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# PRINCETON ISLAMIC CENTER

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# CONSTITUTION AND BY LAWS

*The text of this constitution is 16 pages (excluding the appendices). The appendices are a legally binding supplement to the constitution. The formatting of the document, header and footer, and the table of contents are not part of the constitution and neither is this cover page.*

NOVEMBER 15, 2020  
PRINCETON ISLAMIC CENTER  
PRINCETON, TX  
<https://www.picmasjid.org>

ORIGINALMARKER

— PIC DIGITAL SECURITY —

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# PREAMBLE

Whereas, we the members of the Princeton Islamic Center, Inc. do hereby adopt and give ourselves this constitution and pledge to abide by its provisions.

These By-laws (referred to as the “constitution”) shall govern the articles and affairs of Princeton Islamic Center, Inc., which will be a non-profit organization, organized under the Texas Non-Profit Corporation Act as amended or any successor statutes, its General Body, and its Board of Directors (referred to as the ‘BOD’).

HEREAFTER:

1. No part of this constitution will be in violation of Article 2.
2. Article 2 of this constitution is exempted from amendment. This will constitute the perennial article.

# ARTICLE 1: NAMES AND ADDRESS

- 1.1 The name of the organization will be Princeton Islamic Center, also referred as (“PIC” or “PIC Masjid”).
- 1.2 The principal office of Princeton Islamic Center will be located in Collin County, Texas at the following address: 521 N 4<sup>th</sup> St. Princeton, Texas 75407.
- 1.3 All real estate properties when acquired will be utilized primarily to provide services to members and the community at large. The BOD will determine all acquisition, utilization, maintenance, and operational aspects of the acquired properties.

1.4 Princeton Islamic Center may maintain additional offices at such other places as the BOD may designate. Princeton Islamic Center shall continuously maintain within the State of Texas a registered agent and a registered office at such place as may be designated by the BOD.

## ARTICLE 2: OBJECTIVES

- 2.1 Princeton Islamic Center has been formed exclusively for educational, religious, and social purposes. All of its activities will be in accordance with the teachings of Quran and following the teachings and traditions of Prophet Mohammed (Peace Be upon Him).
- 2.2 Providing an atmosphere for children and adults where they can associate, learn and participate themselves in Islamic activities.
- 2.3 Princeton Islamic Center will be a non-profit organization, which will qualify as a tax-exempt entity under Section 501(c) (3) of the Internal Revenue Service Code.
- 2.4 Promoting peace and good relations and understanding between Muslims and people of other faiths.
- 2.5 Establishing and maintaining Islamic Center, Mosque, Library, School, and Youth Activity Center.
- 2.6 PIC shall make all efforts to ensure the BOD is reflective of the diversity found in the congregation.

## ARTICLE 3: ORGANIZATION

- 3.1 Princeton Islamic Center shall comply with all local, state and federal laws and will not carryout, perform and allow any activities, which are not permitted:
- a) By an organization which is exempt from Federal Income Tax under Section 501 (C) (3) of the Internal Revenue Code of 1954, as currently in force or if afterwards amended.

- b) By an organization, contributions to which are deductible under Section 170 (C) (2) of the Internal Revenue Code of 1954, as currently in force or if afterwards amended.
- c) By established Islamic guidelines and ethics in general and the By-laws of this constitution.

3.2 Princeton Islamic Center will be governed by the following branches:

3.2.1 General Body: The General Body will consist of all registered members of Princeton Islamic Center in accordance with Article 5. The General Body is the highest decision-making body and its decisions are final if they are in accordance with Article 2.1

- a) The General Body will consist of all members of Princeton Islamic Center who fulfill the membership requirements described in Article 5.
- b) The purpose of the General Body is to assist the BOD to carry out the charter, goals, and activities of Princeton Islamic Center. The BOD is the only elected governing body of Princeton Islamic Center and is accountable to the General Body.

3.2.2 BOD (Board of Directors): The BOD will be composed of seven (7) elected members to office by the General Body under provisions of By-laws of Princeton Islamic Center as established in Article 6 and optionally the Resident Imam as a non-voting member. The BOD will be responsible for all affairs of Princeton Islamic Center. The BOD members will be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Three (3) other elected BOD members.
6. Resident Imam of Princeton Islamic Center. a non-voting member, who may participate in the BOD for consultation and advice on religious matters.

3.2.3 The BOD will have the authority and power to buy, sell, exchange, lease, pledge, transfer, or dispose of any facilities and property of Princeton Islamic Center after ratification of such decisions by the General Body in accordance with the By-laws.

