

In the Name of Allah, the Most Gracious and the Most Merciful

**Islamic Center of Eastside
(ICOE)**

Constitution and Bylaws

**14700, Main St. Bellevue
WA 98007**

1. Organization

1.1. Name of the Organization

The organization is incorporated in the State of Washington as the “Islamic Center of Eastside”, hereinafter referred to as the “Center”. The Center shall be a non-profit organization and shall have perpetual existence.

1.2. Headquarter Address

Islamic Center of Eastside, 14700 Main Street, Bellevue, WA 98007

1.3. Purpose

The ICOE is established exclusively for religious and charitable purposes within the meaning of the section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or any successor statute. It will serve the following purposes:

- 1.3.1. To establish a place(s) of worship for Muslim community; under the guidance of Quran and the Sunnah of the Prophet Muhammad (peace be upon him).
- 1.3.2. To provide guidance and assistance to the Muslim community in the matters of the mainstream religion of Islam as defined by the Holy Quran, and in conformity with the following schools of thought Hanafi, Maliki, Shafii and Hanbali
- 1.3.3. To work with local Muslim organizations and make best effort to keep the Muslim community structurally united.
- 1.3.4. To promote and support charitable causes.
- 1.3.5. To engage in spreading better understanding of Islam in and around the neighborhoods.
- 1.3.6. To serve as a Mosque:
 - 1.3.6.1. Where 5 times daily prayers, Friday prayer and other compulsory/supererogatory Islamic prayers take place regularly.
 - 1.3.6.2. Where religious practices are established through 5 pillars of Islam.
 - 1.3.6.3. Where Islamic Scholars (as per 1.3.2) are invited to conduct Islamic programs.
 - 1.3.6.4. To serve as an institution of learning for the Muslim community including facilitating and providing a platform for religious education for all ages and genders.
- 1.3.7. To act as Islamic social center, including but not limited to the following activities;
 - 1.3.7.1. Celebrate Islamic holidays and festivals

1.4. Policies

1.4.1. General Guidelines:

- 1.4.1.1. These policies are to be displayed in the Masjid(s) at all times.

- 1.4.1.2. Masjid(s) will provide private area with private entrance to sisters to perform their Salat and ensure a separated prayer area provided for men and women
- 1.4.1.3. The subject for Friday Khutba shall be Islam, no political speeches, incitement, or impeachment of any member of the community shall be permitted.
- 1.4.1.4. All mainstream Dawah activities are allowed in this Masjid(s), including Jammah that come strictly for Dawah purpose are allowed to retreat for maximum of four consecutive nights.
- 1.4.1.5. Masjid(s) is to remain accessible to all Muslims at all times 24 hours a day
- 1.4.1.6. Direction of Qibla to remain in the northeast
- 1.4.1.7. Salat-Taraweeh should be prayed during the month of Ramadan and every effort should be made to bring Hafidh-ul-Quran to pray twenty rakats every day of the month.
- 1.4.1.8. Imam(s) of the Masjid(s) hold honorary position in the Executive Board..
- 1.4.1.9. Allowing Muslims to stay in the Masjid for the last 10 days during Ramadan for Sunnah Itika'f
- 1.4.1.10. No pictures for living beings are to be displayed within, and around the Mosque premises
- 1.4.1.11. Business bulletins, articles with living creatures' pictures, inciting and controversial articles are not to be displayed inside/outside the Masjid(s) hall.
- 1.4.1.12. Inside a Masjid all attendees such as general, committee, council members, and Imams shall be address with the utmost respect.

1.4.2. Hiring Full/Part Time Salaried Employee

- 1.4.2.1. Any hiring decision whether part time or full time employee (excluding contractors) has to be approved by the Executive Board. Any hiring of a contractor by a certain committee has to be approved by its Director. The hiring of an Imam for any Masjid requires an approval of the 2/3rd majority of a combined session of "Executive Board" and "Elders' Council".

1.4.3. Donations

- 1.4.3.1. The center shall have the right to collect donations for upkeep, maintenance, building, and investments for the benefit of the masjid(s). The center shall also have the right to collect various alms as defined by Islamic Law. The distribution of such alms shall be done as intended by the donor.

1.4.4. Deposits and investments

- 1.4.4.1. All funds collected by the Center shall be deposited in one or more bank accounts, trust companies or other depositories.
- 1.4.4.2. All the investment must be sharia compliant

1.4.5. Non-Interest bearing transactions

- 1.4.5.1. All transactions and investments, including capital investments, made by the center shall neither have any interest income or be positioned to pay interest.

