

## NAMCC BY-LAWS

### **ARTICLE I. MEMBERSHIP**

#### Section 1. Voting Member

The term voting member shall mean a member who fulfills the requirements of Section 2 of this article.

#### Section 2. Eligibility for Voting

The following requirements shall be satisfied before a natural member may be eligible to vote in general assembly and election:

- File an Application for Membership (if one has not been filed before), pay his/her own annual dues, and has attained the age of 16 years.
- All applications for new membership shall be approved by the EC.

#### Section 3. Annual Dues

- NAMCC membership fee is \$100.00 per person or per family. Newcomer dues start in the year of their arrival in Greater Austin area.
- All donations (by cash, check, and credit card) qualify toward membership dues. Members, making cash donations, must obtain a receipt from an EC member to prove annual dues payment.
- Individuals, who cannot afford annual dues, may request the EC for exemption of fees by offering service to the organization, and receiving a certificate of completion. The certificate would qualify them to exercise their vote.
- EC must maintain an accurate record of the status of dues payment (or service performed) for each member in each year.
- Dues must be paid in full (or a certificate of service obtained) by September 30th of each year.

#### Section 4. Loss of Membership Rights

Any member who resigns or who is expelled for ethical reasons ceases to have any voting or nomination rights.

#### Section 5. Reinstatement of Membership Rights

Any member who loses his membership rights can apply for reinstatement by following the procedures required for becoming a new member and by petitioning for reinstatement with the EC. The EC may deny reinstatement if the member is deemed unfit for moral reasons.

**ARTICLE II. THE GENERAL BODY**

Section 1.

The EC (or their designee) prepares and publishes a list of the names of the voting members as defined in Article III of this Constitution. The EC reviews this list and updates it at least annually.

Section 2.

The voting members of the General Body are entitled to review the list and request updates if it is inaccurate. A request for updates shall be processed within one calendar week from the date of the request.

Section 3.

The EC holds at least one annual GA meeting to discuss planned projects and to propose budget and financial activities.

Section 4.

An emergency GA meeting can be held at the request of the EC, or by a written request from at least one-third of the eligible voting members of the General Body. The request for an emergency GA meeting should document the reasons for the request and must have names and signatures of those voting members who are making the request. The EC is required to call this meeting within one week of the request. Notice of meetings shall be posted on the NAMCC bulletin board and Website.

Section 5.

Decisions at the GA meeting are made by two-thirds of the eligible voting members, and carried into effect if approved by a quorum as defined herein.

Section 6.

All meetings of the GA will be conducted in English.

**ARTICLE III. THE EXECUTIVE COMMITTEE (EC)**

Section 1.

The EC is responsible for the organization and coordination of activities for NAMCC and has an obligation to appoint specialized committees to assist them in these endeavors.

Section 2.

The EC meets at least once a month. The President has the right to call an emergency meeting if necessary.

Section 3.

The EC decisions are taken by simple majority vote of the present members. In the event of a tie vote, the decision is deferred till the next EC meeting, which must be held within one calendar month.

Section 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 General Body members, upon request.

Section 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 calendar 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.

Section 6.

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

**ARTICLE IV. ELECTION OF THE EXECUTIVE COMMITTEE**

Section 1.

The EC is authorized to continue with its duties past December of the year its term expires, if transition is not complete until the new EC takes complete charge of all operations.

Section 2.

The EC must call for a GA meeting in 1<sup>st</sup> quarter of each year to present the annual report. This meeting has to be in accordance with Article II of the by-laws. In this meeting, the EC presents the annual report concerning its activities for the completed term. This is to be published and posted on the NAMCC Bulletin board and Website.

Section 3.

A person can hold only one office of NAMCC at any given time.

Section 4.

If a position on the EC becomes vacant at any time, that position shall filled by appointment by the EC until the position comes up on a new election.

Section 5.

Any elected office holder of NAMCC shall be removed from office for:

- A. violation of the code of ethics
- B. embezzlement of funds that belong to NAMCC
- C. gross neglect of duty
- D. severe physical or mental incapacity
- E. absence from five consecutive scheduled meetings without just cause

A petition for removal of an NAMCC officer may be filed by any NAMCC member. A special meeting of the EC shall be convened within ten (10) days of the filing of such a petition at which time the officer(s) filing the petition shall detail the grounds for removal before the EC and the subject officer shall have an opportunity to respond to the grounds for removal alleged in the petition. The EC may vote to remove or place the subject officer on a probation status for up to six months. Removal of an officer can be sustained by a two-thirds vote of the EC in attendance. At the end of the probation period, the EC shall conduct a subsequent meeting to determine whether to

retain the officer or to remove the officer. Any vacancy resulting from removal of an officer shall be filled by appointment by the EC in accordance with Section 4 above.

Section 6.

For any other reason removal of any member of the Executive Committee (President, Vice President, General Secretary and Treasurer), a petition for removal shall first be signed by at least one-third of the eligible voting members of NAMCC and submitted to the EC which shall proceed with such petition in the manner described in Section 5.

Section 7.

The newly elected members meet with the outgoing members and chart out a plan for smooth transition of documents, authorization signatures, records, data, passwords, pending issues needing attention, and current committees/members and their progress. The transition period is a maximum of three (3) months, and must be complete by March 31. The new members take charge on January 1 of the ensuing year.

**ARTICLE V. DUTIES OF EC MEMBERS**

**The President:**

- Serves as 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.
- Represents the center or chooses who should represent the center in conferences or meetings.
- Can call a meeting of the voting members of GA if necessary.
- In case of any dispute, the President decision to be followed at the time, and matter should be discussed in the next EC meeting accordingly for resolution.