## ARTICLE 4: FINANCES

- 4.1 The BOD will maintain non-interest-bearing accounts of Princeton Islamic Center at a local Bank in Texas.
- 4.2 Separate ledgers will be maintained for separate financial activities.
- 4.3 The BOD will appoint a Certified Public Accountant (CPA) to audit Princeton Islamic Center accounts at least every two years.
- 4.4 The BOD will review and present the audited financial statements and records of Princeton Islamic Center, on a periodic basis, to ensure accuracy and integrity of the organization to the General Body. The President and Treasurer of the BOD will assist and facilitate any such reviews and audits.
- 4.5 Whenever a BOD member has a financial or personal interest in any matter coming before the BOD, the affected person shall:
  - a) Fully disclose the nature of the interest in writing and
  - b) Withdraw from discussion, lobbying, and voting on the matter
  - c) Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested BOD members determine that it is in the best interest of Princeton Islamic Center to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.
- 4.6 Fundraising Policies and Guidelines:
  - 4.6.1 Princeton Islamic Center allows two types of fundraisers for other non-profit organizations:
    - 4.6.1.1 Auction Style fundraisers
    - 4.6.1.2 Appeal Style fundraisers
  - 4.6.2 For fundraisers conducted after Jumuah the fundraising organization shall report the total collection after the Jumuah prayer to Princeton Islamic Center. Princeton Islamic Center also reserves the right to a hosting fee. The amount will be decided by the Princeton Islamic Center BOD on a case-by-case basis.

- 4.6.3 Princeton Islamic Center allows only one (1) fundraising opportunity per calendar year for requesting organizations. Exceptions to this policy can be made during emergencies and for calamities that require immediate relief rehabilitation and humanitarian assistance.
- 4.6.4 All fundraising requests and schedules on Princeton Islamic Center premises must be pre-approved by the BOD. To obtain permission for fundraising, all organizations and individuals must submit an online or written fundraising request to the BOD.
- 4.6.5 Princeton Islamic Center allows fundraisers for only approved 501-(c)(3) non-profit organizations.

## ARTICLE 5: GENERAL RULES

The following general rules will be applicable to the General Body, Board of Directors, all Committees, members of the General Body, Non-Members, Guests, Employees, and Contractors of Princeton Islamic Center.

- 5.1 The BOD may accept on behalf of Princeton Islamic Center any property, whether real and or personal, by way of gift, bequest from any person, firm, trust, or corporation; such property to be held, administered, and disposed of in accordance with and pursuant to the provisions of this document. However, no gift, bequest of any property will be received or accepted if it is conditioned or limited in such a manner as to require the disposition of the income or property for any purpose other than the purpose set forth in Article 2 hereof, or in violation of any local state, and federal laws.
- 5.2 Princeton Islamic Center will carry liability insurance. Members of the Board of Directors are not individually or collectively liable for the actions of the Board of Directors.
- 5.3 The members of BOD will not receive salaries, remuneration compensation, or wages for their services rendered to Princeton Islamic Center.
- 5.4 No part of the Princeton Islamic Center funds, property, or facilities will be used for benefits that extend beyond general body member privileges or be distributed to any member(s) of the BOD.

- 5.5 All original legal documents of Princeton Islamic Center will be kept in a safe location. The BOD will have access to this location at all times. Copies of such documents are kept on the premises of the principal office of Princeton Islamic Center. Such documents will be available to the General Body members for viewing within a week of written request. Individual private information, such as names, donation amounts, addresses, phone numbers, and e-mail addresses cannot be divulged without express consent of the individual(s).
- 5.6 The official medium of communication at Princeton Islamic Center will be the English language.
- 5.7 Any legal action against Princeton Islamic Center will only be instituted in Collin County, Texas.

## ARTICLE 6: MEMBERSHIP

- 6.1 Princeton Islamic Center membership is open to all Muslims, 21 years of age or above who:
- a) Subscribe to the objectives of Princeton Islamic Center set forth in Article 2;
  - b) Agree to work under the general guidance of Princeton Islamic Center BOD and the constitutional framework of Princeton Islamic Center.
  - c) All eligible members must be current residents or work at one of the following cities from the State of Texas: Princeton, Farmersville, McKinney, Melissa, New Hope, Allen, Fairview, Altoga, Anna, Blue Ridge, Lucas, Parker, Nevada, Copeville, St. Paul, and Lavon.
- 6.2 All membership applications will be submitted to the BOD. The BOD will approve the applications within 30 days if the members fulfill the membership requirements. Membership starts on the day the BOD approves the application and ends after one year.
- 6.3 Withdrawal from membership may be voluntary or may be decreed by the BOD, for failure to meet the requirements or for failure to comply with Princeton Islamic Center policies and guidelines. A membership once revoked cannot be resubmitted until six (6) months from the date of such denial.



