

THE CONSTITUTION OF THE ISLAMIC CENTER OF CENTRAL MISSOURI

ARTICLE I: NAME AND NATURE

Section I: The organization shall be called the “Islamic Center of Central Missouri, Inc.” (hereafter called “ICCM”).

Section II: The ICCM shall be a non-profit, Islamic, charitable, educational, and religious organization, in accordance with Islamic principles of the Qur’an and Sunnah (the practice of the Prophet Muhammad, (P.B.U.H.) consisting of what he did, recommended, or approved), and in compliance with Section 501(c)(3) of the Internal Revenue Code, as amended.

ARTICLE II: PURPOSE AND OBJECTIVES

Section I: The purpose of the ICCM is to serve the best interests of Islam and Muslims of Central Missouri, particularly the Muslims living in the Columbia area and the neighboring communities, and to help them carry out activities in pursuit of Islam as a complete and total way of life. All assets of the Islamic Center of Central Missouri are to be used for religious purposes documented in this Constitution and By-Laws. All its activities shall be in accordance with the teachings of the Holy Qur'an, authentic Sunnah of the Prophet Muhammad (P.B.U.H), and practices of Ahl As-Sunnah Wal-Jama'a (Scholars of the Sunnah).

Section II: Objectives

a) To this end, the ICCM shall:

1. Strive to promote and strengthen the faith of all Muslims in Allah (S.W.T.), His Prophet Muhammad (P.B.U.H.) and the Holy Qur'an.
2. Arrange and hold congregational prayers and Islamic religious festivals in accordance with the Qur'an and the authentic Sunnah of Prophet Muhammad (P.B.U.H.).
3. Strengthen fraternal bonds and brotherly relations among Muslims.
4. Maintain active charity and relief programs.
5. Help the Muslims of Columbia (and neighboring communities) carry out Islamic programs in accordance with the guidance of the Qur'an and Sunnah.
6. Conduct social, cultural, educational, religious and other activities in the best traditions of Islam.
7. Promote friendly relations and understanding between Muslims and non-Muslims and to foster a Muslim community based on Islamic principles of brotherhood, equality, peace, love, and justice.
8. Strive to make Islamic teaching known to non-Muslims (Dawah) and act as a public representative for Islam and Muslims in Central Missouri.
9. Notwithstanding any other provision of this Constitution, the ICCM shall not carry on any activity not permitted by Islamic principles.

Section III: The use of all buildings and properties that are designated or established as Waqf (Trust) for the purpose of generating funds for running and maintaining the ICCM must continue to be used as

such. Any change of the use of these properties must be approved by ICCM General Assembly and written approval from the North American Islamic Trust (NAIT).

ARTICLE III: OFFICE

The ICCM shall maintain an office on the premises of the center or at a location as designated by the Executive Board (hereafter called "EB"). Current registered address of ICCM is:

ISLAMIC CENTER OF CENTRAL MISSOURI, INC.

201 South Fifth Street

Columbia, MO 65201

ARTICLE IV: AFFILIATION

Section I: The ICCM shall establish and maintain continuous affiliation with the Islamic Society of North America, hereinafter referred to as ISNA (currently headquartered in Plainfield, Indiana), and in compliance with Section 501(c)(3) of the United States Internal Revenue Code as currently enforced and amended hereafter.

Section II: The ICCM may not engage in any activity that violates the Islamic standards as set forth by the Quran and Sunnah, nor in any activity prescribed by the laws of the United States or State of Missouri, nor in any activity incompatible with its status as an affiliate of ISNA (any provision of its Constitution or regulations or policies or practices).

ARTICLE V: MEMBERSHIP

Section I: ICCM Membership

- a) Any Muslim is eligible to participate in the activities of the ICCM if they fully observe its rules and regulations.
- b) General Membership
 1. Any Muslim who complies with the ICCM Constitution and By-Laws may have a general membership status.
 2. A general member does not have the right to vote or to be elected to any office at the ICCM.
 3. Any general member is eligible to participate in the activities of the ICCM if he or she observes its rules and regulations.
 4. A general member does not have to pay any membership dues.
 5. A general member can be buried in the Mid-America Islamic Cemetery in accordance with the by-laws of the cemetery.
- c) Active Membership
 1. Any Muslim, age sixteen (16) years or older, who resides in central Missouri and complies with the ICCM Constitution and By-Laws and has paid membership fees is eligible for active membership.