1.4.6. Remuneration, Compensation, and Wages

- 1.4.6.1. No member of the Administration of the Center shall receive any compensation for the position held, except for employee(s) of the center designated as paid employee(s).

1.4.7. Financial Records, Reports, and Fiscal Year

- 1.4.7.1. The Fiscal year of the Center shall be the Calendar year starting with January 1st and ending with December 31st.

1.4.8. Records and Reports:

- 1.4.8.1. The center shall maintain up-to-date records of all financial transactions conducted by the Center and publish an annual financial report by March 31st of the following year.

1.4.9. Contracts:

- 1.4.9.1. The Executive Board must authorize through proper procedures (as defined in the bylaws) and in writing for any member(s) to act as an agent(s) of the Center, to execute certain tasks. Such authority would be limited to the authorities granted to the Executive Board in the bylaws

1.5. Real Estate (Property)

The Islamic Center of Eastside may own and operate more than one Properties. Building, Any Property assigned as a Masjid could not be sold and shall be held by the Elders' Council.

2. Elders' Council ("EC")

2.1.1. Function and Responsibilities

- 2.1.1.1. To oversee the selection process for the member (s) of Executive Board including announcing the selection, receive nominations; supervise selection, and declaration of the final results.
- 2.1.1.2. To oversee the selection and termination process of the Executive Board member (s), and also hiring and termination of Imam(s). Imam hiring and termination process would require two thirds majority approval of the Elders' including approval of its Ameer.
- 2.1.1.3. To alleviate reasonable grievances and complaints that Members and General Assembly might have against Executive Board and Imam(s)
- 2.1.1.4. To endeavor to structurally unite with the other surrounding Muslim Communities and Islamic Organizations.
- 2.1.1.5. Responsible for approving funding for projects exceeding pre-approved budget. Such as expansion project for existing masjid and/or another masjid in the area
- 3.1.1.5 To lead and oversee Investment Committee

3.1.1.6 To lead and oversee Media and Islamic Relations.

2.1.2. Body Structure

- 2.1.2.1. Constitutes a minimum of five members and a maximum of 17
- 2.1.2.2. The term will be six years
- 2.1.2.3. Through consultation amongst the members, an Ameer will be selected to coordinate and lead the operations.
- 2.1.2.4. The Ameer will facilitate the process of selecting his or any other members' successor in case of their resignation. Current ICOE Founders will be the first appointees of the Elders' Council.

2.1.3. Qualifications

- 2.1.3.1. A Muslim in good standing within the community.

2.1.4. Appointments

- 2.1.4.1. Nominated by the General Assembly and appointed by the Elders' Council
Due to vacancies, all the subsequent appointments shall be made by the respective appointee bodies.

2.1.5. Resignation

- 2.1.5.1. Any Member may resign by presenting a letter of resignation to the Ameer of AC during the meeting personally or by mail.
- 2.1.5.2. The effective date of such resignation shall be the date of the meeting when the letter was presented.

2.1.6. Termination

- 2.1.6.1. Termination can only be done by 2/3rd majority of the respective body.
- 2.1.6.2. In an event of deadlock Ameer of the EB will become tie breaker.
- 2.1.6.3. Re-selection of the terminated member will be from the relevant appointee body (only current).

2.1.7. Prohibition

- 2.1.7.1. Not to have any serving family member on the current EC.
- 2.1.7.2. During their break term (3 years) after serving as a member of EC, they cannot serve as EB member.

2.2. Executive Board (EB)

2.2.1. General Functions and Responsibilities

- 2.2.1.1. Each Committee should consist of a Director and minimum of two individuals to assist. The selection of the other two members will be done by the Director himself/herself.
- 2.2.1.2. Accountable to the General Assembly for their performance.
- 2.2.1.3. Run day to day operational affairs of the mosque based on the individual committee (s) defined within the organizational structure.
- 2.2.1.4. Selection and removal of Imam of the Mosque in coordination with Elders' Council; Publish quarterly performance reports to the General Assembly on quarterly basis.
- 2.2.1.5. Publish financial statement to the General Assembly on quarterly basis.
- 2.2.1.6. Holds By-annual General meetings to share overall performance, and seek community feedback.

2.2.2. Body Structure

- 2.2.2.1. Consist of 9 members known as Committees.
- 2.2.2.2. The term for the EB members is 4 years per member.
- 2.2.2.3. There will be no minimum or maximum terms.
- 2.2.2.4. A member of the EB shall not simultaneously serve on the EC.
- 2.2.2.5. An Ameer to be appointed within EB with the consultation of other members.
- 2.2.2.6. The Ameer will be elected based on consultation among all the selected members.
- 2.2.2.7. The Ameer will facilitate the process of electing his successor.

