

THE CONSTITUTION & BY LAWS OF THE ISLAMIC CENTER OF SOUTHLAKE

Prepared by: Transitional and Arbitration Committee

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IN THE NAME OF ALLAH, THE BENEFICIENT, THE MERCIFUL

Preamble

Pursuant to the principles and fundamentals of the Holy faith of Islam, the members of the Islamic Center of Southlake recognize Islam as the total way of life based on the Qur'an and Sunnah of Prophet Muhammad (peace be upon Him) and have pledged to endeavor practicing it as such, do hereby adopt and give ourselves this Constitution and these Bylaws, and pledge to abide by all of its provision.

SECTION A – CONSTITUTION

ARTICLE 1. NAME & LOCATION

1.01 NAME. The name of this organization is ISLAMIC CENTER OF SOUTHLAKE, Hereinafter referred to as ICS.

1.02 LOCATION. The principle office of ICS shall be located at 1280 N. Carroll Avenue, Southlake, TX 76092, (also known as the "Masjid" and "Center").

ARTICLE 2. PURPOSE, OBJECTIVES AND ACTIVITIES

2.01 PURPOSE. Islamic Center of Southlake shall be a non-profit, non-political entity, which shall qualify as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Service Code.

1. ICS has been formed exclusively for religious, charitable, and educational purposes according to the teachings of tradition Sunni Islamic school of thought.
2. ICS shall not participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office. Prohibited activities include the publishing or distributing of statements and any other direct or indirect campaign activities.
3. ICS shall not engage in unrelated trade or business except as secondary purpose related to the ICS primary, tax exempt objectives.

2.02 OBJECTIVES. The primary objective is to serve the Muslims of the Southlake and the surrounding communities for the purpose of organizing religious, charitable, educational and social activities, defined as hereunder.

1. Strengthen and enhance the faith of all Muslims in Allah (SWT), His Prophet Mohammed (PBUH) and The Holy Quran.
2. Provide an atmosphere for children and adults where they can associate, learn and participate in Islamic activities.
3. Promote relations and understanding between Muslims and non-Muslims.
4. ICS shall not have objectives that may characterize it as an action organization as defined by the Internal Revenue Code and related regulations, rulings and procedures.

2.03 ACTIVITIES. In accordance with ICS's primary objectives, following are the main guidelines.

1. To arrange programs, lectures and similar activities to enlighten everyone by the words of Allah(SWT) and the teaching of Prophet Muhammad (PBUH), so as to grow and strengthen their faith, trust, hope and love
2. Establish daily five (5) prayers, Jummah (Friday) and Eid prayers in accordance with the teachings of Islam.
3. Endeavor to propagate Islam and actively engage in Islamic Dawah work utilizing all available means of communication.
4. Promote Islamic education by establishing and maintaining Masjids, libraries, Islamic Centers, schools, institutions of higher education. It shall also work to establish cemeteries, funeral facilities, community centers, child care centers and health clinics.
5. Cooperate with other Islamic communities and institutions pursuing similar goals and objectives and shall foster communication, coordination and cooperation among such entities.
6. Endeavor to aid local, national and international relief organizations, as approved and permitted by the law.
7. ICS shall also conduct or assist in non-religious educational lectures, programs and events.
8. Promote good relations between Muslims and non-Muslims.
9. ICS shall collect and distribute Zakat, Sadaqah (charity), and donations

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ARTICLE 3. MEMBERSHIP

3.01 Set forth in the article 3.02, will be eligible for membership, provided that they meet the requirements of eligibility as defined in the Bylaws.

3.02 All membership applications, on a prescribed form shall be submitted to the Board of Directors or their designated committee. The Board may accept or reject an application. Rejected applications may be resubmitted for reconsideration three months after the denial date.

