

# **Constitution and By-Laws of**

**ISLAMIC ASSOCIATION OF LONG ISLAND, INC.**

**(IALI)**

**(A NOT-FOR-PROFIT CORPORATION)**

**ORGANIZED AND INCORPORATED UNDER**

**THE LAWS OF THE STATE OF NEW YORK IN NOVEMBER 1989**

ADOPTED, NOVEMBER, 1989;

AMENDED DECEMBER, 2013;

AMENDED DECEMBER. 2021

## **DECEMBER, 2013 AMENDMENTS**

CONSTITUTION REVIEW COMMITTEE (CRC)\* 9/02/13

### **\*CRC MEMBERS:**

IQBAL M. CHAUDHRY (Chair)  
OVAIS SHEIKH (Vice Chair)  
MOHAMMAD J. AKHTAR  
MAHMUD HAMDAN  
SYED HAFIZ-UR-RAHMAN  
IQBAL SAYED

APPROVAL BY: THE JOINT BOARD OF IALI (JTBD)\*\* Date: October 29, 2013

APPROVED BY: THE GENERAL BODY OF IALI (GB) Date: December 15, 2013

### **\*\*JTBD Representatives:**

Chairman Board of Trustees: Tahir Qureshi,

President Executive Committee: Iqbal Chaudhry

## **DECEMBER 2021 AMENDMENTS**

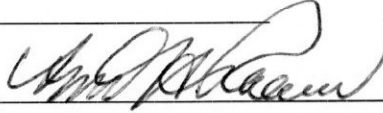
CONSTITUTION REVIEW COMMITTEE (CRC)\* 3/1/2021

### **\*CRC MEMBERS:**

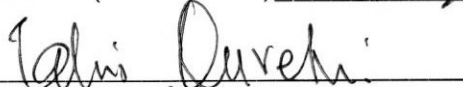
IMRAN RAHMAN (Chair)



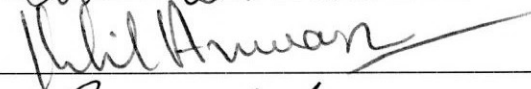
SYED HAFIZUR RAHMAN (Vice Chair)



TAHIR QURESHI



KHURSHID ANWAR



WAYNE SCHAEFER



APPROVAL BY: THE JOINT BOARD OF IALI (JTBD) Date: November 16, 2021

APPROVED BY: THE GENERAL BODY OF IALI (GB) Date: December 11, 2021

### **\*\*JTBD Representatives:**

Chairman Board of Trustees: SYED HAFIZUR RAHMAN

President Executive Committee: IMRAN RAHMAN

President Elect Executive Committee: KHURSHID ANWAR

## THE CONSTITUTION

### ARTICLE 1 NAME, VISION AND MISSION

#### **1.1 NAME**

The name of the organization shall continue to be "The Islamic Association of Long Island, Inc." hereinafter also referred to, as "IALI" or "Center".

#### **1.2 VISION**

The community of the IALI becomes a Model Society through the education and practice of Islamic Faith, pursuit of excellence in every facet of its life- e.g. dedication to charity, interfaith harmony, pursuit of learning from the diversity of cultures and loyalty to the country.

#### **1.3 MISSION**

Guided by its Vision the IALI Community shall:

Help Muslims improve their way of life as idealized in the teachings of Islam in the Holy Quran and the Sunnah of Prophet Muhammad (PBUH), Promote the spiritual, intellectual, and social welfare of its members by disseminating Islamic education, sustaining and increasing cooperation with other key Muslim organizations in the country and participating in intellectual forums. Establish Halaqas (focused groups) and Committees to enhance IALI's outputs, conduct charity drives, promote Interfaith understanding, infuse social and moral values, preach and practice loyalty to, and security of our great country-the United States of America.

### ARTICLE 2 ROLE AND OBJECTIVE

#### **2.1 ROLE**

The Islamic Association of Long Island, Inc. shall be a non-profit, religious & cultural organization within the meanings of Section 501 (C) (3) of the Internal Revenue code, incorporated in the State of New York.

#### **2.2 OBJECTIVE**

- To foster the spirit of the Islamic religion among its members and help establish and maintain Mosque(s) and Islamic Center(s).
- To establish a Place of Worship and a Cultural center, conduct classes and lectures on religious, social, civic, and moral subjects.

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- To cooperate with other Muslim Organizations in the Tri-State area and elsewhere and enhance charitable work.

- To promote cooperation and understanding with people of different faiths. This cooperation shall be non-political, non-racial and nonprofit.

