

In the name of Allah the most Beneficent the most Merciful

لَا إِلَهَ إِلَّا اللَّهُ مُحَمَّدٌ رَسُولُ اللَّهِ

There is no god but Allah, Muhammad is messenger of Allah

## Islamic Center of Hamden - Bylaws

- 1. NAME:** The name of this corporation shall be **Islamic Center of Hamden, Inc.**
- 2. AIMS AND OBJECTIVES:** This corporation is organized exclusively for one or more of the purposes specified in section 501(c) (3) of the Internal Revenue Code of 1954. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

The corporation is nonprofit and shall not have or issue shares or stock. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation 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 document.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation unless such legislation restricts Muslims from the practice of their religion, and the corporation 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.

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such Muslim organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed shall be disposed of by the appropriate court exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

This corporation is further organized to:

- i. Establish and manage places of worship, *madaris* (religious schools), facilities for sacrifice, cemeteries, facilities for washing and shrouding dead bodies, and other facilities needed for the establishment of a Muslim community. Financially and otherwise assist Muslims who are in need and seek such help to otherwise be self-sufficient and independent regardless of their race, color, sex, nationality or national origin.
- ii. Facilitate and enhance the establishment of a sound family and community structure.

- iii. Provide economic support to counteract the deterioration of family-unit in the community by expanding their socioeconomic opportunities, by fostering housing rehabilitation, by increasing their ownership of productive capital and property, by improving health and safety and living conditions.
- iv. Provide jobs and job enhancement and education opportunities;
- v. Cater for their general welfare and intellectual development, including maintenance and establishment and management of places of worship and educational facilities and any other facilities needed by the communities.
- vi. Islamic relief work, raising funds on a constant basis and dispensing such funds to designated Islamic causes.
- vii. Develop priorities in terms of causes that need support. These causes may include building, finishing or expanding masjid in the area, establishment of *madaris*, scholarships for higher learning, beginners' courses in Islamic Religious Knowledge (IRK), sponsoring *huffaz* and scholars to come to Connecticut for short or long duration, financial, organizational, legal or social help to Muslim individuals or groups in or outside this country, *dawa* work and its coordination, and any other cause/s that may be approved by the Board of Trustees.
- viii. Respond to emergency situations in a deserving manner. Such situations may include legal matters involving Muslims' help of Muslim widows and divorcees, Muslim immigrants and refugees, Muslim students interactions with their surroundings, and job-related and financial needs of Muslims.
- ix. Formalize ties with other Muslim institutions, provide a forum where area Muslims can meet and deliberate on issues that concern the Muslim community and take appropriate steps to address those issues, monitor all activities that concern Muslims in the area, keep Muslims better informed about such activities, coordinate programs and activities to foster a greater sense of unity among the area Muslims and support the **إِقْرَأْ** (IQRA), an independent publication as a medium which serves the entire Muslim *ummah*.

### 3. POLICY:

- i. . The corporation shall not engage in any activity that is Islamically prohibited.
- ii. The corporation shall not deal with any form of usury (interest) in any form, whatsoever.
- iii. Members of the Board of Trustees, Management Board and various committees shall not be paid, except for actual expenses, for attending the meetings of the Board or any of the committees. They may be paid for any other service, contractual, administrative or otherwise, that they provide to the Corporation. All such payment arrangements shall require prior approval of the Management Board and shall be reported to the Board of Trustees.
- iv. To safeguard the interests of the Muslim community and to strictly follow the commands of Allah as revealed in the verses 9:17-18; 9:28 in Qur'an, it is hereby agreed that clauses 3. iv, 3.v, and 4.i of these bylaws/constitution can be amended only by a unanimous vote of the entire membership of the Board of Trustees of **Islamic Center of Hamden** at a meeting especially called for this purposes.
- v. In any matters of disputes concerning these bylaws/constitution the definitions and decisions of a committee of at least five Sunni *ulama* (scholars) unanimously agreed upon and appointed by the Board of Trustees in a special meeting called specifically for that purpose, shall be final and unchallengeable in any court of law except in a court operating under Islamic *Shariah* laws.