3.03 All Muslim residents of Southlake, Grapevine, Westlake, Trophy Club, Keller and Colleyville will be eligible to be members. Any Muslim resident not from these areas who wishes to become a member must be approved by the Board of Directors. Only members in good standing who have paid their membership dues at least 5 months prior to election date are eligible to vote, in accordance with article I. The exception is for the first election, where all Muslim residents of the above mentioned cities have donated \$200 or more in purchasing and/or maintaining the Center by March 1, 2015 are eligible to run for elections and/or cast vote in the election.

3.04 All members and non-members who visit or attend ICS must abide by the Constitution and By-laws of the Center.

3.05 TERMINATION OF MEMBERSHIP:

1. A member who fails to pay the membership dues, as set forth in BYLAWS will have membership terminated after being given a 30 days period to cure the deficiency.
2. All members must conduct themselves in accordance with ICS policies while on ICS premises and gatherings and follow the Laws of the land. Membership will be rescinded if a member has disregarded the provisions of the Constitution or Bylaws. Such proceedings may be initiated on a written request by two or more of the voting members of the ICS, which are not from the same family and decided upon by simple majority of the Board of Directors.
3. A terminated member may reapply for membership one year following his/her termination, or six months preceding an election.
4. A terminated member may appeal to the Board to be re-instated.
5. If the terminated member does not agree with the decision of the Board s/he may go through the arbitration process as defined in article 7.

ARTICLE 4. ORGANIZATION

4.01 DEFINITION

ICS's functional structure shall comprise of General Body, Board of Directors and Finance Council

4.02 GENERAL BODY

1. The General Body consists of all the Members of Islamic Center of Southlake, who are current in their membership dues.

4.03 THE BOARD OF DIRECTORS

1. The Board shall be directly responsible to the General Body.
2. The Board is responsible for day to day management of the Center.
3. The Board shall be responsible for the overall direction of ICS, by assuring adherence to the Constitution of ICS and applicable local, state, and federal laws and regulations.
4. The Board shall determine and maintain the independence and integrity of ICS and its holdings, which shall be consistent with the Doctrines and Concepts of Islam and in keeping with the best interest of ICS.
5. The Board shall review the records and financial statements of ICS on a periodic basis in its sole discretion to ensure accuracy and integrity of the organization.

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6. The Board may spend up to \$2500 per month on non-re-occurring expense for maintenance, improvements and Islamic education and activities.
7. THE STRUCTURE AND ELIGIBILITY REQUIREMENTS OF THE BOARD OF DIRECTORS :
 1. The Board shall consist of seven (7) members, called Directors. The Directors shall be elected by the General Body from its eligible members.
 2. The members eligible to become Directors by contesting election:
 1. Must be a current voting members of the General Body,
 2. Has lived in the community (Southlake, Grapevine, Trophy Club, Keller, Westlake, and Colleyville) for the past 2 years and has paid all membership dues regularly for the last 2 years, except for the first election.
 3. Has served or volunteered time and effort in non-profit organization or on personal level.
 4. Enjoys a good standing in the community.
 5. For transitional stability purposes during the first election, top 4 (four) members that receive the most votes will be elected for 2 years and the remaining 3 members for 1 (one) year or less.
 6. All subsequent elections for directors every year will be for a term of 2 years.
 7. Directors shall be elected by a simple majority vote of the General Body.
 8. There is no term limit to serve as director.
 9. Functions and responsibilities of the Board shall be in accordance to the Constitution and Bylaws of the Center
 10. Must be born or naturalized U.S citizens or Legal Permanent Resident of the US.
 11. Has not been convicted of a crime of moral turpitude including but not limited to theft, fraud, or money laundering.
 12. Has not declared bankruptcy or insolvency within the past 10 years.