## **ARTICLE 3 MEMBERSHIP**

### **3.1 REQUIREMENTS**

**3.1.1** Here, a Muslim is one who declares the SHAHADA "ASHADU AN LA ELAHA ILLALLAHO WA ASHADU ANNA MUHAMMAD-UR RASOOL-UALLAH". That is to testify, "there is no GOD but ALLAH AND MUHAMMAD (peace be upon him- (PBUH)) is his messenger. And he/she unequivocally declares that Muhammad (sallalloho-alaihi- wasallam (SAW)) is the last Prophet.

**3.1.2** New applicants who are accepted as members or those renewing their membership, within six months of an election date shall not be eligible to vote in that particular election. However, they shall be eligible to vote in subsequent elections.

### **3.2 TYPES OF MEMBERSHIPS**

#### **3.2.1 Regular Member**

Any Muslim of eighteen years age or older, resident of the counties of Nassau and Suffolk in New York and subscribing to the Vision, Mission and Objectives of the IALI and the provisions of this constitution and the by-laws shall, be eligible to become a regular member of IALI after filing an application, on a form prescribed by the IALI Joint Board of Trustees, and paying prescribed membership dues. Such a member has a right to vote and is hereinafter called "The Voting Member". Membership shall be granted only after it has been approved by the Executive Committee (EC). However, no one shall be denied the membership without significant justification and cause. The EC's decision to deny the membership may be appealed before the "Grievance and Ethics Committee" (GEC) whose decision shall be final. Anything to the contrary in this Article notwithstanding, the IALI Joint Board of Trustees may, in its discretion, waive, for a specified time period, the requirement to pay membership dues upon its determination that the applicant has otherwise made a contemporaneous, material contribution to IALI.

#### **3.2.2 Life Member**

Any Muslim eighteen years of age or older accepting Vision, Mission and Objectives of IALI and the provision of this Constitution and By- Laws shall be eligible to become a "Life Member" of IALI after;

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- (a) filing an application; and
- (b) paying \$7500.00, plus 10 years membership dues within a calendar year.

No person shall however, become a life member, unless the said member has been a paying member of IALI for a period of at least twelve months prior to submission of his/her application for life membership. Approval for the Life Membership shall be granted only by the JTBD. A Life member, nevertheless, shall have only one vote like the regular members.

### **3.2.3 Honorary Member**

An "Honorary Member" shall be any other person whom the joint board consisting of the Board Of Trustees (BOT) and the EC determines to have provided exceptional services to the Muslim Community. Honorary members shall not have any voting rights. This membership is basically meant for dignitaries from religious institutions, leadership of non-faith based organizations, interfaith groups, politicians, and governments etc.

### **3.2.4. Associate Member**

Any person from the local Muslim community who wishes to become a non-paying member may become an "Associate Member" upon approval of his/her application by the EC provided he/she accepts the Vision, Mission, and Objectives of The IALI and provisions of its Constitution and By-Laws. An Associate Member shall not have any voting rights.

## **ARTICLE 4 THE GOVERNING BODIES OF IALI**

The following four bodies shall govern the affairs of the IALI;

- 4.1** The General Body ("GB") consisting of all the voting members;
- 4.2** The Board of Trustees ("BOT") consisting of ten members;
- 4.3** The Executive Committee ("EC") consisting of seven members; and
- 4.4** The Joint Board ("JTBD") consisting of 17 members (10 of BOT and 7 of EC).
- 4.5** Conduct of meetings of all the Governing Bodies shall be in accordance with Islamic principles and the current edition of the "Robert's Rules of Order, Newly Revised", which is a codification of the present day general

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parliamentary law.

**4.6** Not more than one member of the same family shall be eligible to serve on the BOT and/or EC concurrently. For this purpose, the family includes: parents, brothers, sisters, sons, daughters, and their spouses.

**4.7** Consistent with the command of the Sharia that the affairs of the ummah be conducted and administered, to the extent possible, by general consensus and mindful of the guidance set forth in the hadith of the Prophet Muhammad, Peace be Upon Him, declaring that "There is no superiority for an Arab over a non-Arab, nor for a non-Arab over an Arab. Neither is the White superior over the Black, nor is the Black superior over the White", it is the stated goal of IALI to administer its affairs in a manner best designed to ensure that the voices of all its constituent groups are heard, without regard to race or national origin. Therefore, consistent with the stated goal of IALI to insure racial and ethnic diversity in the administration of its affairs, there shall be two reserved seats on the BOT and one EC member ("VP3") for which eligibility for nomination and election shall be restricted in accordance with the procedure set forth in Article 9.4.