- 6.4 The membership fee is a monthly donation of \$25 or one-time annual donation of \$200 for each member. The BOD may waive membership fee for individuals or families facing hardship on a case-by-case basis.
- 6.5 Only members in good standing with Princeton Islamic Center for at least six (6) months are eligible to vote for electing the candidates to the BOD. This requirement can be waived by founding members and only in the first BOD election (2023 BOD Election)

## ARTICLE 7: ELECTIONS

- 7.1 The BOD will call for the formation of an ad-hoc Election Committee 90 days before the date of Election. The Election Committee will consist of seven (7) members of the general body who are not current BOD members. However, if there are not 7 members to participate, the Election Committee may consist of five (5) or at the very least, three (3) members. The Election Committee will elect among them an Election Commissioner to lead the committee.
- 7.2 A Princeton Islamic Center member who qualifies to be a nominee for the BOD, based on the provisions in Article 7, cannot self-nominate oneself to the BOD position or other executive position (President, Vice President, Treasure, and Secretary roles shall be selected by the elected BOD members among themselves and shall not be in the election ballot).
- 7.3 Elections will be conducted before the end of the term of the previous BOD and the newly elected BOD will take charge effective after the end of the term of previous BOD.
- 7.4 Voting on Election Day will be conducted in person. The Election Committee will ensure that each member is entitled to only one vote and that it is his or her own vote.
- 7.4.1 Members who are unable to vote on Election Day may vote early by mail or by e-mail until the election closes using absentee ballots provided by the Election committee. The Election Committee will openly publicize and maintain the mailing and e-mail addresses of all eligible voting members. The Election Committee will verify the authenticity of all the absentee ballots.

- 7.5 The Election Committee will adopt the following procedures:
- 7.5.1 Seek nominations at least 60 days prior to the Election Date.
  - 7.5.2 Announce the final list of candidates at least 30 days prior to the Election Date.
  - 7.5.3 Provide an opportunity for early voting by mail or e-mail for those who may not be able to vote on Election Day. Early voting may begin right after the final list of candidates are announced and will continue until the Election closes.
  - 7.5.4 Count the ballots (early votes, absentee votes and Election Day votes) publicly announce and document the election results.
  - 7.5.5 Transfer the ballots and all election related records to the new BOD who will maintain all election ballots and records for a period of two (2) years.
  - 7.5.6 If the conditions on Election Day warrant postponing the election due to reasons beyond the control of the Election Committee for example: inclement weather, community emergency etc., it may be postponed to the following week. If the circumstances warrant again, it may be postponed to the following week until the elections are held.
  - 7.5.7 The election committee will be dissolved once the newly elected BOD takes office.
- 7.6 Serving Term for BOD:
- 7.6.1 The General Body will elect seven (7) members to the office of the BOD and each BOD member shall hold office for a term of two (2) years until their successors have been elected and qualified. At the end of their term the BOD members will also be eligible for re-election.
  - 7.6.2 No BOD member will hold more than one (1) executive position in the BOD.
  - 7.6.3 Any vacancy in the BOD will be filled with the next in-line candidate from the most recent election results. The person with the next highest number of votes will be offered the vacant position. If such a person is not available or declines the position, then the individual with the next highest number of votes will be offered the vacant position. This process

will be repeated until the vacant position is filled. If the vacancy is not filled through this process, then the BOD is authorized to fill the vacant position through an election during a general body meeting within thirty (30) days. No decrease in the number of BOD shall have the effect of shortening the term of any incumbent Director.

- 7.7 In case the entire elected members of the BOD resign, and Article 7 fails to form a new BOD, then the outgoing BOD will call for the formation of an Election Committee. Within four (4) weeks, the Election Committee will call for a General Body meeting to either proceed for dissolution of Princeton Islamic Center or conduct elections according to Article 7.
- 7.8 Any and all matters related to the first election that do not conform to the requirements set herein this article shall be viewed as an exception, rather than a contradiction, to this article. This exception authority can only be granted by the founding BOD and only be valid for the 2023 BOD Election.

## ARTICLE 8: QUALIFICATIONS

- 8.1 All candidates for the Board of Directors shall-
  - 8.1.1 Have good knowledge and understanding of Islam; Be practicing Muslims known for their Islamic manners and morals in the community and organizational dealings; Good law-abiding legal resident and Sunni Muslims who believe in the Quran and Prophet Muhammad (Peace be upon him) as the last Prophet and his teachings as the guiding principles
  - 8.1.2 General body members in good standing and active members of one Princeton Islamic Center Committee for at least one (1) year and are 21 years old by January 1<sup>st</sup> of the Election year are eligible to run for BOD.
  - 8.1.3 Have adequate time dedication, and skills to be able to devote to the work in a volunteer capacity to fulfill the objectives set forth in Article 2.
  - 8.1.4 Exhibit necessary leadership and communication skills and a lack of desire for the title, but a strong desire for the work.