#### 4. MEMBERSHIP:

- i. The membership in the **Islamic Center of Hamden** shall be open only to declared Muslims in the State of Connecticut, who in speech and practice follow the laws of Qur'an and *Sunnah* of Prophet Muhammad (ﷺ) established according to the Sunni *Shariah* laws, and regularly attend *salat-ul-Jum'ah* and/or other prayer meetings of **Islamic Center of Hamden**. No one who is overtly or covertly a member or an affiliate of an anti-Islamic organization shall be eligible to be a member or officer in this organization. An anti-Islamic organization includes, but is not restricted to, any organization that preaches godlessness or secularism, or is established to teach or preach any religion other than Islam.
- ii. Following are the founding members of the **Islamic Center of Hamden**: Kazi S. Ahmed, Khalid Butt, Tahir J. Butt, Ziauddin Butt, Muhammad Farooqi, Abdul Hamid, Yousaf B. Kashmiri, Mohammad Parvez Malik, Wajahat Mehal, Saleem Noormohamed, Asif Sheikh, Javed Iqbal Siddiqui, Habib Sultan.

5. **ADMINISTRATIVE ORGANIZATION:** The organizational structure of **Islamic Center of Hamden** shall consist of a Board of Trustees, a Management Board made up of the officers elected by the Board of Trustees and committees that may be set up by the Management Board.

#### A. BOARD OF TRUSTEES:

- i. Any member of **Islamic Center of Hamden** who is willing to serve, give his time and financial resources to the betterment of this Corporation and is duly elected by the Board of Trustees on the recommendation of the Management Board, may become a member of the Board of Trustees. Except that the first **Board of Trustees** would be elected by the founding members of the **Islamic Center of Hamden** as listed in 4. ii above.

A member of the Board of Trustees cannot appoint a substitute to attend the meetings of the Board or to sign documents on his behalf. The Amir/ President/ Chairman/ Imaam has the sole authority to invite or allow anyone to attend a meeting of the Board.

- ii. Subject to the provisions of 5.A.i. above Meetings of the Board of trustees are open to Members of the **Islamic Center of Hamden** but not the general public. Members of ICH can attend the meetings but only as observers. Only the members of the Board of Trustees have voting rights. The Board of Trustees should meet at least once a year.

- iii. The Board of Trustees shall elect the following officers:

- a. Amir (President/Chairman/Imaam)
- b. Naib Amir (Vice President)
- c. Secretary
- d. Joint Secretary
- e. Treasurer

- iv. The officers of the Board of Trustees constitute the Management Board for **Islamic Center of Hamden**. The Management Board shall have powers to modify these bylaws. Any such modification shall be valid only if it is reported to the Members of the Board of Trustees within thirty days of their enactment and at least half of the members of the Board of Trustees and the Amir do not object in writing to the proposed modification within one week after they have been reported.

- v. The Board of Trustees shall meet at least once in a calendar year to review the activities of **Islamic Center of Hamden**. Additional meetings may be held at the request of the Amir of the Management Board or if requested by at least five members of the Board of Trustees.

- vi. Any officer or director of the Board of Trustees except its Amir may be removed from office by the Board of Trustees following the voting procedures explained elsewhere in this document (see 7). Any officer or director, other than the Amir, who misses three consecutive meetings of the relevant body would lose his membership, unless the relevant Board decides otherwise.
- vii. The Amir of the Board of Trustees may be removed from his office if more than two-thirds of the members of the Board of Trustees including all the other members of the Management Board express no confidence in him during a meeting called for that specific purpose.
- viii. Any officer or member of the Board of Trustees may resign his position. In such a case the Board of Trustees may or may not elect a new person to fill the vacancy so created.

**B. MANAGEMENT BOARD:** The Management Board of **Islamic Center of Hamden** shall consist of: an Amir (President/Chairman/Imaam), a Naib Amir (vice president), a secretary, a joint secretary and a treasurer. The Management Board shall have the responsibility and authority to enact bylaws or make changes therein in accordance with and subject to clauses 3.iv and 5A.iv. above. The Management Board shall also have the responsibility and authority to establish committees. The Management Board shall also have the responsibility and authority to engage, replace or remove any paid or volunteer staff. The Management Board shall have the responsibility and authority to conduct any and all affairs of **Islamic Center of Hamden**, even those affairs that may not be explicitly mentioned in this document. The Management Board shall meet as often as the Amir deems necessary. The Amir shall be the chief executive officer and shall assign duties to other members of the Management Board.

**C. COMMITTEES:** Besides the Management Board, which shall act as the executive committee, the Management Board may establish other committees if it deems necessary. The members of these committees may be selected from outside the Board. These committees shall report to the Amir of the Board of Trustees.

## **6. FINANCING AND THE POWER TO SIGN DOCUMENTS AND CHECKS:**

**A.** All activities of **Islamic Center of Hamden** shall be financed through individual and institutional donations, loans (including *qard e hasana*), rent from properties, if any, and grants from various sources that are Islamically and legally acceptable. The accounts of the **Islamic Center of Hamden** will be audited by an outside agent periodically.

