

In the name of Allah, the Most Compassionate, the Most Merciful
The Constitution of North Austin Muslim Community Center, Inc., Austin, Texas
(A NON-PROFIT CORPORATION)

The Fundamental Statutes:

The loyalty of the North Austin Muslim Community Center (NAMCC), is to Allah the Almighty, and its objective is to Him. In all its activities, the center is guided by the Quran and Sunna of Prophet Muhammad, peace be upon him, and Sunna of the rightly-guided caliphs (Ahl- e-Sunnah-wal-Jama't). The sources and stipulation of its constitution and by-laws shall not disagree with the stipulation of the Holy Quran and the established, honorable, pure Sunna of the Prophet Muhammad, peace be upon him.

ARTICLE 1: NAME AND AFFILIATION

The name of this corporation is North Austin Muslim Community Center (NAMCC), Inc. The principal office of the corporation shall be located in the City of Austin, County of Travis, in the State of Texas. This corporation may be affiliated with any major Muslim organizations such as Islamic Society of North America (ISNA), Islamic Circle of North America (ICNA) and Muslin World League (Makkeh al Mukarramah).

ARTICLE 2: PURPOSES OF THE CORPORATION

The corporation is primary organized and shall be operated exclusively for the promotion and advancement of the Islamic faiths as established by the Holy Quran and the Sunnah of the Prophet Mohammed, peace be upon him, as followed by the rightly guided caliphs (Ahl-e- Sunnah-wal-Jama't) through cultural , educational, charitable and religious efforts

- 2.1 To provide a suitable place and atmosphere for Muslims to perform the five daily prayers, the Friday (Juma) prayer, and the two Eid prayers.
- 2.2 To promote the right understanding of Islam as a belief, a source of legislation, and a comprehensive mode of life among Muslims.
- 2.3 To acquaint non-Muslims with Islam, deal with them amicably, and promote viable Da'wah programs (the propagation of Al-Islam).
- 2.4 To provide an atmosphere in which Muslims can abide by and act according to Islam.
- 2.5 To strengthen the Islamic brotherly ties among all Muslims.
- 2.6 To perform the religious rites necessary for Muslims in the Austin Area.
- 2.7 To meet the needs of Muslims in Austin, and help them in solving social, financial, and other problems, within the capability of the center.
- 2.8 To maintain the investments as Waqf for the center, to provide a stable and sound income, to make the center financially independent.

ARTICLE 3: THE GENERAL ASSEMBLY

The General Assembly (GA) consists of all the members.

ARTICLE 4: MEMBERSHIP

Section 4.1: Qualification of non-voting members

Any Muslim, age 16 or more, who lives in the Austin area, and endeavors to practice Islam as a way of life, may become a member of NAMCC. Members are expected to exhibit the characteristics of sincere faith defined in the Quran and Sunnah.

Section 4.2: Qualification of voting members

Voting members must meet all qualifications of non-voting members. In addition, voting members must be a permanent resident or a U.S. Citizens residing in Austin at least for one year and must pay annual membership fee of the NAMCC.

Section 4.3: Suspension of Membership:

A member may be suspended or expelled from the NAMCC upon charges filed with the Executive Committee, and following a hearing by the Executive Committee.

ARTICLE 5: EXECUTIVE COMMITTEE (EC)

Section 5.1: The Structure of the EC:

The Executive Committee consists of:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer, and
- e. Trustees

The EC is nominated and elected by the voting members from among the voting members of NAMCC. The elected EC members nominate the position for themselves. The EC is the highest policy making body and conducts its affairs through Shura.

Section 5.2: The Terms and conditions of the EC:

5.2.1 The founding EC is elected for three years. Subsequent EC members will be elected for two year terms. Election of President, Treasurer and Trustee-I of the EC will take place in odd years and the election of Vice President, Secretary, and Trustees-II and III will take place in even years. Same members may be re-elected for additional terms.

5.2.2 The resignation of any member of the EC must be submitted in writing to the President of EC. The EC will take a decision with regard to resignation. If any position in the EC becomes vacant, the EC appoints a voting GA member to hold the position for the remainder of the term.

5.2.3 The EC members must be permanent residents of US or US citizens and have been living in greater Austin area for at least three years. They need to observe the highest moral of Islamic code in their personal and public life.

5.2.4 Any member of the EC can be deposed for a valid reason by a two-thirds vote of the total number of voting members and subsequent approval of the EC. His successor is to be selected according to Article 5.2.3. In the event that the President is deposed,

the Vice President becomes the President, and another GA member is appointed to the EC According to Article 5.2.3 to fill the position and a new Vice President is elected from among the EC.

Section 5.3: Objectives and Responsibilities of the EC:

5.3.1 EC makes the final decision and approval in matters concerning any financial transactions such as buying /selling of properties, construction/ remodeling of buildings and investments.

5.3.2 EC will appoint an Imam to lead all the religious activities.

5.3.3 EC will strive to find solutions of problems arising between members of the General Assembly and Executive Committee, or among Executive Committee members. If problem arise among members of the EC, the Imam will be consulted first to resolve the conflict. If solutions cannot be reached, the matters should be referred to one of the following institutes in the order shown below:

1. Dar-ul-Uloom, New York, USA.
2. Muslin World League, Makkah-al-Mukarrama.
3. Al-Azhar University, Cairo, Egypt.
4. Dar-ul-Aloom, Deo-Bund, India.

Decisions of these institutions will be final.

5.3.4 The right to appoint specialize professional committees when the need arises.

5.3.5 The signing of all deeds.

5.3.6 Approval of the annual report of NAMCC.

5.3.7 Every three months the EC prepares a report concerning the activities and budget of the Islamic Center. This report is to be posted on the NAMCC Bulletin Board.

ARTICLE 6: FINANCING

Section 6.1: Resources of the Center will include the following sources:

6.1.1 Donations and dues from membership.

6.1.2 Zakat and Sadqah Funds

6.1.3 Any income gained from the NAMCC activities, Islamic investments, and Waqf.

6.1.4 Any conditional donations approved by the EC.

Section 6.2: Regulations of the Center's Finances:

- 6.2.1** The Center's funds are to be deposited in an account under the name of the NAMCC. If possible, the account should be in an Islamic Bank, or with an Islamic institution.
- 6.2.2** No part of the income or property of the NAMCC shall inure to the benefit of, or be distributed to its members, directors, officers or other private persons, except as charity to needy people or organizations approved by EC.
- 6.2.3** All accounts of the Center shall be audited by an audit committee as stated in the by-laws.

ARTICLE 7: DISSOLUTION

Upon the dissolution of the NAMCC, the EC will, after making all payments or provisions for the payment of all liabilities of the NAMCC, dispose of all the United States assets of the NAMCC exclusively to an approved non-profit Islamic organization..

ARTICLE 8: RULES OF PROCEDURE

The NAMCC will be governed by this constitution and its by-laws, and by the rules of procedure, the latter of which will be formulated by the EC.

ARTICLE 9: DATE OF EFFECT

The constitution and its by-laws will be effective as of September 25, 1994.

ARTICLE 10: AMENDMENTS TO THE CONSTITUTION

10.1 The Fundamental Statutes are not subject to amendments.

10.2 With the exception of Article 2 of this constitution, the voting members of the GA have the right to amend the articles of the constitution with the approval of the EC.

10.3 Any proposal to amend the constitution must be submitted in writing to the EC. The EC must study the proposal, and submit it to the GA at its first meeting. The amendment is carried into effect if two-thirds of the total number of the registered GA voting members vote in favor of it, and the final approval of the EC is obtained.

THE BY-LAWS

ARTICLE 1: THE GENERAL ASSEMBLY

- 1.1.** The Executive Committee (EC) prepares and publishes a list of the names of the voting members. This list includes all those who meet the conditions mentioned above in Article 4 of this constitution. The EC reviews this list and amends it annually.
- 1.2.** The voting members of the GA are entitled to review the EC decisions and provide recommendations.
- 1.3.** The EC holds at least one meeting with GA annually to discuss planned activities, proposed budget, and financial activities.
- 1.4.** An emergency GA meeting can be held at the request of EC or by written request from at least one-third voting members of the GA. The EC is to call for this meeting within one week of the request.
- 1.5.** The required quorum for any GA meeting is 75 percent of the voting membership. If the required quorum is not reached, the meeting is to be held after seven calendar days and becomes legal with the attendance of any number of voting members.
- 1.6.** Decisions of the GA are made by vote, and carried into effect if approved by two-third of the voting members attending the meeting.
- 1.7.** All meeting of the GA will be conducted in English.