- 8.1.5 Have the ability to present ideas in a balanced and egalitarian way and maintain the ability to compromise when necessary.
- 8.1.6 The candidate for the President will not hold or accept any office such as Chairman, Chairman-Elect President, President-elect, Vice President, Secretary, and Treasurer in any other Islamic Muslim Organization.

## ARTICLE 9: RESPONSIBILITIES

### 9.1. BOD Appointment of Contractors and Employees.

- 9.1.1 The BOD may appoint agents and employees who shall have such authority and perform such duties as may be prescribed by the BOD. Any employee or vendor of Princeton Islamic Center: cannot be a member of the BOD or immediate family member of the BOD.
- 9.1.2 The BOD may remove any agent or employee at any time with or without cause. Removal without cause shall be without prejudice to such person's contract rights, if any, but the appointment of such person shall not in and of itself create any contract rights.
- 9.1.3 Princeton Islamic Center may pay compensation in reasonable amounts to contractors and employees for services rendered. Such amount is to be fixed by the BOD or if the BOD delegates such power to any officer or officers, then by such officer or officers.

## ARTICLE 10: MEETINGS AND QUORUM

- 10.1 General Body Meetings: The BOD will call an Annual General Body meeting during the first half of the calendar year. The notification of the meeting will be sent to all General Body members along with the Venue, Date, and Time at least four (4) weeks in advance.
- 10.2 The President of the BOD or the Vice President will chair all General Body meetings, moderate the discussions, and deliver the concluding remarks. At these

meetings, the President, BOD and its committees will present the annual reports to the General Body.

### 10.3 Special General Body Meeting(s)

10.3.1 The BOD will call for a Special General Body meeting if twenty-five (25) members of the General Body sign a petition for presenting, discussing and voting on prepared written resolution(s). The Secretary will share the written resolution(s) electronically or in hardcopy format with the General Body members at least four (4) weeks in advance.

10.3.2 In this meeting the General Body members seeking a resolution have a selected representative for presenting the prepared written resolution(s).

10.3.3 The President of the BOD or his/her designate will chair the Special General Body meeting and moderate the discussion on the resolution(s).

### 10.4 Quorum for all General Body Meetings

10.4.1 Twenty-five percent (25%) of the voting members as of the date of the last election of the General Body will constitute a quorum for the General Body meetings.

10.4.2 Meetings adjourned for lack of quorum must be reconvened within a reasonable time, not exceeding thirty (30) days.

10.4.3 Ten percent (10%) of voting members of the General Body will constitute a quorum for the reconvened meeting. No written notification of such a meeting is required. However, the place, date, and time for the reconvened meeting will be determined before the adjournment of the meeting.

### 10.5 BOD Meetings

10.5.1 The BOD will meet at least twice (2) a month. The meetings will be open to General Body members in good standing with Princeton Islamic Center.

10.5.2 Unless otherwise restricted by the Articles or these Bylaws, any or all directors may participate in a BOD meeting by means of telephone conference, video or world wide web conference or by any means through which all persons participating in the meeting are able to hear one another, and such participation shall constitute presence in person at the meeting

10.5.3 Minutes of the BOD meetings will be recorded and maintained. Summary of the BOD meeting minutes will be made available to the General Body members of Princeton Islamic Center by the Secretary for review within thirty (30) days after the meeting.

10.5.4 A majority of the BOD members may request the Secretary to call an emergency meeting.

#### 10.6 Quorum for BOD meetings

10.6.1 Unless greater proportion is required by law, a simple majority of the number of directors shall constitute a quorum for the transaction of business.

10.6.2 The BOD will strive for all decisions through consensus: however the majority decision(s) of the Board of Directors will always prevail. Except as otherwise provided by law or by the Articles or these Bylaws the act of a majority of the BOD present at a meeting at which a quorum is present shall be the act of the Board.

10.6.3 A decision reached by the BOD cannot be modified, changed, or altered by any individual BOD members, unless it is done by way of this Constitution inclusive of notice, quorum, meeting in person or by phone. In the event of an emergency, which requires immediate or quick decision, approvals may be received over the phone. In such a case, the issue must be notified to the Secretary, or in his absence the Vice-President, The Secretary (or Vice-President) will contact the BOD members and obtain their votes on the issue over the phone. The decision reached in this manner should be documented and presented in the next meeting by the Secretary.

10.6.4 Unless otherwise restricted by the Articles or these Bylaws, any action required or permitted to be taken by the Board may be taken without a meeting if all directors consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto shall be filed with the minutes of the proceedings of the Board.