TERM OF BOARD OF DIRECTORS:

Year	BM1	BM2	BM3	BM4	BM5	BM6	BM7
2015	Open	Open	Open	Open	Open	Open	Open
2016					Open	Open	Open
2017	Open	Open	Open	Open			
2018					Open	Open	Open
2019	Open	Open	Open	Open			
2020					Open	Open	Open

4.04 FINANCIAL COUNCIL

1. The Financial council shall at all times constitute of only current bank guarantors and personal loaners. The names of the individuals shall be found in Attachment A. Attachment A may be amended from time to time. Any change to the names found in Attachment A shall not be considered a Constitutional change, and Amendment will not require approval by the Members.
2. The Financial council shall be responsible and direct the Board for repayment of ICS loan as needed.
3. The Financial council shall review financial statements of ICS on a periodic basis in its sole discretion to ensure accuracy and integrity of the financial standing of the organization.
4. Financial council's approval shall be required for transaction of over \$2500 (Twenty Five Hundred Dollars) per month.
5. Financial council shall ask Board of Directors to maintain a separate bank account with minimum of \$25000 (Twenty Five Thousand) as reserves for emergency use.
6. Financial council shall not be responsible for day to day management.
7. Financial council may refinance as long as it will result in lower loan amount and monthly payments.
8. Members of Financial council may run and vote in elections for Board positions.
9. Financial council shall be dissolved only after all the loans have been paid off.

ARTICLE 5 ELECTIONS

- 5.01 The elections shall be held no later than the first Sunday of December. For this purpose, the formation of an Election Commission and the procedure and schedule of the election shall be according to the article VIII of the Bylaws except for the first election.

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ARTICLE 6 IMAM

- 6.01 The IMAM of Islamic Center of Southlake shall be a SUNNI Muslim, well versed in Quran, Sunnah and Fiqh.
- 6.02 The duties and responsibilities of the Imam shall be in accordance with the Constitution and Bylaws.
- 6.03 The Imam shall attend the meetings of the Board at the request of the President of the Board.
- 6.04 The selection, approval and removal of the Imam will be the responsibility of the Board of Directors.

ARTICLE 7 MEDIATION AND ARBITRATION

- 7.01 Any conflicts or disputes in the Center shall be resolved according to the process outlined in this article.
- 7.02 Any disputes among the members shall be referred to the Board.
- 7.03 Any conflicts associated with the future school not resolved within the school structure shall be referred to the board.
- 7.04 For any disputes that the Board may prefer to be handled by an outside committee, or any disputes involving the Board members, the Board may form an arbitration committee.
- 7.05 The arbitration Committee shall consist of one member selected by the Board from the General Body of ICS plus two members selected from the circle of Imams, Chairman of the Board (or equivalent) or President of Executive Committee (or equivalent) in Dallas-Fort Worth Metropolitan area Masjids.
- 7.06 The Arbitration Committee shall have final and binding authority to impose corrective actions, as it deems fair. When the Arbitration Committee renders such decisions, they shall be deemed final and binding on all members of ICS.

ARTICLE 8 DISSOLUTION

- 8.01 If the cash reserves of \$25,000 set aside in a different bank account are used, the procedure in 8.02 must be followed.
- 8.02 Meeting.
 - 1. Special General Body meeting is called within 15 days no earlier than 3 days.
 - 2. General Body is informed regarding the financial situation. Donor names may be disclosed however donation amount must not be disclosed.
 - 3. General Body with Board members may raise funds at the meeting to immediately mitigate financial crisis and may create a fundraising committee.
 - 4. Within 30 days, Finance Council will re-evaluate the financial crisis and if the issue has not been rectified which includes the cash reserves as mentioned in 8.01 back to the set amount of \$25,000 of 100% donation, the board will give all decision making power to the Financial Council.
- 8.03 If for any other unfortunate circumstances or events the dissolution of the Center is considered, the following procedure must be followed. Until the loan is paid off, the Financial Council will assume and have the authority and power to sell, exchange lease, pledge, transfer or dispose of any facilities and property of the Center. Until the loan is paid off completely, Board and General body will not have the power to sell, buy, exchange lease, pledge, transfer, dissolve or dispose of the assets of ICS without the unanimous approval of Finance Council. This 8.03 cannot be challenged or amended until the loan is paid off completely. Once the loan is paid off completely then following procedure must be followed in the event of dissolution of center as mentioned below in 8.04, 8.05 and 8.06.
- 8.04 Meeting.
 - 1. At least 75% of the Voting Members shall request that the Board call a special General Body meeting to vote on Dissolution.
 - 2. A written notice shall be sent to all Voting Members at their last known address.
 - 3. 90% of the Voting Members must vote for dissolution in the special General Body meeting.
 - 4. The Board shall subsequently implement this action of the General Body.
- 8.05 Disposition of Assets. The Board shall make the first disposal to another Islamic Sunni organization, organized and operated exclusively for religious, charitable, and educational purposes and qualifies as a Tax exempt organization under section 501(c)(3) of Internal Revenue Code of 1954, as now in force or afterwards amended.