2. All active members of the Muslim Student Organization at the University of Missouri – Columbia (hereafter called “MSO”) are active members of the ICCM. See ICCM By-Laws, Article I, Section A, Part 7.
 3. The General Assembly shall be comprised of the “Active Members” of the ICCM.
- d) Associate Membership
1. Any non-Muslim who complies with the ICCM regulations and who is interested in the ICCM Islamic education programs and pays the membership dues may become an associate member if approved by the EB.
- e) Membership Dues
1. The EB shall establish membership dues.
 2. Membership dues shall consist of two parts:
 - i. Dues for the ICCM
 - ii. Dues for membership in the Islamic Society of North America (optional)
 1. Membership dues for membership in the Islamic Society of North America is optional. As such, all members of the ICCM who have paid dues for membership in the Islamic Society of North America to the ICCM will automatically become members of ISNA. Upon collection, these dues shall be sent to the Headquarters of ISNA, along with a list of names and addresses of the members who paid them.
- f) Rejection/Cancellation of Membership
1. The EB, with a 2/3rd majority vote, may reject the membership request of an applicant if it believes that the individual’s membership may be detrimental to the interests and charter of the ICCM.
 - i. Any member of the ICCM who is involved in such activities, which may harm or smear the image of the ICCM and/or Islam, may have their membership subject to cancellation according to the procedure in the Constitution and By-Laws.
 - ii. a person whose membership was rejected/cancelled, he/she may appeal this decision upon which the EB will call for a Special Meeting of the GA. This Special Meeting shall follow the same decorum as defined in the Article II Section III of the ICCM By-Laws. For canceled/rejected membership to be reinstated, a 2/3rd majority vote will be required.

ARTICLE VI: ORGANIZATION AND STRUCTURE

Section I: The ICCM shall have the following management structure:

- a) General Assembly (Active Members)
- b) Executive Board

ARTICLE VII: THE GENERAL ASSEMBLY (GA)

Section I: The General Assembly shall consist of all active members of the ICCM.

Section II: The General Assembly shall elect the EB as the executive authority to conduct all affairs of the ICCM, consistent with its purposes and objective. Should the EB indulge in any activities that are in direct conflict with the purposes and objectives of the ICCM or that damage the existence or interest(s) of the ICCM, then the General Assembly shall be the final authority to correct/replace the Board.

Section III: The General Assembly shall be the ultimate and final authority over all aspects of the ICCM.

ARTICLE VIII: THE EXECUTIVE BOARD

Section I: Composition

- a) The Executive Board shall consist of 7 members, as follows.

Chairman	
Secretary/ Social/Youth Officer	Financial Officer/NAIT Representative
Facilities Director	Outreach/Education Officer
Women’s Representative	
MSO President (non-voting member)	

- b) MSO President is a non-voting member.
- c) An employee of the Islamic Center of Central Missouri cannot be a member of the EB.

ARTICLE IX: FINANCES

Section I: The ICCM shall be financed by contributions, donations, membership dues and other sources consistent with Islamic principles and approved by the EB.

Section II: The finances of the ICCM shall be budgeted and approved for the fiscal year by the EB as set forth in the By-Laws.

Section III: The ICCM shall maintain a deposit account with NAIT, in which all contributions and donations collected specifically for the ICCM’s maintenance and expansion, as well as all funds in excess of one year’s needs, shall be deposited.

Section IV: The ICCM shall maintain a diversified investment account(s) in different areas that adhere to Islamic principles.

Section V: No part of the net earning of the ICCM shall inure to the benefit of or be redistributable to its members, trustees, officers, or other private persons, except that the ICCM shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this article. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this Constitution, the association shall not carry on any other activity not permitted

Section VI: Audit Committee

- a) All accounts of the ICCM shall be audited by an audit committee.
- b) A committee of three, none of whom shall be a member of the EB, shall be appointed by the EB.
 1. The EB will inform the General Assembly of their appointees.
 2. Upon announcement of Audit Committee appointees, active members will have 14 days from the date of announcement to provide the EB with written objection to the appointment of said appointees.
- c) The Audit Committee shall:
 1. Consist of at least one member that possesses basic knowledge of accounting and auditing procedures and at least two members who are active members of the ICCM.
 2. Have access to financial records of the ICCM at all times.
 3. Routinely and systematically review and audit all records and accounts of the ICCM.
 4. Submit periodic reports to the EB.
 5. Submit an annual report to the General Assembly.

ARTICLE X: AMENDMENTS

Section I: Amendments to the Constitution shall be submitted in writing to the EB no less than 30 days prior to the General Assembly meetings.

- a) Any submitted amendment proposal will need to be cosigned by at least three active members.

Section II: The EB, after approving the proposed amendment by a 51% vote (of members attending the meeting), shall present it to the General Assembly during the next meeting provided that the proposed amendments have been announced at least two weeks in advance.

Section III: All amendments shall require the approval by fifty-one percent of the total active membership. If fifty-one percent of the active members are not present in the General Assembly meeting, another General Assembly meeting shall be called for voting on the proposed amendments within 30 days, in which an affirmative vote of simple majority of the 33% of active members of those present shall be required to adopt the proposed amendment, provided that all active members are informed about the second meeting at least two weeks in advance.

Section IV: Amendment to any of the following sections may not be valid without the prior consent or the latter confirmation of the Executive Committee of ISNA. These sections are:

- a) All sections of Article I, II, III, IV of the ICCM Constitution.

ARTICLE XI: DISSOLUTION

Section I: If a situation arises which makes the dissolution of the ICCM inevitable, the EB, after the approval of the General Assembly shall call upon ISNA to handle the process of dissolution. Any assets left after paying all the liabilities of the ICCM shall be transferred to the North American Islamic Trust.

THE BY-LAWS OF THE ISLAMIC CENTER OF CENTRAL MISSOURI

ARTICLE I: THE GENERAL ASSEMBLY

Section I: Composition and Responsibilities

- a) The General Assembly:
 1. Shall comprise of the "Active Members" of the ICCM.
 2. Shall elect the EB of the ICCM with the exception of MSO President, who will be elected by the MSO.
 3. Shall have the final decision on financial activities of the ICCM
 4. Shall be the supreme authority when the assembly is in session.
 5. May adopt resolutions, amend the Constitution and By-Laws according to recommended procedure(s) and in general, exercise all power necessary to promote the purpose and objectives of the ICCM.
 6. Shall approve the ICCM annual and financial statements, audited by a Certified Public Accountant (CPA), if needed.
 7. The MSO President shall provide a list of MSO active members as established by the MSO By-Laws.

ARTICLE II: GENERAL ASSEMBLY MEETINGS

Section I: Time and Place of Meetings

- a) The General Assembly shall meet at least twice a year in January and in September.
- b) The place and exact time shall be decided by the EB of the ICCM.
- c) Regular meetings of the General Assembly shall be called by the Chairman of the EB.
- d) Consultative meetings (with no decision-making powers) of the General Assembly may be called either by the Chairman of the EB or the Secretary in the Chairman's absence. No quorum is required for such meetings.

Section II: Special Meetings

- a) A special meeting of the General Assembly shall be called by a request signed by at least 50% of active members.
- b) A special meeting shall also be called at the request of the EB.
- c) Special meetings of the General Assembly shall be called by the Chairman of the EB.
- d) Special meetings shall adhere to the same decorum outlined in Article II, Section III of the ICCM By-Laws.

Section III: Notice of Meetings and Quorum

- a) The EB shall notify active member with the agenda of the General Assembly at least two weeks before the meeting.
- b) The quorum of the first called meeting of the General Assembly shall be at least 50% of active members.

- c) In case the quorum was not achieved in the first called meeting, at that time, the Chairman of the EB shall call for a second meeting within 30 days and shall be legitimate regardless of the number of active members present attending unless otherwise required by the Constitution or By-Laws.

Section IV: Meeting Language

All meetings shall be conducted in a language understood by all present.

Section V: General Assembly Meeting Agenda

- a) The Chairman of the EB, working with the Secretary, will prepare the agenda. Agenda items might also come from other EB members and/or the general members.
- b) Prior to meetings, a developed agenda needs to be communicated to EB members no less than three weeks before the meeting.
- c) Suggested order of business for both general assembly and EB meetings:
 - 1. Du'a and call to order
 - 2. Welcome from Presiding Officer
 - 3. Approval of minutes from previous meeting
 - 4. Financial report
 - 5. Officer's reports
 - 6. New business
 - 7. Executive session (when needed)
 - 8. Du'a and adjournment

ARTICLE III: THE EXECUTIVE BOARD

Section I: Composition

- a) The Executive Board shall consist of seven trustworthy Muslims six of whom shall be elected by the General Assembly of the ICCM.
- b) The EB members are as follows:
 - 1. Chairman
 - 2. Secretary/ Social/Youth Officer
 - 3. Financial Officer/NAIT Representative
 - 4. Facilities Director
 - 5. Outreach/Education Officer
 - 6. Women's Representative
 - 7. MSO President
- c) All members of the EB shall be elected by the General Assembly except the MSO President.

Section II: Tenure and Termination

- a) The term of each member shall be two years with the exception of the MSO President, whose term is defined by the MSO By-laws.
- b) Each EB member can serve up to two consecutive terms on the EB. After which, that individual must take a one-term break before they may run for an EB position.

- c) Article III, Section II, part b does not apply to an EB member who was appointed by the EB to fill a vacant position because of termination, death or relocation of another member if the remaining term is one year or less.
- d) An EB member may be removed or disqualified by four out of six votes of EB members under, but not limited to the following conditions:
 - 1. Open and persistent commitment of major sin(s) as defined by the Qur'an and the authentic Sunnah of the Prophet (PBUH)
 - 2. Direct and willful violation of the ICCM Constitution and By-Laws
 - 3. Misuse or misappropriation of ICCM funds
 - 4. Damage to the existence and/or interests of the ICCM
 - 5. Non-compliance or unwillingness to volunteer, without a reasonable excuse, at least two hours per week for the affairs of the ICCM may be considered sufficient grounds for removal
 - 6. Absence from three consecutive EB meetings
- e) The Board that exists at the time of the adoption of this constitution shall become the Interim Board (IB) on the day that this constitution becomes effective and shall continue to function until it is replaced by a newly-elected EB.

Section III: Qualification of an Executive Board Member

- a) Be a Muslim
- b) Be an active member of the ICCM for at least one year
- c) Be a resident of Columbia or its surroundings
- d) Be at least 18 years of age
- e) Participate in activities of the ICCM over the course of the calendar year. These activities include, but are not limited to, halaqa, committee meetings, school activities and other formal meetings and conferences sponsored by the ICCM.

Section IV: Vacancy and Appointment of New Members

- a) Vacancies in the EB may occur if a member passes away, resigns, is removed or relocates from Columbia, Missouri.
- b) If the remaining term is one year or less, the EB shall appoint an active member to complete the term by a majority vote of four out of seven members of the EB.
- c) If the remaining term of the vacated position is more than one year, the normal procedure for the election of an EB member will apply.
- d) Any member that fulfills the requirements of Article III, Section III of the ICCM By-Laws is eligible to fill the vacancy of an EB position.

Section V: Functions of the Executive Board

- a) The Executive Board shall:
 - 1. be the final authority in all matters concerning the affairs of the ICCM except when the General Assembly is in session.
 - 2. protect the interest of the ICCM as guardian of the Constitution.

3. have the authority and responsibility to manage, maintain and protect the property and assets of the ICCM and to make investments with the use of community funds and to earmark budgets.
4. Have the authority and responsibility to initiate, approve and maintain all school and educational programs of the ICCM.
5. Formulate overall policies and guidelines promoting the purpose and objectives of the ICCM.
6. Appoint special committees as needed.
7. Approve the annual budget.
8. Approve the affiliation of an organization to the ICCM.
9. Appoint a Certified Public Accountant, who is not among the officers of the ICCM, to audit the accounts of the ICCM.
10. Select delegates from among the active members to represent the ICCM, as and when needed.
11. Recruit an Imam for the regular prayers, according to Islamic principles and teachings.
12. Interpret the ICCM Constitution. Such interpretations can only be overridden by a vote of at least two-thirds of active members attending a quorum meeting of the General Assembly.
13. Register all real estate owned by the ICCM under the name of the North American Islamic Trust (NAIT), currently headquartered in Indianapolis, Indiana.
14. Delegate any of its authorities to any person or committee as it deems suitable.
15. Ensure that each EB position has up-to-date documentation showing Procedures for Leaving Office such as transition, transfer of duties, etc...

Section VI: Duties of Executive Board Officers

a) The Chairman of the EB shall:

1. Convene and preside over the meetings of the EB.
2. Be Responsible for executing the decisions of the EB.
3. Preside over the General Assembly meeting.
4. Be the Chief Executive Officer and spokesman for the ICCM.
5. Be authorized to delegate any or all of his duties to any other person approved by the EB.
6. Maintain a bi-monthly report with the Secretary of EB as and when authorized by EB.
7. Co-sign checks and/or contracts with the Financial Officer/NAIT Representative and/or Secretary of the EB as and when authorized by the EB.
8. Represent the ICCM at official functions.

b) The Secretary/ Social/Youth Officer of the EB shall:

1. Handle the correspondence of the EB, which includes preparing the agenda for the EB meetings and distribute it one week in advance of the meetings. Also to be responsible for recording the minutes at each meeting and circulating them to the members of the EB within 15 days of each meeting.

2. Establish, maintain and update records of ICCM active members.
 3. Renew annual registration and tax exemption (every five years) of the ICCM with the State of Missouri.
 4. Compile, prepare and store all reports of the ICCM as submitted by the different ICCM officers.
 5. Co-sign checks and/or contracts with the Financial Officer/NAIT Representative and Chairman of the EB as and when authorized by the EB.
 6. Be responsible for the development and maintenance of the ICCM website.
 7. Organize social activities, in collaboration and coordination with the Women's committee, within the Muslim community that strengthen the relationships of Muslim community members.
 8. Create and chair the Ramadan Committee.
 9. Report social activities to the EB on a quarterly manner.
 10. Coordinate with the Outreach/Education Officer on organizing social activities between Muslims and the local community.
 11. Be responsible for developing and coordinating programs for the youth of the ICCM.
 12. Supervise youth programs.
 13. Chair Youth Program Committee.
 14. Work with youth groups to develop and implement their programs.
 15. Assist in developing budget for youth programs.
 16. Report youth activities/programs to the EB and the ICCM General Assembly.
- c) The Financial Officer/NAIT Representative of the Executive Board shall:
1. Be responsible for all financial transactions and bookkeeping.
 2. Deposit incoming funds in the proper account within one week of receiving.
 3. Co-sign withdrawal of funds from the ICCM or NAIT account with the Chairman and/or Secretary.
 4. Submit monthly and yearly financial status reports to the EB.
 5. Submit financial annual report to the General Assembly. This report must be submitted two weeks before the General Assembly meeting.
 6. Arrange and supervise fundraising activities with the Secretary (or create and chair a Fundraising Committee).
 7. Provide recommendations, along with the Facilities Director, to the EB for remodeling, repairs, and expansion of the ICCM real estate.
- d) The Facilities Director shall:
1. Maintain and update the inventory of all properties (with the exception of reading materials) owned by the ICCM.
 2. Conduct any transactions regarding leasing/renting of property of the ICCM.
 3. Keep and update list of all persons who have access to the premises of the ICCM.
 4. Responsible for hiring and supervising of any person(s) performing maintenance on the property of the ICCM with the approval of the EB.

5. Provide recommendations, along with the Financial Officer/NAIT Representative, to the EB for remodeling, repairs, and expansion of the ICCM real estate.
- e) The Outreach/Education Officer shall:
1. Organize all Dawah activities with the goal of propagation of Islam both within and outside the Muslim community.
 2. Create and chair the Dawah committee.
 3. Arrange educational programs for the community.
 4. Report Dawah activities to the EB on a quarterly basis.
 5. Represent the ICCM on the Islamic School Education Board.
 6. Inform the EB and the General Assembly of the operations of the ISCM and its Education Board.
 7. Serve as a voting member on the Islamic School Education Board.
 8. Be responsible for initiating, organizing, approving and maintaining educational programs.
 9. Be responsible for maintaining and organizing the ICCM Library.
- f) The Women's Representative shall:
1. Organize and develop religious, educational and social programs for the ICCM for the sisters.
 2. Work with the Social/Youth Officer to coordinate and develop social programs for the ICCM.
 3. Will be nominated by female active members of the ICCM and voted upon by the ICCM active members.
 4. Report women's activities to the EB on a quarterly manner.
- g) The MSO Representative shall:
1. Inform the EB on the activities of the MSO to the EB.
 2. Work with Outreach/Education Officer to develop educational programs.
 3. Serve as a liaison between the EB and the members of the MSO.
 4. Provide the ICCM with a list of active members.
 5. Inform the MSO members about ICCM activities, including but not limited to, elections, education programs, Dawah activities, community outreach, etc.
 6. Will be a non-voting member of the EB

Section VII: Meetings and Procedures of the Executive Board

a) Meetings

1. The EB shall meet at least once per month.
2. The presence of four out of seven members shall constitute a quorum. The Chairman or Secretary shall be among these attendees.
3. Any member who cannot be present may communicate his/her written views to the Chairman of the EB prior to the meeting date. The Chairman shall present these views to the EB.

4. A regular meeting shall be called upon the request of any three members of the EB or at the request of the Chairman. A special meeting shall be called on at the request of a unanimous EB within two weeks of the request.
5. A notice for a regular meeting shall be communicated to the members of the EB at least five days prior to the date of the meeting. A notice for a special meeting shall be communicated at least two days in advance.
6. Decisions shall be arrived at by the concurrence of a simple majority of the members present at a duly convened meeting. The Chairman can make a decision after conferring with and getting the approval of any three members of the EB. Such decisions must be communicated to the remaining EB members within 15 days.
7. The EB meetings shall be conducted to the standing orders of the Islamic Society of North America (ISNA).
8. In case of a tie in voting, the side of the Chairman shall prevail.
9. Any member(s) of the community may attend EB meetings as an observer(s) without any voting right for decisions by the EB at the meeting. Such member(s) may make comments during the meeting.
10. Executive sessions are closed to general members.
11. Any action required and/or permitted to be taken by the EB may be taken without a formal meeting with approval by four out of six voting members.
12. Such action by written approval/consent shall have the same validity and effect as a unanimous vote of the Board. Such written consent(s) shall be filed with the minutes of proceedings of the EB members.
13. In case of an emergency, which requires immediate or quick decision, should be brought to the attention of the Chairman with notification of the Secretary. The Secretary or his/her designate will contact EB members and obtain their votes on the issue. The decision reached by a simple majority should be documented and presented in the next meeting by the Secretary.

b) Minutes

1. The Secretary/ Social/Youth Officer of the EB shall be responsible for preparing the minutes of each meeting, which should include the following:
 - i. Time and place of each meeting of the EB and the general assembly
 - ii. Names of board members and General Assembly members present and absent
 - iii. All official actions of the EB and General Assembly
 - iv. All official votes of the EB and General Assembly
 - v. Minutes of meetings should be presented for approval (paper or e-mail) prior to the next meeting

c) Conflict of Interest

1. A conflict of interest may be actual, perceived or potential. The same is true for any action or advice (to individual member or board).

2. Members of the EB shall declare a conflict of interest in matters that they (or members of their families or business, in which they may have an interest) stand to benefit either directly or indirectly by decisions of the EB collectively or individually.
3. A member shall exclude oneself from a discussion, in which a conflict of interest may jeopardize one's ability to carry out his/her responsibilities, as a member of the EB.
4. No board member shall accept favors or financial benefits from any individual(s), organization(s), or entity known to be seeking business contracts with the ICCM.

Section VIII: Imam

1. Per Article III Section V.a.11., Imam is recruited by the EB
2. Imam is a non-voting member of the EB who serves in a role of consultant and advisor to the EB
3. As an employee of the ICCM, Imam reports directly to the EB Chairman
4. Nurtures spiritual growth of the community
5. Provides consultation and advise to the community members
6. Performs other duties and responsibilities as defined in the ICCM job description

ARTICLE IV: ELECTIONS

The EB shall appoint three to five active members to serve as the Election Committee (EC) during an election year.

Section I: Election Committee

- a) The Election Committee, hereon after referred to as (EC), shall be appointed no later than February preceding the elections in June.
- b) The term of the EC shall end at the successful conclusion of elections or as stipulated by the Board but no later than one year after its appointment.
- c) The EC selects its Chair within two weeks of its appointment.
- d) Members of the EC may not:
 1. Nominate another member to office or second a nomination.
 2. Be nominated to the office.
 3. Employed by the ICCM while serving in the EC.
- e) EC members have the right to vote as any other active member.

Section II: Functions of the Election Committee

- a) The Election Committee is designated to serve as an unbiased and neutral body in conducting the elections of the ICCM and the Islamic School of Columbia – Missouri (ISCM) (if and when required), including but not limited to election of officers, approval of amendments and by-laws of the ICCM.
- b) The Election Committee shall:
 1. Handle all affairs related to elections from solicitation of nominations to the final outcome.
 2. Seek guidance and counsel from the Board in cases of ambiguity.