## ARTICLE 11: DISSOLUTION OF PRINCETON ISLAMIC CENTER

- 11.1 At least Seventy five percent (75%) members of the General Body will request the BOD in writing to call for a meeting to dissolve Princeton Islamic Center. The BOD will call for a meeting within eight (8) weeks, from the requested date. At least seventy five percent (75%) of the members as of the last Election date of the General Body must be present and two third (2/3) votes of the members of the General Body present are required to dissolve Princeton Islamic Center.
- 11.2 Upon dissolution of Princeton Islamic Center, no part of Princeton Islamic Center's earnings or assets shall insure to the benefit of any of its members. The Board of Directors will dispose of all assets of Princeton Islamic Center after paying or making provisions for the payment of all liabilities of Princeton Islamic Center. In order to keep all the remaining assets locally where the members at large may benefit, the residual assets of Princeton Islamic Center shall be distributed to one or more Islamic organizations which themselves are exempt as organizations described in sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954, or corresponding sections of any prior or future law, or to the federal, state or local government for exclusive public purpose.

## ARTICLE 12: AMENDMENTS

- 12.1 Article 2 of this constitution is exempted from amendment. This will constitute the perennial article.
- 12.2 Other section(s) of this constitution may be altered, changed, or amended at a Special General Body meeting specifically called for this purpose. Four (4) weeks of written notice and an agenda including the text of the proposed constitutional amendments as well as the text of any existing provisions proposed to be altered, amended, or repealed must be made available to the Princeton Islamic Center General Body members via the Princeton Islamic Center BOD. The Annual Meeting of the General Body may also be utilized for this purpose provided that the members are notified in advance (as specified in this article).

- 12.3 Constitutional amendment requests must be made in writing to the BOD. The BOD may appoint a Constitution Committee to review the proposed written amendments. The committee will provide written recommendations to the BOD. The BOD will call for a Special General Body meeting to present the amendments to the General Body for approval or for voting
- 12.4 Twenty five percent (25%) of the General Body members since the last Election day constitute the required quorum for an amendment proposal to the constitution.
- 12.4.1 Any amendment proposals to the Constitution must be further approved by two thirds (2/3) majority of the General Body members present at the General Body meeting.
- 12.4.2 Once approved, the amendment will be drafted and presented at the following General Body meeting which should meet quorum requirements as defined above. In order for an amendment to be ratified, it must receive approval by three fourth (3/4) majority of the General Body members present at the meeting.
- 12.5 This constitution will not be altered with the adopted amendments and will be left in its original form. All amendments adopted will be attached to the original document. The adopted amendment will reference the proper Article number or sub-section and will be made part of this constitution.

ORIGINAL MARKER

## ARTICLE 13: MEDIATION AND ARBITRATION

- 13.1 Any interpersonal or organizational disputes between individual members or nonmembers of Princeton Islamic Center that happen within Princeton Islamic Center premises and/or at a Princeton Islamic Center event may be resolved by the BOD with the consent of both parties.
- 13.2 If the BOD fails to resolve the issues, an independent Arbitration Committee will be set up by the BOD.
- 13.3 The Arbitration Committee will consist of two (2) members from the Princeton Islamic Center General Body plus one (1) or three (3) members from the Dallas-Fort Worth Metroplex area, including but not limited to the resident Imam of Princeton Islamic Center.



- 13.4 The Arbitration Committee may solicit assistance from other National Muslim organizations, if deemed necessary.
- 13.5 All parties to the arbitration must consent in writing that the decision(s) of the Arbitration Committee will be final and binding upon all members and nonmembers of Princeton Islamic Center.
- 13.6 The members of the BOD or the Arbitration Committee will not be individually liable for their collective decisions and actions.

## ARTICLE 14: THE IMAM (Responsibilities)

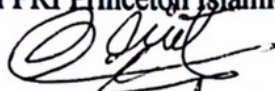
- 14.1 The BOD will set up an ad-hoc Imam Search Committee to publicly advertise and solicit resumes of potential Imam Candidates. The committee will screen, interview, evaluate, and provide recommendations to the BOD about the Imam. Candidates based upon the Qualifications and Selection Criteria as specified in Article 8. The final decision to select an Imam rests with the BOD. The Imam will be appointed by the BOD and will report directly to the President of the Board for all administrative matters. He will be known as the Resident Imam.
- 14.2 He will act as a liaison between Princeton Islamic Center and other area religious organizations, both locally and nationally.
- 14.3 He may participate in the BOD meetings as a non-voting member and will be a consultant and advisor to the BOD on all religious matters.

# CERTIFICATION

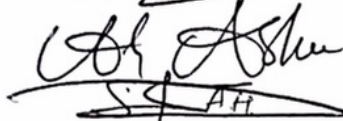
Praise be to ALLAH the Most Gracious, the Most Merciful. O' ALLAH pardon us and forgive us, if we have transgressed our duty, give us the straight path, the path of those on whom you have bestowed the Grace, Aameen.

Through this Bylaw, we, the founding Board of Directors of Princeton Islamic Center attest our signatures as witnesses and ALLAH *Subahanahu wa ta'ala* is the greatest of all witnesses that this document, is the original PRI Princeton Islamic Center Constitution,

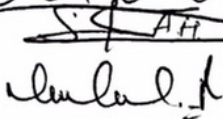
Mohamed Aitbalkheir



Ali Ashur



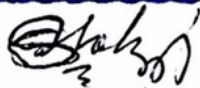
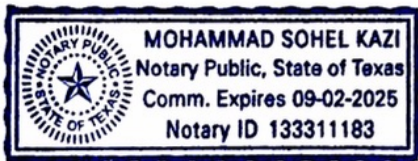
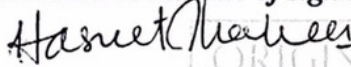
Abdelilah Homi



Waleed Rasheed

Kabir Hussain (deceased at the time of signing)

Hasnet Qureshi

  
05/07/23

## PRINCETON ISLAMIC CENTER – APPENDICES

### Appendix A: Additional Requirements

- ✓ **Diversity in Representation.** Board members of same ethnicity or national origin should not exceed 1/3 of total numbers of the BOD members. The nationality at birth of a candidate's either parents shall be considered towards this quota.
- ✓ **Limit for female representation.** Given the nature of the BOD's responsibilities, the maximum number of female members allowed to be part of any BOD term shall not exceed one (1) member.
- ✓ **Election Tie Breaker Rules.** The BOD election ballot shall be designed in such a way to record the order of the candidate preference in cases where a voting member votes for more than one candidate (e.g. if a voter has to vote for 7 candidates, their 1st, 2nd,...7th choice shall be recorded). In the event that two or more candidates ties after all ballots have been counted, the nominee with more highest ranked votes shall be elected (e.g. if two candidates end up with 50 total votes but one was first choice candidate for 20 voters and the other candidates were first choice for fewer than 20 voters, then the candidate with the 20 first choice voters shall win. The ranking will extend to the 2nd choice all the way up to the 6th choice. If there is still a tie after this, the BOD whose term is ending shall vote to elect one of the candidates that are tied. In no way shall the election of a candidate be allowed to violate the provisions of the Bylaws such as the diversity requirements, female representation limit, and any other core requirements of the Bylaws.
- ✓ **Budgeting.** The BOD can authorize a committee or a project group to open separate accounts within the primary organizational account for certain defined purposes. All committees or project groups collecting funds at Princeton Islamic Center must create an annual budget and submit to the BOD for approval.
- ✓ **Collaboration.** For the purposes of leveraging resources and creating greater awareness and participation for Islamic education, programs and service & Princeton Islamic Center should collaborate with other Islamic Boards and Organizations. Princeton Islamic Center will strive to collaborate with other Islamic Associations around the Dallas Fort Worth Metroplex to

plan for Eid-ul-Fitr and Eid-ul-Adha prayers as well for the declaration of the beginning of Ramadan.

- ✓ **Jummah Khutbah Format.** The Jummah khutbah shall conform to the format used by the prophet (s. a. w.); it will begin with the imam's greeting, followed by the Adhan call, then the imam will deliver 2 khutbahs separated by a short sitting break. Any portion of the khutbah can be delivered in English however, some of the khutbah contents shall be delivered in Arabic.
  
- ✓ **Imam Criteria.** Qualifications and Selection Criteria for the Imam Candidate are as follows:
  - The Imam must be a Sunni Muslim 'who follows the Qur'an and Sunnah according to the methodology of Ahl as-Sunnah wal-Jama'ah. The Imam must have a comprehensive understanding of Islam with at least a bachelor's degree in Shari'ah and adequate knowledge of the four Madhaheb, including their differences.
  
  - The Imam must have extensive experience delivering Jummah khutbahs, as well as lectures, halaqas, and general Islamic-knowledge classes to Muslims of all ages and ethnicities. It is also highly desirable that the Imam has fundraising experience.
  
  - The Imam must hold moderate views, present ideas in a balanced and egalitarian way, and practice a soft approach with people.
  
  - The Imam must have excellent English communication skills and be able to communicate with American Muslims of all ethnicities and age groups, especially the youth. It is also highly desirable that the Imam be fluent in written and spoken Arabic.
  
  - It is highly desirable that the Imam be a Hafiz and has experience leading the Taraweeh prayers.
  
  - It is highly desirable that the Imam has experience in media and outreach to clear misconceptions and stereotypes about Islam and Muslims and to present Islamic beliefs and practices to people of other faiths.

## **Appendix B: Roles & Responsibilities**

- ✓ **General Body Responsibilities.**

- During the Election Process (every two years), the General Body will elect seven (7) members of the BOD for a two (2) year term and authorizes them to elect officials, employ human resources, collect and disburse funds, and perform other actions as necessary to administer the affairs of Princeton Islamic Center in accordance with this constitution.
- Three fourth (3/4) majority of the General Body must approve liquidation of any assets in excess of \$100,000.00 (One Hundred Thousand).
- The General Body can ratify constitutional amendments per the By-laws.

✓ **Subcommittees.**

- The BOD may appoint ad-hoc committees composed of general body members in good standing in order to accomplish the goals and objectives of the organization. The activities of the committees and subcommittees shall remain in compliance with the Constitution. Should there arise a time when the committee's activities are found to be in non-compliance, the BOD shall have the right to intervene and rectify the problem.
- All committees will be composed of at least five (5) members including a liaison from the BOD. The goals of the committee shall be provided by the BOD member(s) assigned as liaison(s) to the committee. The committee members may suggest changes to the goals, but the BOD shall provide final approval.
- Each committee must develop its yearly objectives in consultation with BOD liaison(s) and submit quarterly reports to the BOD. If a committee engages in any fundraising activity or has expenses, it must submit a budget to the BOD for ratification.

✓ **BOD Responsibilities.**

- Administering the day-to-day affairs of Princeton Islamic Center, taking care of and maintaining Princeton Islamic Center's facilities and properties, and managing expenses as approved by the BOD.
- Performing such acts that may be necessary for achieving the goals, vision and overall objectives of Princeton Islamic Center as defined in Article 2.
- Implementing the decisions of the General Body and keeping it apprised of Princeton Islamic Center's activities, challenges, and accomplishments.

- Developing, planning and implementing programs and activities, and providing policies and procedural guidelines for such programs and activities in accordance with generally accepted Islamic principles.
- The BOD must maintain all records and documents of Princeton Islamic Center including but not limited to deeds of trust, donors' list, members' list, and financial records.
- The BOD will be responsible for all financial activities including but not limited to fund-raising, scheduling fundraisers, and other donations. The BOD will also be responsible for representing Princeton Islamic Center in other organizations.
- The BOD is responsible for hiring and terminating the School principals, teaching staff, non-teaching staff and other employees of Princeton Islamic Center.
- The BOD will publicize and obtain bids to execute and award contracts. Any contract works over Ten Thousand Dollars (\$10,000.00) will require at least three bids.
- The succeeding BOD will be responsible for implementing the written commitments of the previous BOD if these commitments are within the framework of Article 2.
- The BOD shall elect and appoint among themselves a President, a Vice President a Secretary and a Treasurer, which constitute the Executive Committee. The directors by simple majority shall elect these positions.



✓ **BOD President.**

- The President will conduct and preside over meetings of the General Body and the BOD.
- The President will present an Annual Report to the General Body.
- The President will implement all resolutions passed by the General Body.
- The President will sign all documents on behalf of the BOD.
- The President will implement all decisions made by the BOD.
- The President may execute any deeds, contracts, or other installments authorized by the BOD.
- The President will make all logistical arrangements for review and or approval of all amendments to the Constitution or Bylaws by the General Body in accordance with Article 12. of the Constitution.

✓ **BOD Vice President.**

- The Vice President will automatically assume the responsibilities of the President when the President is out of town, sick, or unable to carry out the responsibilities.
- The President must inform the Vice-President when he/she is unable to carry out the responsibilities.
- The Vice President performs any special assignments assigned by the President.

✓ **BOD Secretary.**

- The Secretary will ensure that all legal, tax documents, and forms are filed on time to keep Princeton Islamic Center in good standing with local, state and federal agencies.
- The Secretary shall register with the Texas Secretary of State (SOS) office as the Registered Agent (RA) of PIC and submit all forms required by the state within 60 calendar days of assuming office,
- The Secretary will prepare the agenda for the General Body meeting in consultation with the President and the BOD.
- The Secretary will prepare the agenda for the BOD meetings in consultation with the President and other BOD members.
- The Secretary will document the minutes of the General Body and the BOD meetings.
- The Secretary will prepare a list of action items based on the decisions made and actions assigned in the General Body and BOD meetings.
- The Secretary will monitor the progress of all committees; collect their meeting minutes and reports to brief the BOD.
- The following items will always be part of a regular BOD meeting:
  - Reading minutes from the previous meeting and its approval.
  - Progress reports of the Committees.
  - Updates on action items covered between the current and previous meeting.