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8.06 Any legal action regarding the dissolution may only be instituted in Tarrant County, Texas.

ARTICLE 9 AMENDMENTS

9.01 Proposal to Amend the Constitution.

1. Any amendment to this constitution may be proposed if at least one-third of the Voting Members of the Center submit a written proposal to the board.
2. Upon a fifth-seventh majority vote of the Board, the Board may propose amendments to this constitution by submitting a written proposal to the General Body.
3. All proposed amendments should be circulated in writing or electronically amongst the General Body 60 days prior to any constitutional amendment meeting.
4. Proposed amendments can be discussed in the annual General Body meeting.
5. A special meeting of the General Body, for the purpose of voting on constitutional amendment/amendments, may be called if the Board deems it necessary.
6. Quorum for any constitutional amendment, in annual General Body meeting or specially called meeting, shall be 50% of all the eligible Voting Members. If quorum is not present, the General body meeting may be reconvened at least 7 days after the scheduled. Notice of the rescheduled meeting must be sent out in the same manner as the original meeting. Those present at the reconvened meeting will constitute quorum. A two-thirds majority of the Voting members present in the meeting must approve the proposed amendments for them to be effective.
7. Article 8 cannot be amended until all loans have been paid off.

9.02 Proposal to Amend the Bylaws.

1. Any amendments to the Bylaws may be proposed by a member of the Board.
2. The Voting Members may also suggest an amendment to the Bylaws by simply writing to the Board.
3. All the proposed amendments shall be discussed in Board meeting. A fifth of seventh vote of board members shall be required to approve any such amendments.
4. Upon approval, a notice of the same shall be put on the Notice Board in the Center for a period of 90 days.

ARTICLE 10 MISCELLANEOUS PROVISIONS

10.01 General. The following miscellaneous provisions apply to all the Governing bodies of the center including committees, members, nonmembers, guests, and contractors.

10.02 Compensation. The Board or any volunteer committee members shall not receive salaries, remuneration, compensation, or wages or realize other private gains for their services to the center, directly or indirectly. To avoid any conflict of interest the members of the Board shall not engage in business with or participate in any competitive bidding to render any paid services to ICS. No loans shall be made by the Center to its Directors, officers or members. However, the Center may hire individuals for employment or as independent contractors for purposes including but not limited to operations, maintenance, or education.

10.03 Donations.

1. The board may accept on behalf of the Center any property by way of gift or bequest from any person, firm, trust or corporation. Such property shall be held, administered, and disposed of in accordance with pursuant to the provisions of this constitution and Bylaws. However, no gift, bequest of any such property shall be received or accepted if it is conditional or limited in such a manner as to require the disposition of the funds 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.
2. Donations, once accepted are nonrefundable, unless they are for specific projects and a prior written agreement between the donor and ICS, regarding the terms and conditions of the refunds in on file.
3. Real property may only be accepted by the Board.

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10.04 Insurance. The Center shall, at all times, carry adequate liability and property and casualty insurance. Members of the Board and other committees shall not be liable either individually or collectively for the actions of the ICS. The Center shall indemnify the members of the Board and other committees against claims brought on in relation to the activities of the Center.

10.05 Criminal offence. If a Board member or any committee member is indicted for any misdemeanor offence (except traffic violation), his or her membership is immediately suspended from his office pending the outcome of the trial. If convicted, after all appeals, if any, he or she shall be automatically be expelled from the office.

10.06 Conflict of interest. Board members will not be allowed to become office bearers of any other Islamic association or organization.

10.07 Language / Communication. The medium of communication for all meetings, announcements, and notices pursuant to this constitution shall be English. Any and all available means of communications, including US mail, telephone, flyers, notice board, SMS text and e-mail may be used for conveying messages, notices etc, as deemed necessary as the most effective means, for the said purpose.

10.08 Fund Raising Events. Only US registered tax-exempt organization shall be allowed to do fundraising at ICS. Such organization must disclose in advance the purpose of the fundraising. There may not be more than one fund raising event scheduled per month with at least two weeks apart, except in Ramadan when only Zakat and Sadaqah donations are collected. There are no restrictions to ICS for fund raising at any time of the year.

SECTION B – BYLAWS

MEMBERSHIP

Members: All Muslim residents of Southlake, Westlake, Grapevine, Trophy Club and Colleyville cities will be eligible for membership of ICS, subject to the following conditions.

1. Applicant should be 18 years of age or over
2. Annual dues of \$100 for single member and \$200 for family are payable in advance. Donation of \$200 or more automatically validates the membership.
3. Membership is valid from January 1 to December 31 of any given year.
4. Young adults above the age of 18 have voting rights, however must be registered by March 31 of each year.
5. Membership dues are to be paid by March 31 of each year. \$50 will be added as delay surcharge for each month after March.
6. If a member is in arrears for five months i.e. dues not paid by May 30th, he or she ceases to be a member of ICS.
7. Once Membership has ceased the person may reapply for membership to be reinstated after three months or may be immediately reinstated with donation of \$500 or more.
8. At the time of general election, a member has to be current in his or her membership dues for at least 5 months in order to exercise voting rights.
9. New members in the community may apply for membership at any time; however, they must be a member of the organization for the preceding 5 months in order to exercise their right to vote.
10. The city requirement in the bylaws does not preclude Muslims residing outside this boundary to become members of ICS, but rather serve as a tool to prioritize interest of local community and activities.

GENERAL BODY

1. The entire membership of ICS constitutes the General Body.
2. The General Body will meet at least once a year or as directed by the Board. The date time and place of the meeting shall be decided by the President in consultation with the EC
3. A 30 days' notice shall be provided to the members by the president prior to the meeting.
4. All members of the center will be notified through appropriate means which may include any or all of the following, notice board, announcements, newsletter, telephone, e-mails, text messaging or US mail.

Board of Directors Meetings:

1. The Board shall meet no less than once every month.
2. For any Board meeting presence of fourth of seventh members will constitute the quorum.
3. The President shall preside over all the meetings. In his/her absence, the vice president shall be in charge of the meeting.
4. The meetings of the Board will be conducted at the Center unless another place is agreed upon by all the Board members as long as there is no financial charge to ICS.
5. A majority of the Board of Directors members may request the President to call a special / emergency meeting on 3 days' notice.
6. The minutes of the meeting will be recorded by the Secretary of the Board. In his absence, the Vice President will be responsible for minutes.
7. The decision of the Board will be by simple majority, unless a higher voting majority is specifically called for in the constitution or Bylaws for some decisions of special importance.

Responsibilities and Authority of the Board:

1. The Board shall develop and set the overall long-term vision and direction to achieve the objectives of the Center.
2. The Board of Directors shall determine and maintain the independence and integrity of the Center and its holdings, which will be consistent with the doctrines and concepts of Islam and in keeping with the best interest of ICS.
3. The Board shall resolve all disputes among other branches of ICS and adjudicate all conflicts referred to the Board.
4. The Board shall have the authority and power to buy, sell, exchange lease, pledge, transfer or dispose of any facilities and property of the Center after ratification of such decisions from the General Body and Financial Council.
5. The Board may review and audit financial statements and records of the Center, on periodic basis, to ensure accuracy and integrity of the organization.
6. The Board shall ensure compliance with all the applicable municipal, local, state and federal laws and regulations.

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President/Amir:

1. The General Body shall elect the President by a simple majority vote during election.
2. The President shall preside over the meetings of the Board and the annual General Body Meetings
3. The President shall be responsible for all government level interactions/communications and outreach to other religious organizations.
4. The President has the authority to write checks up to \$1000 (One Thousand Dollars) per month as non-reoccurring legitimate ICS-related expense.

Vice President:

1. The Board shall elect a Vice President by simple majority in the first meeting of each new term.
2. The Vice President shall preside over the meetings of Board in the absence of President.
3. The Vice President will take meeting minutes.
4. The Vice President shall be responsible for repairs and maintenance of the property and its belongings.

General Secretary:

1. The Board shall elect the secretary from its members in the first meeting of each new term.
2. The Secretary shall be responsible for scheduling meetings, announcements (in person or technology aided) and Friday congregation for prayers.
3. The secretary shall respond to queries in person or technology aided and maintains membership records.

Treasurer:

1. The Board shall elect a treasurer from its members in the first meeting of each new term.
2. The Treasurer shall be responsible for keeping financial records and collect pledges through various means.
3. The Treasurer shall be responsible for dispersing zakat and Sadaqah to needy with help of Zakat Committee.
4. The Treasurer has the authority to write checks for approved reoccurring bills.
5. The Treasurer shall prepare an annual financial report for purposes of reporting to the General Body.
6. If needed, the Treasurer will work with ICS's designated accountant to ensure all appropriate IRS or other legal tax obligations are met.
7. Meet regularly with the Financial Council
8. Submit requisite financial requests on behalf of the Board
9. Work with the Financial Council to resolve any financial issues.

Social Director:

1. The Board shall elect a director from its members in the first meeting of each new term.
2. The director shall be responsible for arranging and coordinating internal and external social events, like Eid, BBQ, Family nights, picnics and arranging dinners/cleaning/hosting for any event.

IT & Marketing Director:

1. The Board shall elect a director from its members in the first meeting of each new term.
2. The director shall be responsible for keeping updated records of members and donor leads.
3. The director shall also be responsible for marketing campaigns and IT related software purchases and accounts.

Education Director:

1. The Board shall elect a director from its members in the first meeting of each new term.
2. The director shall be responsible for educational activities at the Center.

Removal / Resignation:

1. Any Directors may be removed from the office by a vote of at least 5 of the members of the Board at a regular or specially called meeting of the Board at which quorum is present, with cause for : (1)violation of these Bylaws, (2) failing to attend three meetings of the Board in a calendar year without justifiable reason for which Board is timely informed, or (3) performing acts repugnant to the Articles of Incorporation or Bylaws of ICS, (4) behavior contrary to the teaching of Islam. Such removal may occur only if the Directors involved is first provided with adequate notice of the charges against him or her in the form of a statement of such charges by the Board, sent by certified or registered mail to the last known address of such Directors. The Directors involved shall have the right to respond to these charges. Each member of the Board shall review any response independently.
2. Any Director, who has been removed from the Board, may arbitrate the matter in accordance with the Constitution.

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3. In case of a voluntary resignation or demise of a Director, the Board may nominate last election's contesting member in sequence of vote received for the vacated seat if upcoming elections is over 6 months away for the remainder of the term.
4. In case of the President's voluntary resignation or demise, the Vice President shall become the acting president till the remainder of the term. The resigning president must also resign from the board.

Financial Council:

1. The Council shall meet periodically, at a minimum once a year.
2. For any council meeting presence of 75% members will constitute the quorum to approve expense of over \$2500, however, all council members will be notified of the decision via phone call, SMS text or email within 3 days.
3. A council member may call a special / emergency meeting on 3 days' notice.
4. The minutes of the meeting will be recorded by one of the council members.
5. The Board may request a meeting of the Financial Council upon 7 days' notice.

IV. IMAM

1. Appointment. The Imam will be appointed from time to time by fifth seventh vote of the Board. The Board will set compensation in accordance with the Imam's experience, skills, education, and such other factors as the Board shall deem relevant. The Imam should belong to one of the four schools (madhabs) of traditional Sunni Islam.

Responsibilities.

1. The Imam will serve as a religious advisor to the Board, all committees and the General Body. Additional duties may be specified by the Board. The Imam is not an officer of ICS.
2. The Board may, collectively, certify a question to the Imam in writing. If two-thirds of the members of the Board agree in writing to accept the Imam's opinion with respect to the certified question, then the Board agrees to be bound to that opinion to the extent the opinion does not conflict with any provisions of the constitution and Bylaws, the Articles of Incorporation, the laws of the state of Texas, or the laws of the United States.
3. REMOVAL: IMAM may be removed only by a fifth/seventh vote of the BOARD.

V: COMMITTEES UNDER BOARD OF DIRECTORS

1. General Provisions.

- 1) The tenure of any Committee shall not exceed the term of the board member selected to lead the committee.
- 2) The assigned director will assign responsibilities to members of the committees as needed.
- 3) Recommendation of all the Committees shall be presented to the board for review, approval and further action.

Special Committees.

1. The Board shall have the power to form special committees, from time to time. The Board shall have power to form panels and other advisory groups from time to time. The Board has a right to appoint individuals to any committee at any time, in accordance with the guidelines set forth below.
2. Special Committees may include Building Committee, Public relations Committee, Women's Committee, Youth Committee and Membership Committee.

Standing Committees.

Standing Committees shall be Zakat and Sadaqah Committee.

ZAKAT AND SADAQAH COMMITTEE.

- i) The Treasurer shall chair the Committee.
- ii) One other Board member shall also be in the committee.
- iii) At least three members from the General Body shall be in the committee.

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- iv) The Committee shall coordinate the collection and distribution of Zakat as per the tenets of Islam. Distribution shall require documentation of need on appropriate form and approval a majority of the members.

VI. FINANCE

1. Fiscal year. The Fiscal Year of ICS shall be calendar year. It will start from January 1st. and end on December 31st.
2. Bank Account. The Center shall maintain a non-interest bearing account at a Bank in Southlake.
3. Certification. The Treasurer shall appoint a Certified Public accountant to audit ICS accounts annually. The President shall present the report at the general Body at the annual meeting.

VII. ELECTIONS

- 8.1 An Election Commissioner (EC) shall be appointed by the Board 60 days before the Election Day. Election commissioner shall be a registered member of ICS outside of the Board. Election Commissioner shall choose two members outside the Board to serve on the commission.
- 8.2 Only members who are residents of Southlake, Westlake, Grapevine, Trophy Club, Keller and Colleyville who have registered with ICS for at least 5 months prior to the Election Day shall be allowed to run for elections and/or vote.
- 8.3 Registered members shall be at least 18 years old.
- 8.4 Elections shall be conducted at the end of the term no later than the First Sunday of December and newly elected officials shall take office effective after Zuhr prayer on the First Sunday of January (New Year).
- 8.5 Early voting or proxy voting procedure and requirements shall be at the discretion of the Election Committee.
- 8.6 Election Committee shall adopt the following procedure.
 1. Seek nominations at least 30 days prior to the Election Day.
 2. Announce final list of candidates for respective offices at least 21 days prior to election.
 3. Provide an opportunity for early voting for those who may not be able to vote on Election Day. Early voting may begin right after final list is announced and may end one week before the election day
 4. Count the ballots (early votes and election day votes), announce and document the election results
 5. All election ballots and records shall be maintained by the Board for a period of two years.
 6. If the conditions on election day warrant postponing election due to reasons beyond control of the election committee (example, inclement weather, a community emergency), it may be postponed to the following Sunday. If the circumstances warrant again, it may be postponed to the following Sunday until the election is held.

CERTIFICATION

Praise be to ALLAH, the Most Gracious, the Most Merciful, O ALLAH pardon us and forgive us, if we have transgressed our duty, guide us to the straight path, the path of those on whom You have bestowed Your Grace, Ameen.