**B. Power to sign checks and contracts of Islamic Center of Hamden.** The Amir of Management Board shall have the power to sign all documents on behalf of **Islamic Center of Hamden**, except that checks shall also be signed by one other member of the Board. The Amir may designate one of the other officers to sign checks or documents on his behalf, provided that such designation will be done in writing.

**7. VOTING PROCEDURE:** Any decisions of the Board of Trustees, the Management Board or any of its committees shall be deemed approved only when at least a simple majority of those present and the Amir of a respective committee or Board are in favor of that decision, except for removal of the Amir of Board of Trustees in which case 5-A-vii above would be followed.

**8. QUORUM:** One third of the members of a board or committee shall form the quorum for a meeting, provided that the Amir or chairman of such bodies is also present at that meeting or has given permission in writing to another member to act in his place. No one other than the duly elected or appointed member of a board or committee may attend the meeting of that body except with prior permission of the chairman of that body.

**9.** This document forms the constitution and bylaws of **Islamic Center of Hamden**

**10. OFFICE BEARERS: POWERS AND DUTIES.** The Management Board will present annual reports of the activities to the Board of Trustees.

**A. AMIR:** The powers and duties of the Amir shall be as follows:

- i. The Amir shall oversee and protect the aims, objectives and creed of Islamic Center of Hamden.
- ii. The Amir shall give the final approval to bylaws for Islamic Center of Hamden.
- iii. The Amir shall exercise all executive powers on behalf of the Board of Trustees except when restrictions have been placed on this general rule by the Board.
- iv. The Amir shall have the following discretionary powers:
  - The Amir shall have total discretionary jurisdiction over all departments of education and worship in the Islamic Center of Hamden. He will have the authority to arrange for the smooth running of these departments.
  - The Amir shall have powers to appoint, dismiss, promote and demote teaching and administrative staff of the **Islamic Center of Hamden** and to institute the necessary administrative arrangements for efficient performance of duties assigned to them.
  - All donations for the **Islamic Center of Hamden** - in cash, commodity or things, or in the form of endowed land or property, whether movable or immovable - shall be received for the **Islamic Center of Hamden** under the signature of the Amir of Islamic Center of Hamden. Similarly, the Amir shall have the power to conduct all internal and external administrative business of the **Islamic Center of Hamden** as related to all government or public offices. The Amir shall sign all documents concerning the lease and tax etc. in his capacity as the Custodian or Administrator of Islamic Center of Hamden. If the endowed or non-endowed property of the **Islamic Center of Hamden** has to be sold, then, subject to staying within the limits of the Shari'ah and having the authority within these bylaws, he will have the authority to sell that property, fulfill all legal requirements in this connection and receive the amount on behalf of Islamic Center of Hamden. Likewise, the Amir of the **Islamic Center of Hamden** shall also have the power to purchase any movable or immovable property, in the interest of the **Islamic Center of Hamden** and make all arrangements in this connection.
- v. The Amir shall have the authority to entrust one or all of his powers to or appoint an individual or sub-committee to run day to day affairs or functions of the **Islamic Center of Hamden**.

**B. NAIB AMIR:** The powers and duties of the Naib Amir shall be as follows:

- The Naib Amir shall assist the Amir as requested by the Amir of **Islamic Center of Hamden**.
- The Naib Amir shall exercise the powers of the Amir in his absence.

**C. SECRETARY:** The duties of the Secretary shall be as follows:

- Call a meeting of the Board of Governors as directed by the Amir and make the necessary arrangements for such meeting.
- Prepare minutes of the proceedings of meetings.
- Write letters or prepare other documents as directed by the Amir.

**D. JOINT SECRETARY:** The duties of the Joint Secretary shall be as follows:

- The Joint Secretary shall assist the Secretary as requested by the Amir of **Islamic Center of Hamden**.
- The Joint Secretary shall perform the duties of the Secretary in his absence.

**E. TREASURER:** The duties of the Treasurer shall be as follows:

- The Treasurer shall maintain the accounts of the **Islamic Center of Hamden** as directed by the Amir.
- The Treasurer will handle the funds of the **Islamic Center of Hamden**, will write checks and prepare any other documents related to the financial dealings of the **Islamic Center of Hamden** and arrange the audit of the accounts from an outside agent periodically.

سُبْحَانَكَ اللَّهُمَّ وَبِحَمْدِكَ . أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا أَنْتَ . أَسْتَغْفِرُكَ وَآتُوبُ إِلَيْكَ .