2.2.3. Qualifications

- 2.2.3.1. Is member of ICOE General Assembly for at least one year
- 2.2.3.2. Has resided in the Puget Sound area for more than three (3) years
- 2.2.3.3. Is or over the age of 25 years
- 2.2.3.4. Is a practicing Muslim in good standing within the community

2.2.4. Appointments

- 2.2.4.1. The nomination (s) would be made by the General Assembly based on each Committee stated in the organizational structure
- 2.2.4.2. Elders' Council will map the nominations with the qualifications for each committee stated within by-laws of ICOE
- 2.2.4.3. Elders' Council will select the best qualified nominees for the open positions.
- 2.2.4.4. If the above is not achieved then EC should go back to the General Assembly for more nomination (s)
- 2.2.4.5. Once qualified; the EC will then discuss the opportunity to the nominated individuals to seek their agreement and commitment about the committee(s) under discussion
- 2.2.4.6. Based on the above, a final list of recommendations would be prepared by the EC
- 2.2.4.7. A final selection would be announced by the EC after consultation.

2.2.4.8. Ameer is selected among the executive board of directors

2.2.5. Resignation

2.2.5.1. Any Member may resign by presenting a letter of resignation during the meeting either personally or by mail.

2.2.5.2. The effective date of such resignation shall be date of the meeting when the letter was presented.

2.2.6. Termination

2.2.6.1. Executive Board Member (s) can be terminated by the Ameer of the EB if;

2.2.6.1.1. 2/3rd majority among members of the EB launch a termination resolution

2.2.6.1.2. The termination resolution will be presented to the EC

2.2.6.1.3. EC has conducted a detailed investigation to the matter and recommends the termination

2.2.7. Replacement

2.2.7.1. In case of resignation the replacement request would be made to the Elders' Council

2.2.7.2. The Elders' Council is bound to complete the selection process within 30 days of vacancy

2.2.8. Prohibition

2.2.8.1. Not to have any family member serving on the current Board of Trustees, Religious Council or Executive Board

2.2.9. Meetings

2.2.9.1. The EB shall conduct its meetings in an Islamic way.

2.2.9.2. Prior to the meeting, approximately five minutes should be spent in mentioning the etiquette of Mashura (meeting) prescribed by the traditions of the Prophet Muhammad (Peace Be upon Him).

2.2.9.3. Meetings shall be presided by the Ameer or anyone appointed by the Ameer.

2.2.9.4. EB shall meet once every two weeks.

2.2.9.5. Meetings will be scheduled and agreed upon one week in advance.

2.2.9.6. In case of urgent meeting, all decisions have to be reapproved with properly ratified minutes.

2.2.9.7. Decision (s) done by Ameer are final.

2.2.9.8. Meeting minutes shall be recorded, approved, published to all the members of the EB, and to be archived.

2.3. Directors of the Executive Board

2.3.1. Director Finance Committee

2.3.1.1. Functions and Responsibilities:

2.3.1.1.1. Manage funds including but not limited to collections of donations, paying all Centers(s) expense, distribution of Sadaqa and zakat (Alms)

2.3.1.1.2. Conducting fund raisers when necessary,

- 2.3.1.1.3. Responsible for getting financials prepared and filing of local, state and federal taxes returns.

2.3.2. Director Operations

2.3.2.1. Functions and Responsibilities

Manage day-to-day operations and maintain Masjid(s) in good order. To include;

- 2.3.2.1.1. Facility cleanliness
- 2.3.2.1.2. Parking and traffic control
- 2.3.2.1.3. Facility outlook
- 2.3.2.1.4. Facility setup for Friday prayers
- 2.3.2.1.5. Ramadan facility prep
- 2.3.2.1.6. Friday lunch program
- 2.3.2.1.7. Implement rules and regulations provided in these bylaws.
- 2.3.2.1.8. Comply with state rules and regulations

2.3.3. Director of Rituals, Programs & Events Committee

2.3.3.1. Functions and Responsibilities:

- 2.3.3.1.1. Organizing prayers (Salat) including Friday, Eid Salat, and burial services (janaza'h).
- 2.3.3.1.2. Organizing lectures from local and visiting scholars.
- 2.3.3.1.3. Selecting speakers (Khateeb) for Friday Salat
- 2.3.3.1.4. Responsible for creating monthly prayer schedules
- 2.3.3.1.5. Conducting workshops and open-houses to educate Muslims and others.
- 2.3.3.1.6. Religious recommendations to the Executive Board
- 2.3.3.1.7. Implement policies and procedures concerning the Eids and Ramadan.