ARTICLE 2: THE EXECUTIVE COMMITTEE (EC)

- 2.1.** The EC is responsible for organization and coordination of activities of the center and has the right to appoint specialized committees to assist them in these endeavors.
- 2.2.** The EC meets at least once a month. The President has the right to call emergency meeting if necessary.
- 2.3.** The EC decisions are taken by simple majority vote of the present members. In the event of a tie vote, the decision will be in the favor of the President.
- 2.4.** All meeting decisions of the EC are to be recorded in writing. The records of the EC meetings are to be accessible to any of the GA members.
- 2.5.** All proposals and requests concerning general affairs are to be submitted in writing to the EC. The person(s) who submit(s) the proposal should be invited to the EC's

meeting to discuss the proposal. Each proposal must be discussed within one month from the date of its submission. The person(s) who submit(s) the proposal or the request must be informed of the result after the decision of the EC.

- 2.6.** The EC is responsible for designating an Imam to lead the prayers and provide guidance in all religious activities.

ARTICLE 3: DUTIES OF EXECUTIVE COMMITTEE MEMBERS

3.1. The President:

- 3.1.1.** The president is the spokesman for the center and is responsible for the general administration of all the activities, in accordance with the constitution and its by-laws.
- 3.1.2.** He represents the center or chooses who should represent the center in conference or meetings.
- 3.1.3.** The President is entitled to call the voting members of GA meeting if necessary.
- 3.1.4.** For urgent and non-constitutional matters, the decision of the EC is final. If any dispute occurs, the President's decision to be followed at the time, and matter should be discussed in the next EC meeting.

3.2. Vice President:

- 3.2.1.** The Vice President has the full authority and responsibility of the President in the event the President is absent.

3.3. The Secretary:

- 3.3.1.** Maintains records of all minutes of every meeting of the EC and GA.
- 3.3.2.** After consultation with the President prepares agenda for all EC and GA meetings.
- 3.3.3.** Presents, at the beginning of each EC meeting, the minutes of the preceding meeting for their approval.
- 3.3.4.** Maintains all records of the center and protects them from any tampering.

3.4. The Treasurer:

- 3.4.1.** Manages the accounts and the financial records of the center, paying its expenses, and depositing the incoming funds in their proper accounts. No money from the

center's accounts can be spent with the exception of the utility bills and house rent, without the approval of the EC.

3.4.2. Initiates and maintains all fund raising efforts for the center.

3.4.3. Prepares annual budget and financial statements and presenting them to the EC.

3.4.4. All checks of the operating bank account must be signed by the Secretary or the Treasurer.

3.4.5. Sub-accounts may be opened in the bank for special projects by designated EC members. All checks of the sub-account must be signed by the designated EC members.

3.4.6. Cooperates with the Audit Committee as stated in Art. 4 of the by-laws.

3.5. Trustee:

3.5.1. Responsible for assisting the President, Vice President, Secretary and the Treasurer in carrying out their duties effectively.

ARTICLE 4: THE AUDIT COMMITTEE (AC)

A committee of three voting members, none of whom shall be in the EC, shall be appointed by the EC for one year. The audit committee will have access to the records of the center at all times. The AC's responsibilities are as follows:

- a. To review and audit all records and accounts of the center
- b. Submit an annual report to the EC, then to the GA
- c. Be available to the treasurer for consultation

ARTICLE 5: MEMBERSHIP FEE

NAMCC membership fee will be \$100.00 per year per family to be paid in full September 30 of the year.

ARTICLE 6: ELECTION OF THE EC

6.1. The responsibilities and duties of the EC expire at the end of December every year. The EC is authorized to direct matters on the center until the new EC is elected. The EC has to call for a GA meeting in January to present the annual report. This meeting has to be in accordance with Article 1.5 of the By-Laws. In this meeting following matters should be undertaken:

6.1.1. The EC presents the annual report concerning its activities for the completed term. This is to be printed and posted on the Center's bulletin board.

6.1.2. The EC assigns a three voting member Election Supervising Committee (ESC). This committee should be approved by the voting members of the GA.

ARTICLE 7: AMENDING THE BY-LAWS

If any of the voting members of the GA wants to amend any of the article of the By-Laws, he/she must submit his/her proposal in writing to the EC. The EC must study the proposal and submit the matter to the voting members of the GA. The amendment is carried into effect if approved by two-thirds of the present members, and approved by the EC.

ARTICLE 8: UNDECIDED ISSUES

Any matter not currently decided in the constitution or By-Laws, will be addressed by the Executive Committee on an ad hoc basis for a ruling at an advance notice of two to four weeks.