3. Solicit nominations for the positions at least four weeks prior to the deadline for nominations.
4. Acquire a list of EB-approved amendments to the ICCM Constitution or ICCM By-Laws, if any, for voting by active members from the EB Secretary.
5. Acquire list of current and continuous active members, including MSO active members from Secretary of the EB and Secretary of MSO to determine eligibility to vote.
6. Announce the names of all the eligible nominees during the General Assembly meeting, and post same on the ICCM bulletin boards on the women and men's sides.
7. Announce the date, time, and duration of the election during General Assembly meeting and immediately after two Friday Prayers preceding the scheduled day of election.
8. Additionally, explain the details of election procedure during the General assembly meeting and post the same on ICCM bulletin boards on the women and men's sides.

Section III. Election Process:

a) Nominations

1. Any active member is eligible to nominate other active member.
2. Each nomination shall be seconded by at least two other active members.
3. An eligible nominee must:
 - i. have been active member during the year preceding the nomination for a minimum of one year. The EB Secretary shall verify length of membership. Membership year is defined as starting from previous membership drive to the current membership drive. (An individual must be on the active members list during the last two membership drives)
 - ii. be a US citizen, Legal Permanent Resident (Green Card), or Legal Alien with a current and valid legal status/stay granted by Bureau of Citizenship and Immigration Services.
4. Concurrence of the nominee is required. If any nominee declines before the September General Assembly meeting, then that nominee shall be dropped from the list of eligible nominees. Nominee should indicate acceptance in writing to the election committee. Written acceptance must be tendered before the September General Assembly meeting.
5. The deadline for nominations is two weeks before the General Assembly meeting.
6. Any active member seconded by another active member may question any candidate's nomination if the nominee is deemed unsuitable due to
 - i. Known haram (prohibited) activities.
 - ii. Gross negligence of fard (obligatory) duties.
 - iii. Actions detrimental to the interests or charters of ICCM.
 - iv. Any challenge, as such must be presented in writing to the EC before the General Assembly meeting, if nominations are already made public or verbally during the General Assembly meeting.

- v. An eligible member shall run for one position only. When a member is nominated to run for multiple positions, EC shall give the nominated member a chance to choose a position s/he shall run. Consequently, one member's name shall be on the ballot for one position of his/her choice.
- vi. The Election Committee shall accept nomination(s) for position(s) during the General Assembly meeting ONLY if no valid nominations exist. Any such nominee MUST be physically present at the General Assembly in addition to meeting the requirements as listed under Election Process – Nominations (Article IV Section III, "a"). If at the end of the meeting there are no valid nominations, the position shall be considered vacant and shall be filled after the elections by the other elected members as if the vacancy was due to a resignation.

b) Voting

1. Active members may vote during Election Day at the time and place announced by the Election Committee.
2. Active members may be asked to show personal ID to verify their identity;
3. All voting shall be conducted by secret ballot.
4. If a ballot has no selection for any position, the other valid votes on that ballot shall still be counted.
5. If a ballot has more than one selection for any item, the vote on that item shall be considered invalid. All other valid votes on that ballot shall still be counted.
6. Each active member shall receive only one official ballot from the Election Committee for each election.
7. The Election Committee may accept absentee ballots only if the absentee voter makes arrangements at least one week before the election. Circumstances when/where absentee ballots are accepted are decided by the Election Committee.
8. In case a second election is inevitable (for example, due to tie), it shall be held on a Sunday one week after the first election. Only one announcement immediately after the Friday Prayer preceding the day of the election is required in addition to posting the announcement on the ICCM bulletin board on both women and men's sides.
9. MSO Election
 - i. MSO elections shall be handled according to the procedures in the MSO by-laws.
 - ii. The MSO President shall act as the MSO Representative to the ICCM EB
10. Women's Representative

ICCM women's community members shall submit three candidates for the position of Women's Representative to the Election Committee. Submitted candidates must satisfy the Nomination criteria as defined by the ICCM By-Laws and will be added to the ballots to be voted on by the General Assembly during the Election Process.

c) Election Results

1. The Election Committee shall count the votes immediately after the end of the announced election period. Any active member of the ICCM may be present at the ballot counting without causing any interruptions to the process.
2. The Election Committee shall announce the names of the nominees with highest number of votes immediately after the ballots are counted, those nominees are the elected officers. In the event of a tie, a new vote by the active members shall be taken to break the tie according to Article VI: Section IIIB, Part ix.
 - iii. Any newly elected board may ask the present board to continue its work for a transitional period of one month.