2.3.4. Director Islamic Education

2.3.4.1. Functions and Responsibilities including followings but not limited to:

- 2.3.4.1.1. Hifz Program
- 2.3.4.1.2. Arabic Learning
- 2.3.4.1.3. Hadeeth Classes
- 2.3.4.1.4. Tajweed Classes
- 2.3.4.1.5. Seerah Classes
- 2.3.4.1.6. Quran Reading - Nazira
- 2.3.4.1.7. Quran Competitions

2.3.5. Director Youth and Social Programs

Functions and Responsibilities including followings but not limited to:

- 2.3.5.1. Youth programs
- 2.3.5.2. Kid's programs
- 2.3.5.3. Community Programs

2.3.6. *Director of Sisters' Committee*

Functions and Responsibilities

- 2.3.6.1. Responsible for communicating sisters needs
- 2.3.6.2. Oversee sisters programs.
- 2.3.6.3. Responsible for collecting funds (if needed) to support sisters programs and various donations for the Center.

2.3.7. *Director Communications Committee*

Functions and Responsibilities including followings but not limited to:

- 2.3.7.1. Create and Review Website Content
- 2.3.7.2. Create and Review Newsletter Content
- 2.3.7.3. E-mail distribution list
- 2.3.7.4. Community announcements
- 2.3.7.5. Neighborhood outreach
- 2.3.7.6. Community feedback and facilitation in adjudication
- 2.3.7.7. Monitor the quality of Khutba contents (speeches).

2.3.8. *The Ameer of the Executive Board*

Functions and Responsibilities including followings but not limited to:

- 3.3.8.1 Will hold additional responsibility of running day-to-day Executive Board affairs
- 3.3.8.2 Work with Elders' Council/Executive Board for terminations/resignation for the EB
- 3.3.8.3 Responsible for arranging quarterly updates to the community from the Executive Board members

4 Offices under Elders' Council

4.1 Directors of the Elders' Council

4.1.1 *Media and Islamic Relations Committee:*

Functions and Responsibilities including followings but not limited to:

- 4.1.1.1 Responsible for press related communications such as public speaking, TV and Radio interviews.
- 4.1.1.2 Responsible for all external media engagements

4.1.2 *Investment Committee:*

Functions and Responsibilities including followings but not limited to:

- 4.1.2.1 Responsible for investing to cater future masjid needs
- 4.1.2.2 Responsible for creating publically available annual investment reports

5 General Assembly (GA)

5.1 *Definition*

- 5.1.1 The General Assembly, hereafter referred to as the “Assembly”, shall consist of all the members of ICOE.

5.2 *Qualification*

- 5.2.1 Has resided in the Eastside area for more than six months AND
- 5.2.2 Is or over the age of 18 years AND
- 5.2.3 Attends the center regularly

6 Complaint Process

- 6.1 The “grievance process” is the process by which any member of the general assembly may register their complaint against any member of the ICOE organizational body (s) (EB, EC) to seek the resolution to the complaint including termination.
- 6.2 Based on the seriousness of the complaint it could be categorized as a) simple b) serious. A different methodology will be executed to address each of these categories.
- 6.3 ***Simple Grievance*** - This category is to ask for improvement in performance of the current member (s) of the EB/EC, or to take some corrective action against a complaint. This category does not cover a request of termination. Here is the process:
 - 6.3.1 Member of the general assembly submits the complaint to the respective portfolio
 - 6.3.2 If a satisfactory answer has not been provided then the copy of the same complaint will be submitted to the Ameer of the EB.
 - 6.3.3 If a satisfactory answer has not been provided then the copy of the same complaint will be submitted to the Elders’ Council as an escalation
 - 6.3.4 EC will investigate the matter and provide the recommendations to the Ameer of the EB
 - 6.3.5 If not resolved then the matter would be taken to the General Assembly
- 6.4 ***Serious Grievance*** - This category is to ask for termination of the current member (s) of the EB/EC. Here is the process:
 - 6.4.1 **Grievance against EB member**
 - 6.4.1.1 Any member of the general assembly submits the complaint to the Elders’ Council
 - 6.4.1.2 The above needs a form to be filled with the facts and signed hereby assign a case number
 - 6.4.1.3 The EC analyzes the complaint and start investigation if the complaint is indeed serious in nature
 - 6.4.1.4 If the complaint found to be not valid, the case is closed and communicated
 - 6.4.1.5 If the complaint found to be valid, the investigation report with recommendation is forwarded to the EB
 - 6.4.1.6 The EB discuss the case (Mashura)
 - 6.4.1.7 The Mashura will take place in the absence of the accused member
 - 6.4.1.8 The final decision will be based on 2/3rd majority
 - 6.4.1.9 In case of tie, Ameer of EC will be the tie breaker
 - 6.4.1.10 If terminated, the termination is enforced and communicated to EC to start the re-selection process

