

OFFICIAL BY-LAWS OF
ISLAMIC CENTER OF MASON – AN OHIO ORGANIZED NON-PROFIT CORPORATION

Article 1: Name

The name of this organization shall be "ISLAMIC CENTER OF MASON"; referred to as "ICM" in this document.

Article II (A): Description

Islamic Center of Mason is a non-profit, non-political, religious, cultural, charitable and educational corporation.

Article II (B): Policy

1. The corporation shall not engage in any activity that is Islamically prohibited
2. The corporation shall not deal with any form of usury (interest) in any form, whatsoever.
3. The corporation is not associated with any kind of politics or political movement inside or outside of the country
4. The name of ICM or names of any of its members in their official capacity shall not be used in connection with any commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of ICM

Article III: Purposes

The purpose and activities of ICM shall be to advance the teaching, learning and practicing of Islam and to serve the Muslim community. Towards this end it shall:

Section I: Activities

1. Hold congregational prayers and Islamic religious festivals and ceremonies at proper times.
2. Promote closer ties, relations, unity and corporation among Muslims residing in the Mason area to achieve its goals and objectives within the law of land.
3. Promote better relations and understating between Muslims and non-Muslims.
4. Advance Islamic educations and Dawa effort through various projects, programs and community at large.
5. Promote friendly relations and understating between Muslim community and community at large.

Section II: Office

Islamic Center of Mason shall maintain an office on its premises.

Article IV: Membership

Section I: Categories

The membership of ICM shall consist of two categories: Regular Membership and Shura Membership. Only those who accepts the purpose of ICM and abide by its constitution, by-laws and membership requirements may become member in any of the two following categories:

1. Member:

This membership may be granted through Shura council meeting to any Muslim residing of the Greater Cincinnati area. Holders of this category are not entitled to attend Shura meetings but can and are encouraged serve on sub-committees appointed by the Shura Council. Members of this category must pay an annual membership fee.

2. Shura Council Member:

Members of this category can be appointed from Associate members that meet the following requirements:

- A. This member should be actively involved in sub-committee
- B. This member must pay the agreed upon annual membership fee.
 - a. They should be member of ICM for at least two consecutive years.
- C. This member should be daily attendee in at least one prayer out of five obligatory prayers.
- D. Sunni Muslim who follows one of 4 Imams (Hanafi, Shafi, Maliki, Hanbali)

Section II: Requirements of Membership

1. All the member must practice Islam according to the Holy Quran and the Sunnah (teaching and example) of the Prophet Mohammad (peace be upon him).
2. A member must be at least 18 years of age.

3. The term of the membership is one Hijrah year (one year in the Islamic calendar) and renewable.
4. An applicant must complete a membership application form.
5. An applicant must not be a member of any outlawed organization by US laws.
6. All membership application must be approved by the ICM Shura council
7. All member must pay an annual membership fee set by the Shura council.

Section III: Privileges

Any member is entitled to the benefits ICM Offers. ICM is open to prayers for all; members and non-members.

Section IV: Withdrawal of Membership

Any member may resign or withdraw their membership upon a written letter to the Shura council of ICM. Membership is not refundable.

Section V: Suspension of Membership

The Shura council may suspend the membership in any of the occurrences:

- A. Failure to pay membership fee.
- B. Conviction of a member in a court of law for committing a criminal act.
- C. Direct or indirect involvement of a member in any attempt to obstruct any of ICM programs, activities and rules.
- D. Dissemination by a member of any publications or leaflets that may attack the integrity of ICM, any of its appointed officers, staff and volunteers.
- E. **For Shura Council Members only:**
 - a. **Failure to attend three Shura meetings without notice.**
 - b. **Failure to pray at least 20% (7 out of 35) daily obligatory prayers at ICM in any given week. Spread the 7 prayers over the course of no less than 5 days.**

Article V: Election and voting Procedures

The current Shura Council consisting of 7 members will serve for a term of 3 years. After this initial term, Shura members will be re-appointed in alternative years. 3 members will be re-appointed at the beginning of year 4 and 4 members will be re-appointed at beginning of year five. This process will repeat annually. New Shura members maybe be elected and/or selected (if necessary) from current Shura or regular Members. All decisions made by Shura council will be final.

Article VI: Shura council Members Authority

Section I: Description

The Shura council is the highest decision-making authority for ICM. Members of Shura council are founders, current and former holders of executive posts and active personalities advancing the work of ICM. Each member of the Shura Council shall sign the ICM By-Laws acknowledging understanding and agreement to abide.

Section II: General Powers

The Shura council shall supervise all affairs of the corporation through the following means:

1. To approve or cancel any decision at any time.
2. To approve, amend or reject the annual budget and activity plan.
3. To discuss reports presented by the administrative officers and provide recommendations accordingly
4. To discuss special requests by the community.
5. To intervene whenever necessary to resolve any dispute, crisis or decision that may be viewed by the Shura council members as contradictory or harmful to best interests of the ICM.
6. To make certain that activities and financial affairs are conducted professionally and in accordance with law of land.
7. The Shura council is entitled to intervene in any issue related to ICM and its decisions are binding for all ICM bodies.

Section III: Number

The Shura council shall consist of a maximum of Five members.

Section IV: Meetings

1. A minimum of one monthly regular meeting of the Shura council shall be held. Secretary of the board shall serve written notice to all the Shura council members at least one week prior to the meeting.
2. Special meetings of the Shura council may be called by the Amir or Responsible (President) of the Shura council. Written notice of special meeting must be served at least 2 days prior to the meeting.

Section V: Quorum

At least 3 members of Shura council shall be present to approve or change any corporation plan or program: however; in case of less than 3 members, Shura council will make decision(s) based on the situation.

Section VI: Resolutions

Changing the constitution, any constitution amendments or the by-laws, require Shura council decisions.

Section VII: Vacancies

A vacancy in any office because of death, sickness, resignations, removal, disqualification or otherwise, may be filled by the Shura council members for the un-expired portion of the term.

Section VIII: Administrative officers

The Shura members shall select among its members the following officers;

- A. Amir or President of the Shura council who shall be resident of the greater Mason/West Chester area. In addition, Amir should be daily attendee in at least one out of five obligatory prayers and actively involved in all ICM activities.
- B. Secretary of the Shura council who shall be resident of the greater Mason/West Chester area. In addition, secretary should be daily attendee in at least one out of five obligatory prayers and actively involved in all ICM activities.
- C. Treasurer of the Shura council who shall be resident of greater Mason/West Chester area. In addition, Treasurer should be daily attendee in at least one out of five obligatory prayers and actively involved in all ICM activities.

A. Amir or President of the Shura council

1. To supervise all business of the corporation.
2. To preside at all meetings of the Shura council.
3. To conduct all business and legal transaction on behalf of the corporation.
4. To take all necessary measures to protect the interests of Islamic Center of Mason.

B. Secretary

The Secretary shall be responsible for the following

1. To keep the minute of the meetings of the Shura council.
2. To serve notice of the meetings in accordance with the provisions of these by-laws or as required by law.
3. To maintain all records and the seal of the corporation
4. Insure seal of corporation is affixed to all corporate documents in accordance with provisions of these by-laws.
5. Securities of the corporation.

C. Treasurer

1. The treasurer shall be responsible for all funds, financial affairs and records.

Section IX: Compensation (Conflict of Interest)

The purpose of this conflict of interest policy is to protect ICM's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or Shura council member of ICM or might result in a possible excess benefit transaction.

ICM shura council members should not receive salary, compensation, remuneration or wages or realize other private gains for their services to ICM Corporation, directly or indirectly; however, Shura members shall be compensated for all travel and accommodation expenses while traveling for the official business of ICM corporation, which shall be approved by shura council meeting.

To avoid any conflict of interest, the members shall not engage in business with or participate in any competitive bidding to render any paid services to ICM Corporation. No loans shall be made by ICM to its members or officers. Members shall not simultaneously serve in such positions with other Islamic centers or organization that, as determined by Shura council, may result in conflict of interest

Section X: Term of the Administrative officers

The term of the selected Administrative officer shall be one year (from Ramadan to Ramadan) and it is renewable with Shura council meeting.

Section XI: Selection of the administrative officers

Administrative officers shall be selected by the Shura council meeting.

Section XII: Resignation

1. The Shura council shall decide whether to accept or reject resignation of any administrative officer.
2. In event of accepting resignation of an officer, Shura council shall select a new officer to fill vacancy within 1 month.

Section XII: Removal

1. The Shura council shall remove any officer who fails to carry out their responsibilities.
2. Officers shall be removed from the administrative officers status if they lose their status as Shura member

Section XIV: Number

The administrative officers shall consist of three members.

Section XV: Additional Responsibilities of administrative officers

1. To manage the daily affairs of the ICM.
2. To organize and supervise activities and programs to achieve the objectives of the ICM.
3. To submit the annual budget and activity plan to the approval of the Shura council.
4. To hire employee with the approval of the Shura council.
5. To set up the committees if needed in future with the approval of the Shura council.

Article VII: Employee Selection and Responsibilities

Section I: Employee Selection

Employee (Imam or Assistant Imam) shall be selected and appointed by Shura council Meeting.

Section II: Employee Qualification/Compensation

A. Imam: The Shura council will set compensation in accordance with the Imam's experience skills, education and such other factors as the Shura council shall deem relevant. The Imam should belong to one of the four schools (madhabs) of traditional Sunni Islam.

B. Responsibilities

- (i). The Imam will serve as religious teacher of the ICM. Additional duties may be specified by the Shura council. The Imam is not a member of Shura council or an Administrative officer.
- (ii). Imam shall agree with all Bylaws of ICM. In addition, Imam shall not give any opinion or engage in any business of ICM that conflicts with any other provision of these by-laws, the article of corporation, the laws of the State of the Ohio or the laws of the United States. Any dispute under this section shall be resolved in Shura council meeting.

Article VIII: Fiscal Year

The fiscal year of the corporation shall begin on first day of January and end on last day of December each year.

Article IX: Amendments to By-laws

These by-laws may be altered, amended or replaced and new by-laws may be adopted by decisions of Shura council.

Article X: Nondiscrimination

The facilities and activities of the corporation shall be open to all interested persons without discrimination on the basis of race, color, sex or national origin, provided that these persons subscribe to and uphold the objectives of the corporation and abide by the rules and regulations established by the Shura council of the corporation.

Article XI: Dissolution

Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment of all debts and liabilities of this corporation shall be distributed by the Shura council to an Islamic organization which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue code as amended.

(Adopted on Friday 16th August, 2013)

The following Constitutional Amendment was approved unanimously by all Shura council members.



Raja Aftab Nawaz – President



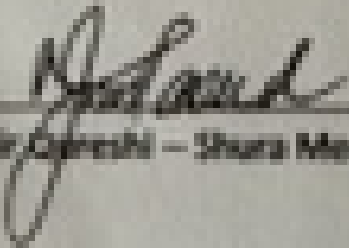
Goher Mahmud – Secretary



Saleem M. Saig – Treasurer



Abdul Rauf Bakali – Shura Member



Amir Ghazali – Shura Member