA newsletter thirty (30) days prior to the General Body meeting in which they are to be presented. Proposed amendment(s) shall not be taken from the floor.
- 6.4. Amendment(s) to the MCA Constitution shall require the approval of a two-third majority of the General Body.
- 6.5. Records of these amendments are to be maintained by the Secretary of the Executive Committee.

## **7. REVISIONS**

- 7.1. THE FIRST CONSTITUTION AND BYLAWS WERE APPROVED BY THE GENERAL BODY OF THE MUSLIM COMMUNITY ASSOCIATION OF ANN ARBOR AND VICINITY ON THE 6<sup>TH</sup> DAY OF DECEMBER 1986.
- 7.2. These revised Constitution and Bylaws are approved by the General Body of the Muslim Community Association of Ann Arbor and Vicinity on the 11<sup>th</sup> day of December 1993, to be effective immediately.
- 7.3. These revised Constitution and Bylaws are approved by the General Body of the Muslim Community Association of Ann Arbor and Vicinity on the 20th day of May 1995, to be effective immediately.
- 7.4. These revised Constitution and Bylaws are approved by the General Body of the Muslim Community Association of Ann Arbor and Vicinity on the 11th day of November 1995, to be effective immediately.
- 7.5. These revised Constitution and Bylaws are approved by the General Body of the Muslim Community Association of Ann Arbor and Vicinity on the 15<sup>th</sup> day of November 2014, to be effective immediately.
- 7.6. These revised Constitution and Bylaws are approved by the General Body of the Muslim Community Association of Ann Arbor and Vicinity on the 14<sup>th</sup> day of November 2015, to be effective immediately.



- 7.7. These revised Constitution and Bylaws are approved by the General Body of the Muslim Community Association of Ann Arbor and Vicinity on the 19<sup>th</sup> day of January 2019, to be effective immediately.