- 6.4.1.11 If not guilty, the case is dismissed and communicated to the EC
- 6.4.1.12 EC will communicate the final decision to the General Assembly

6.4.2 Grievance against EC member

- 6.4.2.1 Any member of the general assembly submits the compliant to the Elders' Council
- 6.4.2.2 The above needs a form to be filled with the facts and signed hereby assign a case number
- 6.4.2.3 The EC analyzes the complaint and start investigation if the complaint is indeed serious in nature
- 6.4.2.4 If the complaint found to be not valid, the case is closed and communicated
- 6.4.2.5 The EC discuss the case (Mashura)
- 6.4.2.6 The Mashura will take place in the absence of the accused member
- 6.4.2.7 The final decision will be based on 2/3rd majority
- 6.4.2.8 In case of tie, Ameer of the EB will be the tie breaker.
- 6.4.2.9 If terminated, the termination is enforced & communicated to the EB/Imam/GA for re-selection process
- 6.4.2.10 If not guilty, the case is dismissed
- 6.4.2.11 EC will communicate the final decision to the General Assembly

7 Amendments and Revisions

7.1 *Amendments*

- 7.1.1 Amendments can only be submitted to the combined session of EB and EC
- 7.1.2 For this matter a combined session of EB and EC is to be called upon
- 7.1.3 The approval of any changes/amendments required 2/3rd majority of the combined EB/EC members

7.2 *Revision*

- 7.2.1 The by-laws document is expected to be revised once every 10 years.

8 Definitions/Taxonomy

- 8.1 **Islam:** The religion whose fundamental belief is: “There is no GOD but Allah, and Prophet Mohammed (Sallallahu Alaihi Wasallam) is his final messenger.” The sources of Islam are the Glorious Quran and the Hadith, non-controversially relayed, tradition of the seal of all messengers and Prophet Muhammad (Sallallahu Alaihi Wasallam).
- 8.2 **Muslim:** For the Function of these Bylaws, a Muslim is a person who believes in Allah (the one true God), in Prophet Muhammad (peace be upon him), upon whom the Quran was revealed, as the last and final prophet and messenger of Allah; in the Quran; in the angels; in the Hereafter; and in the destiny (Qadar). A Muslim believes in the Quran and the Sunnah as the basis for the binding guidance in life. He must subscribe to the Sunni Shariah.
- 8.3 **Quran:** The Quran is the holy book of the Muslims, revealed to the Prophet Muhammad (Sallallahu Alaihi Wasallam).
- 8.4 **Sunnah;** Sunnah is the authentic tradition of the Prophet Muhammad (peace be upon him), which was related to us through Ahadeeth (sayings of the prophet) or an action, or an approval of action by the Prophet Muhammad (PBUH).
- 8.5 **Shariah:** Laws of Jurisprudence as prescribed by the Ahlu Sunnah Wal Jammah (Sunni) sect of Islam. There are four schools of thought (madhab).
- 8.6 **Mahram:** A man and woman who cannot be married by Sharia
- 8.7 **Salat:** Salat is obligatory and supererogatory prayers prescribed by Islam. There are five obligatory daily prayers in Islam.
- 8.8 **Jumma:** Compulsory congregational prayer on Fridays.
- 8.9 **Executive Board:** The practice of consultation among the involved parties as defined by Islam.
- 8.10 **Eastside:** Collective term for the eastern suburbs of Seattle, WA including the cities of Bellevue, Redmond, Sammamish, Kirkland and Issaquah.

9 APPENDIX

9.1 *1st Elders' Council:*

- 9.1.1 To start the overall process we recommend a boot strapping EC
- 9.1.2 Out of five required members two members selected by the existing board
- 9.1.3 One member selected by the Imam of the Masjid
- 9.1.4 Two members selected from the GA (few announcements will be made in the Masjid to seek nominations); process to be overseen by By-Laws committee

9.2 ***Registration of General Assembly for the EB Elections***

- 9.2.1 EC is bound to initiate a GA registration process based on the criteria mentioned in the clause 2.4.2
- 9.2.2 For the 1st time 4 weeks would be allocated for registration process
- 9.2.3 EC is to communicate the process and related dates at broad scale to ensure transparency and to the guarantee wider community participation

Accepted by the Founders:

Salim Dada:

Arshad Ahmad:

Shams Pirbhai:

Abdul Ghani Hakim:

Dated: June 9, 2013

SA Dada

Shams Pirbhai

Abdul Ghani Hakim

Accepted by the General Assembly: