

Constitution and Bylaws

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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). *Nashhadu An La Illah Illa Allah Whadah La Sharik Lah. Wa Nashhadu An Muhammedan Abduh 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 a 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 'Llaahu `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 'Llaahu `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-Sunnah 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 comprise 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 comprise 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.

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3.2.1.2. Registered Membership

3.2.1.2.1. Members who have attained the age of 18 years old, submit a complete application for registration, and their applications have been approved by the Board of Directors 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 Board of Directors.

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-Sunnah 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 comprise five (5) members. These members shall be nominated by any registered member and elected by the Voting Body of the MCA.

4.3.2. Board of Directors

4.3.2.1. The Board of Directors shall be the administrative arm of MCA.

4.3.2.2. The Board of Directors of the MCA shall consist of up to eight (8) voting members.

4.3.2.2.1. Six (6) 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 if applicable, the Director-Imam.

4.3.2.3. The eight (8) voting members of the Board of Directors shall be four (4) Officer roles, two (2) non-officer Board of Directors members, the MIA President, and if applicable, the Director-Imam.

Article 5 - Coordination Council

5.1. The Board of Trustees, in consultation with the Board of Directors, 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 Board of Directors. 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 Board of Directors, within the Islamic Center of Ann Arbor property, and refuses to comply with the Board of Directors 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 Board of Directors 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 a 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 Board of Directors with the approval of the Board of Trustees shall be responsible for the making of bylaws and policies that are deemed necessary for the proper functioning of the Center, its Masjid and MCA. The Board of Directors shall be responsible for proposing amendments to the Bylaws which will require a two thirds majority of the Board of Directors to pass, subject to the approval by a simple majority of the Board of Trustees, as well as a simple majority vote of the attendees of a General Body Meeting.

10.2. Amendments may also be proposed by members of the general body. These amendment proposals shall require the signature of at least seven (7) registered members. Proposed amendments should be addressed to the Secretary of the Board of Directors who should bring the matter to the attention of the Board of Directors and the Board of Trustees in the regular meeting following their submission(s).

10.3. All bylaws and policies shall be made in full spirit of this constitution.

10.4. The Board of Directors shall notify registered members of the MCA of all amended or new bylaws through standard advertising channels employed by the center. 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 will be valid for one calendar year, starting on January 1st and ending on December 31st of a given year. New or renewal of membership may occur throughout the calendar year with the understanding that each membership will be valid from the time of registration until the end of the calendar year, December 31st.

1.1.3. Application(s) for membership shall be presented to the Board of Directors 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 Board of Directors has reached a decision regarding the application(s).

1.1.5. 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 diversity 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 Board of Directors.

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 Board of Directors.

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 Board of Directors 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 Board of Directors to coordinate and supervise the General Body meeting.

1.2.8. In the event of an emergency or special circumstances, the Board of Directors can call for a special General Body Meeting in coordination with the Board of Trustees. The Board of Directors 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 Board of Directors 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 Board of Directors.

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 Board of Directors 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 Board of Directors.

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 the 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 comprise five (5) members. These members shall be nominated by any Registered Member and elected by the MCA Voting Body.

2.1.3.1.1. To remove any of the elected five (5) 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. There shall be a term limit for the Board of Trustees members. No member of the Board of Trustees can serve more than two (2) consecutive terms - twelve (12) years. A person can be re-elected as a member of the Board of Trustees provided they are willing to serve and were away from the Board of Trustees membership for at least two (2) years.

2.2. Structure and Operation

2.2.1. Duties and Responsibilities

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

2.2.1.2. To approve amendments proposed and passed by the Board of Directors to amendable articles of the constitution and bylaws before submission of such to the registered members in attendance of a General Body Meeting for voting.

2.2.1.3. To arbitrate disputes among the various organizations, institutions, Board of Trustees, Board of Directors, and their members.

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

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

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

2.2.1.7. To adopt investment decisions relating to the funds of the Center, its Masjid, domain and institutions in consultation with the Board of Directors and governing bodies of the various institutions, and domain.

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

2.2.1.9. To periodically evaluate the performance of the Board of Directors and the governing bodies of the various sub-entities and undertake an audit of their financial and administrative activities and recordkeeping.

2.2.1.10. To create and dissolve sub-entities, upon consultation and majority approval from the Board of Directors.

2.2.1.11. 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 Muslim who subscribes to Article 1 “Name” and Article 2 “Aims and Objectives”, who is fifty (50) years of age or older AND has previously served on the Board of Directors, OR is fifty (50) years of age or older AND who has been a registered member of MCA for at least ten 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 in 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 six (6) 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 ofTrustees.

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 the 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 Board of Directors and the governing bodies of the various institutions, and domains as required by the business of the Board of Trustees.

3. BOARD OF DIRECTORS

3.1. Definitions

3.1.1. Role

3.1.1.1. The primary responsibility of the Board of Directors 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 Board of Directors 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 Board of Directors of the MCA shall consist of up to (8) voting members.