✓ **BOD Treasurer.**

- The Treasurer will be responsible for:
  - Maintaining the record of all financial transactions.
  - Collecting and depositing all funds received on behalf of Princeton Islamic Center.
  - Creating the annual budget and financial reports.
  - Payment of pre-approved recurring expenses.
  - Mailing end-of-year donation receipts to all donors.

- The Treasurer will receive and give receipts for money due and payable to Princeton Islamic Center from any source provided the receipts and payments are consistent and in congruence with Article 2.
- The Treasurer will ensure the receipts issued for non-cash items will not exceed the fair market value of the item donated.
- The Treasurer will write all checks and distribute funds to discharge obligations of Princeton Islamic Center to vendors, contractors, employees and other pre-approved expenses.
- Expenses or Disbursement of funds greater than \$1,000 (One Thousand Dollars) must be approved by the BOD. Written approval records must be maintained in the BOD meeting minutes for expenses greater than \$1,000.
- The Treasurer will maintain the financial books and records of Princeton Islamic Center and keep separate ledgers for donations and special projects.
- The fiscal year of Princeton Islamic Center will begin on the first day of January and end on the last day of December of each year. At the end of the fiscal year, the Treasurer will prepare the financial statements showing income, expenses, assets, liabilities, and net worth of all Princeton Islamic Center accounts and post this statement(s) on Princeton Islamic Center's bulletin board,
- Quarterly statements of income, expenses, and budget forecasts will be prepared by the Treasurer.
- The Treasurer will hand over all the accounts, accounting books and tools to the succeeding Treasurer at the end of the term or upon leaving office.

## Appendix C: Code of Conduct

- ✓ **Islamic Code of Conduct & Ethics.** All members and non-members of Princeton Islamic Center will observe the Islamic Code of Conduct and Ethics in all proceedings and within the organization's premises. The specific policies are as follows:
  - Any communication, including e-mails, announcements, distributed literature, and interpersonal communication must be truthful, polite, tolerant and respectful according to Islamic guidelines. Name-calling, personal attacks, false accusations, slandering, backbiting and gossip will not be tolerated. If anyone observes such behavior, the person should inform him-her privately or the BOD should be informed immediately.
  - Communication or behavior that is violent, criminal, abusive or one that violates local, state, or federal laws will not be tolerated and may be grounds for exclusion from the



premises and the appropriate law enforcement agency may be informed for necessary action.

- Necessary and permissible communication within the prayer hall must be in a soft and polite voice.
- Trade, business dealings and exchange of money are prohibited in the prayer hall.
- Teenagers and children must also abide by the guidelines and are the responsibility of their parents.
- ✓ **Member Accountability.** The Board of Directors will resolve disputes among committees of PIC and adjudicate all conflicts referred to it. In case any member or non-member of Princeton Islamic Center commits any ethical or moral infractions or breaches, as defined by the Qur'an and the authentic teachings of Prophet Muhammad (Peace be upon him), the BOD may appoint an Ad-Hoc Committee consisting of three (3) BOD members to be chaired by the Resident Imam. Upon the recommendations of the Committee, the BOD may proceed to expel or take necessary action(s) against the said member or non-member.
- ✓ In the event that violations of this policy occur, the following action(s) may be taken:
  - Level I - The offending individual will be warned that the communication or behavior is unacceptable and cannot be repeated in the future.
  - Level II - If the offending individual persists in violating the guidelines after Level I then the BOD may revoke membership and exclude the individual from meetings.
  - Level III - If the offending individual persists in violating the guidelines after Level I and Level II, then the BOD may inform the appropriate law enforcement agency and may seek a restraining order.
  - If violent, abusive or severely disruptive behavior is enacted, then the BOD may immediately proceed to Level III action.
- ✓ **Removal of BOD.** A director may be removed by the BOD for the following reasons:
  - Any BOD member who is absent without prior notification to the Secretary for five (5) consecutive meetings will automatically lose the legitimacy to serve and will be considered as a vacancy of the position.

- Whenever in its exclusive judgment the best interest of Princeton Islamic Center will be served thereby; provided, however that removal of a director is taken at a physical meeting of the Board with full quorum called expressly for that and not any other purpose and is done without prejudice to the director's contract rights, if any, but the election or appointment of a director shall not in and of itself create contract rights.
- Any BOD member that becomes the subject of a local, state or federal criminal investigation or is charged with criminal conduct. To protect the interests of PIC the board member will be removed immediately, even if the board member disputes the charges or plans to fight the charges in court.
- Any BOD member who is found to have lied, misled, or withheld information on his/her BOD membership application form. Any BOD member removed because of this provision shall be barred indefinitely from running for future PIC BOD membership.
- Any BOD member who knowingly and willfully violates any and all requirements of the Bylaws (including the supplemental appendices) or fails to apply any and all requirements of the Bylaws (including the supplemental appendices) shall be subject to removal from the BOD.