**The Vice President:**

- Has the full authority and responsibility of the President in his absence.
- Shall assume the office of the President in case of a vacancy for any cause in that office.
- Shall assist the President in the execution of the duties of his office.

**The General Secretary:**

- Maintains records of all minutes of every meeting of the EC and GA.
- After consultation with the President prepares an appropriate agenda for all EC and GA meetings.
- Presents, at the beginning of each EC meeting, the minutes of the preceding meeting for their approval.
- Maintains all paper and electronic records regarding of the NAMCC, including but not limited to, operations and meetings and protects them from tampering.

**The Treasurer:**

- Will be fully responsible for all financial activities of the NAMCC.
- Manages all bank accounts, financial records of the NAMCC, remittance of payment for operational and incidental bills, and deposits incoming funds in their appropriate accounts. No money from the NAMCC's accounts can be spent with the exception of the utility bills

and day-to-day expenses of the center, without the approval of the EC.

- Prepares annual budget and financial statements and presents them to the EC.
- All checks from the NAMCC accounts require the signature of an additional member of the EC in addition to the Treasurer.
- May open sub-accounts for special projects designated by EC members. All checks of the sub-account must be signed by a designated EC member(s).
- Ensures that the receipts of donations are mailed to the donors during the month of January (for the previous year's donation)

**The Trustee:**

- Responsible for day-to-day operations and activities of the NAMCC.
- Can lead efforts to promote and educate Islamic culture inside and out of the mosque

**ARTICLE VI. ELECTION SUPERVISORY COMMITTEE (ESC)**

In the last 2 weeks of October of the election year, the EC will solicit and appoint a 3-member Election Supervisory Committee (ESC) to conduct the elections.

- ESC is an independent, ad hoc committee that dissolves when the election and transition is complete. Once elected, the ESC does not take directions from the EC.
- EC will provide a complete list of voting members to ESC no later than November 15th of the election year. All updates must be completed before this date. No further changes in the list will be permitted after ESC received it from the EC.
- ESC solicits candidates and conducts elections by December 15 of the election year. The results should be announced by the ESC after Maghrib prayers on December 15 and posted on the bulletin board and NAMCC website.

**ARTICLE VII. MEETINGS**

Any scheduled annual or semi-annual meeting in conflict with Ramadan may be postponed for a period of one month in observance of Ramadan.

Section 1. Annual General Body Meeting or General Assembly (GA):

The EC shall hold a regular General Assembly (GA) meeting of its members in 1<sup>st</sup> quarter of each year. The date, time and location shall be designated by the EC. A notice of this meeting shall be given to the members of the NAMCC two weeks prior to such meeting via email distribution. At the meeting, an annual progress report shall be presented to the membership by the EC.

Section 2. Meetings of the EC

There shall be a regular meeting of the EC at least once each month. The date, time and location of the meeting shall be designated by the EC. At all meetings of the EC, a simple majority of all EC members shall decide any question placed before the meeting unless stated otherwise.

Section 3. Special Meetings

Special meetings of the GA may be called at any time by the President, three (3) or more members of the EC, or one-third of the eligible voting members of the NAMCC. Meetings will occur no earlier than two weeks after calling so as to allow all members an opportunity to attend.

Section 4. Quorum

Two-third of the eligible voting members shall constitute a quorum at any General Assembly. If the required quorum is not reached, the meeting is to be held after seven calendar days and become legal with the attendance of any number of voting members. In meetings of the EC, majority of elected office holders shall constitute a quorum.

**ARTICLE VIII. IMAM**

Section 1. Selection.

The Imam for the NAMCC will be selected by the EC and will serve at the pleasure of the EC until such time that the NAMCC sees fit to remove the Imam or seek a replacement of the Imam.

Section 2. Relation with the Executive Committee

The Imam can attend meetings of the Executive Committee when invited by the President of the EC. The Imam shall participate in an advisory capacity only during these meetings.

Section 3. Reports to the Executive Committee

The EC can require regular and ad hoc reports prepared by the Imam and presented to the EC as outlined in the terms of the employment contract of the Imam.

**ARTICLE IX. FISCAL YEAR**

The accounting period, or Fiscal Year (FY), adopted by the NAMCC shall follow the calendar year January 1 through December 31.

**ARTICLE X. CONTRACTS AND CONVEYANCES**

No sale, conveyance, assignment, lease of real or personal property approved by the General Assembly and the EC shall be valid until all required documents are signed by the presiding President and attested by the General Secretary.

**ARTICLE XI. AMENDING THE BY-LAWS**

By-laws of the NAMCC may be amended by eligible voting members of the GA after the following two (2) considerations have been met:

- 1) A written proposal of the Article(s) and Section(s) in question must be submitted to the EC, signed by the submitting party(ies). The proposal will include a contact name, phone number and/or email, the title of the Article(s) and Section(s) to amend, the suggested revision, reasons for bringing the amendment(s) to the GA, and rationale supporting the suggested revision.
- 2) A preliminary review of the suggested revision by the EC, not to exceed sixty days following submittal, to determine the appropriateness of the revision(s).

The preliminary review may result in an impromptu meeting of the submitting party(ies) and interested members of the EC and may require further clarification of the suggested revision, and/or revision of the submitted information.

Upon completion of the preliminary review, the EC will bring the suggested revision of the by-laws before the eligible voting members of the GA during the annual meeting of the GA. Approval will occur only when two-thirds of the total eligible voting members or by a quorum as defined herein have voted in concurrence with the suggested revision. The amendment will strike and replace the Article(s) and Section(s) in question at the onset of the following fiscal year. The amended by-laws will then be published on the NAMCC website.