3.1.3.1.1. Six (6) 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 if applicable, the Director-Imam.

3.1.3.2. The eight (8) voting members of the Board of Directors shall be four (4) Officers (President, Vice President, Secretary, Treasurer), the two (2) other elected Board of Directors members, the MIA President, and if applicable, the Director-Imam.

3.1.3.3. The term of office for elected Board of Directors members shall be four years for all six (6) elected members.

3.1.3.4. There shall be a term limit for the elected Board of Directors members. No members of the MCA Board of Directors can serve more than two (2) consecutive terms – eight (8) years. A person can be re-elected as a member of the Board of Directors provided they are willing to serve and were away from the Board of Directors membership for at least two (2) years.

3.2. Structure and Operation

3.2.1. Duties and Responsibilities

3.2.1.1. To administer day-to-day affairs of MCA.

3.2.1.2. To issue rules deemed necessary for efficient and effective operation of the MCA and its domain.

3.2.1.3. To designate the General Body Secretariat and its Chairperson to conduct elections and General Body meetings.

3.2.1.4. To establish standing, advisory and ad-hoc committees.

3.2.1.5. To approve/disapprove membership applications.

3.2.1.6. To collect membership dues and charitable donations on behalf of the MCA and its domain.

3.2.1.7. To issue, in consultation with the Board of Trustees, the annual operating budget of the MCA and determine its expenditure.

3.2.1.8. To advertise, screen and appoint salaried staff to fill paid positions for the MCA including but not limited to Director-Imam.

3.2.1.9. To supervise the administration work of the Center and represent the Center in all matters relating to

3.2.1.9.1. Administration.

3.2.1.9.2. Public relations.

3.2.1.9.3. Da'wah (Outreach).

3.2.1.9.4. Cultural and social exchanges with other Muslim and non-Muslim communities.

3.2.1.10. Initiate, recommend and implement maintenance, remodeling and cleaning programs for the Center.

3.2.1.11. To interpret the needs, concerns and problems of the Muslim community in order to establish policies and programs reflecting these needs, concerns and problems.

3.2.1.12. To do whatever necessary (within the confines of Islam and the Law) to achieve the stated objectives of the Organization.

3.2.1.13. Initiate, implement and supervise all Center programs and activities.

3.2.1.2. Restrictions

3.2.1.2.1. The Board of Directors 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 Board of Directors 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 Muslim who subscribes to Article 1 “Name” and Article 2“ Aims and Objectives”, who is twenty-five (25) 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 Board of Directors.

3.2.3. Vacancies of the Board of Directors

3.2.3.1. Membership to the Board of Directors 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 their duties as Board of Directors member, as determined by a majority of the Board of Directors, the Board of Trustees or recall by the General Body.

3.2.3.1.6.1. This shall include missing three (3) regular consecutive Board of Directors 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 in Islamic conduct.

3.2.3.2. A vacancy of a single member of the Board of Directors shall be filled within thirty (30) days by the remaining members of the Board of Directors and is to be confirmed by the Board of Trustees at its next regular meeting. Vacancies of more than one member of the Board of Directors occurring simultaneously shall be filled at a special meeting of the General Body.

3.2.4. Officers of the Board of Directors

3.2.4.1. The officers of the Board of Directors shall be the President, Vice-President, Secretary, and Treasurer. The remaining non-officer members of the Board of Directors shall each be referred to as a “member at large.”

3.2.4.2. Election of Board of Directors

3.2.4.2.1. An election for each open 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.

3.2.4.3.2. Following the elections and the formation of the Board of Directors, open officer positions shall be filled by nomination and vote of the Board from among its own members.

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 Board of Directors.

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 a Board of Directors member to act, as the representative of the Board of Directors at all meetings and public functions and ceremonies when such representation is necessary and appropriate, provided however that the President does not obligate the Board of Directors to any agreement without authorization by the Board of Directors.

3.2.4.4.5. To propose to the Board of Directors the formation and membership of all committees, subject to approval by the Board of Directors.

3.2.4.4.6. To review, prior to distribution, the agenda for all meetings of the Board of Directors.

3.2.4.4.7. To execute, authenticate and countersign such instruments and documents as prescribed by the Board of Directors.

3.2.4.4.8. To perform such other duties and carry on such other responsibilities as may be prescribed by the Board of Directors.

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 assist the President with coordination and supervision of activities of the MCA

3.2.4.5.3. To undertake such special assignments as may be assigned by the President and by the Board of Directors.

3.2.4.6. Secretary Duties

3.2.4.6.1. To solicit agenda items for the Board of Directors meetings.

3.2.4.6.2. To record the minutes of all Board of Directors proceedings and to maintain and distribute copies thereof as required by the Board of Directors.

3.2.4.6.3. To post on the bulletin boards copies of approved agenda items and summary of the minutes of the Board of Directors 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 Board of Directors for consideration, and notify the applicant of the Board of Directors 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 Board of Directors 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 Board of Directors.

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 Board of Directors on a proper order signed by the Secretary and counter-signed by the President of the Board of Directors.

3.2.4.7.4. To deposit the funds of the MCA in an authorized bank as selected by the Board of Directors. Such deposits will be made in the name of the MCA.

3.2.4.7.5. To submit to the Board of Directors annually, or more frequently if the Board of Directors 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 Board of Directors.

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. Member-at-large duties

3.2.4.8.1. Participate fully in Board of Director meetings and deliberations.

3.2.4.8.2. Serve on committees or task forces as appointed by the President or the Board.

3.2.4.8.3. Represent the interests and mission of MCA.

3.2.4.8.4. Perform such other duties as may be assigned by the Board of Directors.

3.2.5. Meetings

3.2.5.1. A meeting is a convening of the Board of Directors 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 Board of Directors 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 Board of Directors 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 communicated to the general body.3.2.5.3.3. If there is a change in the schedule of regular meetings of the Board of Directors, 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 Board of Directors 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 Board of Directors 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 Board of Directors 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 Board of Directors 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 Board of Directors 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 Board of Directors 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 Board of Directors member. A conflict of interest shall include but not be limited to financial matters.

3.2.5.5.5. The eligibility of any Board of Directors member to vote on any matter shall be finally determined by a majority of Board of Directors members present excluding the vote of the Board of Directors member involved.

3.2.5.6. Quorum

3.2.5.6.1. A majority of the voting members of the Board of Directors (4) 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 Board of Directors 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 Board of Directors 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 Board of Directors 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 Board of Directors to implement his duties as outlined in the “Director/Imam: Job Description And Specifications.”

4.3. The Director-Imam shall sit on the Board of Directors as a voting member.

5. SPECIAL COMMITTEES AND PANELS

5.1. Fiqh Panel

5.1.1. Role and Composition

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

5.1.1.2. 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.

5.1.1.3. They shall make decisions in light of the practice of Ahlus-Sunnah Wal Jama'ah throughout the world.

5.1.2. Duties and Responsibilities

5.1.2.1. Assess the feelings and Fiqh needs of the community and suggest to the Board of Directors the following:

5.1.2.1.1. Determine the beginning and ending of Ramadan and Eid Al-adha.

5.1.2.1.2. Find answers to Fiqh questions referred to them by the Board of Directors.

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

5.1.2.2. Attend to the judiciary needs of the community.

5.1.3. Judiciary Procedures

5.1.3.1. 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 Board of Directors.

5.1.3.2. All charges shall be presented to the Fiqh panel by the Board of Directors within two weeks from the date of receipt by the Secretary of the Board of Directors.

5.1.3.3. 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.

5.1.3.4. 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.

5.1.3.5. Records

5.1.3.5.1. The Secretary of the Board of Directors shall keep a register entitled “Mazalim” (complaints).

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

5.1.3.5.2.1. Date received.

5.1.3.5.2.2. From whom.

5.1.3.5.2.3. Nature of complaint.

5.1.3.5.2.4. Date referred to the Board of Directors.

5.1.3.5.2.5. Recommended action (if any).

5.1.3.5.2.6. Solution.

6. AMENDMENTS

6.1. Proposed amendment(s) to the Constitution and Bylaws shall be in writing and may be initiated by the Board of Directors or by the members of the General Body. If initiated by members of the General Body, then the accompanying proposal shall require the signature of at least seven (7) registered members. Proposed amendments should be addressed to the Secretary of the Board of Directors who should bring the matter to the attention of the Board of Directors and the Board of Trustees in the regular meeting following their submission(s).

6.2. Amendments proposed by the Board of Directors will require a two-thirds majority of the board to pass, subject to the approval by a simple majority of the Board of Trustees as well as simple majority vote of members present at a General Body meeting.

6.3. For member-proposed amendments, the Board of Trustees and the Board of Directors shall study the proposed amendment(s) in 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). Member-proposed amendment(s) require a simple majority vote at a General Body meeting to pass.

6.4. 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.

6.5. Records of these amendments are to be maintained by the Secretary of the Board of Directors.

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 6th 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 11th 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 15th 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 14th 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 19th day of January 2019, to be effective immediately.

7.8. These revised Constitution and Bylaws are approved by the General Body of the Muslim Community Association of Ann Arbor and Vicinity on the 31st day of July 2021, to be effective immediately.

7.9. These revised Constitution and Bylaws are approved by the General Body of the Muslim Community Association of Ann Arbor and Vicinity on the 14th day of May 2022, to be effective immediately.

7.10. These revised Constitution and Bylaws are approved by the General Body of the Muslim Community Association of Ann Arbor and Vicinity on the 9th day of November 2025, to be effective immediately.