d) Repeating Elections

1. It may be necessary to hold a second election because of a tie results or the first election is not valid. Some reasons for finding the first election invalid include, but are not limited to the following:
 - i. Proof of ballot tampering is discovered.
 - ii. Proof of tampering with the list of active members is discovered or members were added inappropriately and the list cannot be repaired before ballots are cast.
 - iii. An elected officer is serving on the Election Committee.
2. Any active member may request the Election Committee in writing, within 30 days, with reasons to hold a second election. The Election Committee must investigate the matter, make decisions, and reply to the member in writing in no more than five days.
3. In the event that an election must be repeated, all previous election results shall be deemed invalid.
4. Any officers serving prior to the election shall continue serving until the new election.
5. The second election shall be held according to the same procedure as the previous one but on a Sunday two weeks after it is determined that a second election is necessary.
6. The Election Committee shall announce the reason for re-election, date, time, and duration of the election immediately after Friday prayers preceding the scheduled day of election. Additionally, the Election Committee shall post the results on the ICCM bulletin board (both brothers and sisters sides).

e) Re-scheduling Elections

1. It might be necessary to reschedule the entire election date due to circumstance out of the control of the ICCM. Such situations include but not limited to:
 - i. Inclement weather
 - ii. Death in the community
 - iii. Disturbance in the larger community
2. The Election Committee, in consultation with the EB, will determine what constitutes an extenuating circumstance that calls for rescheduling elections, as well as when they will be rescheduled. All other election procedures will remain the same.

- f) Additional stipulations
 - 1. No new nominations or amendments shall be accepted between repeated elections.
 - 2. If, due to the circumstances of the new election, any or all of the Election Committee members must be replaced, EB Chairman who was serving before the first election shall appoint the replacements.
 - 3. Any replacements to the Election Committee are subject to the same restrictions as the first committee members, EXCEPT that if the replacement nominated or seconded the nomination of any member on the ballot, the replacement may still serve on the new Election Committee.

ARTICLE V: Special Working Committees

Section I: Function

The function of a Working Committee is to assist the EB carry out the purpose, objectives and activities of ICCM.

Section II: Membership and Tenure

- a) The Board may appoint at any time Working Committees to carry out an assignment. The tenure of these committees may vary from a fraction of an hour to more than a year depending on the nature of the assignment.
- b) Tenure of a Working Committee is independent of the term of the EB. When a term of the member(s) of the Board is completed and the term of the Working Committee has not, the Working Committee will continue reporting to the new Board.
- c) The assignment given to any Working Committee shall be precisely defined in a memorandum from the Board to the Working Committee. The memorandum should include terms of reference, duration, and membership of committee
- d) Specific committees will work under the general guidance of a Board member responsible for that function.
- e) Working Committee shall consist of General members of the ICCM who are in good standing as described in Article V Section 1 of the ICCM Constitution. The board may reject the nomination request of an applicant if majority of the board members (4 out of 6 voting members) believe that the individual's membership will be detrimental to the interests and charters of ICCM.
- f) A General member can be a member of multiple Working Committees.
- g) Non-participating committee member without reasonable excuse, at the recommendation of the majority of the remaining members of the Committee, may be removed from the Committee by the Board member in charge of that Committee
- h) Working Committee should have at least 2 members (not including member from the Board).

Section III: Working Committees

Working Committees may include but are not limited to:

1. Committee for Strategic Planning
2. Committee for Women's Affairs
3. Committee for Youth Activities
4. Committee for Finance and Audit
5. Committee for Ramadhan and Eid activities
6. Committee for Technology Data Processing
7. Committee for Fund Raising
8. Committee for Facility Maintenance
9. Committee for Fiqh/Religious Affairs
10. Committee for Funeral Assistance and Burial
11. Committee for Outreach and Education Activities
12. Committee for Interfaith and Community relations
13. Committee for Cultural and Social Affairs

ARTICLE VI: AMENDMENTS TO THE ICCM BY-LAWS

Section I:

Amendments to the ICCM By-Laws shall follow provisions of the ICCM Constitution, Article X, Section 1-3.

Section II:

During an election year, amendments to the ICCM By-Laws should follow the ICCM Constitution, Article X, Section 1-3, in addition to the following:

- a) At least 51% of active members must vote on an amendment to the ICCM By-Laws for the vote to be valid, with a simple majority of these votes deciding if an amendment is adopted or not.