## **ARTICLE 5 GENERAL BODY ("GB")**

**5.1** The General Body, sometimes referred to as the General Assembly ("GA"), consists of all the Regular, duly paid members.

**5.2** The GB shall meet at least once a year and act on the agenda submitted by the EC.

**5.3** No resolution may be passed in GB without prior notification of the entire membership.

## **ARTICLE 6 BOARD OF TRUSTEES ("BOT")**

### **6.1 GENERAL REQUIREMENTS**

- The IALI Board of Trustees shall be ten members and shall consist of a Chairman, Vice Chairman, six at large members and two members elected to the reserved seats provided for in Article 4.7. The current President of the EC shall also attend meetings of the BOT as voting members.

- The Chairman, Vice Chairman, six at large members, and the two members elected to the reserved seats provided for in Article 4.7 shall be elected for terms of 3 years (36 months) by the General Assembly. No member is eligible to serve as Chairman for more than two terms.

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- Any member who has been a paying member for the 36-month period immediately preceding his/her nomination and a regular paying member during the election year shall be eligible to become member of the Board of Trustees.

- In the event not enough persons shall be available to serve on the BOT then the existing Board of Trustees may upon advice of the Nomination Committee, reduce the requirement of being a paying member from 36 to 24 months.

- A member with the exception of the president of the executive committee shall not serve simultaneously in the executive committee and the board of trustees.

- In the event any member of the Board of Trustees, due to death, disability, resignation, or disqualification, is unable to complete their term of office, then the BOT, by resolution approved by two-thirds of the members in attendance, shall be authorized to select an eligible IALI member to fill the vacancy for remainder of the term. In the event the BOT shall fail to select someone by resolution approved by two-thirds of the members in attendance, then the vacancy shall be filled by a majority vote of the JTBD.

- All decisions pertaining to routine functional matters of the BOT shall be made by simple majority of the members of the board.

- No meeting of the Board of Trustees shall be convened unless all members of the board are notified five days prior to the date of the meeting. However, in case of emergencies the Chairman of the Board may convene a special meeting.

## **6.2 DUTIES OF THE BOT**

The BOT shall be responsible for:

- Long term planning of IALI in regard to its finances, expansion, and development.

- Advising the executive committee on major issues and policy matters and to observe and assure compliances with the constitution and by-laws of the IALI.

- All transactions involving an amount of \$5000 (five thousand dollars) or more shall require prior approval of the board of trustees.

- The BOT shall be responsible for managing the following accounts;

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- Fund Raising (FR) Committee accounts;
- Burial Accounts; and
- Any other account deemed necessary by the BOT.

- The Chairman, Vice Chairman (VC) and one other BOT member shall be the authorized signatories of the checks for withdrawal of funds. However, two signatures will suffice for these transactions.

- Additional duties of the BOT members are described in the BY-Laws.

### **6.3 QUORUM FOR THE BOT MEETINGS**

The presence of seven (7) members in attendance shall constitute a quorum for the BOT meetings.

## **ARTICLE 7 THE EXECUTIVE COMMITTEE ("EC")**

### **7.1 NUMBER OF OFFICERS**

The Executive Committee shall consist of seven IALI members, namely a President, President Elect, Three Vice Presidents, styled "VP1", "VP2", and "VP3", General Secretary ("GS") and Treasurer. Upon the expiration of EC's term, all of the above positions, except that of President and VP3, will be filled by their duly elected successors. The President's position shall be filled by the outgoing President-Elect and the VP3 shall be elected in accordance with the procedure set forth in Article 9.4.

### **7.2 ELIGIBILITY FOR ELECTION TO EXECUTIVE COMMITTEE**

Any Voting Member who is a U.S. citizen or permanent resident of U.S. and who has been a paying member for the last twelve months prior to the submission of his/her nomination papers to become a member of the Executive Committee, shall be eligible to contest election for any positions other than for the positions of President and VP3.

### **7.3 OVERSIGHT OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall be supervised by the Board of Trustees, and it shall work pursuant to the directions of the BOT as set forth in the By-Laws.

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## **7.4 FUNCTIONS OF THE EXECUTIVE COMMITTEE**

**7.4.1** The responsibilities of the Executive Committee shall include the following:

- Implementation of the Constitution and the decisions of the JTBD. Short term planning, management, and execution of activities to promote aims and objectives of the IALI.
- Establishing procedures for routine functioning of IALI.
- Raising funds by accepting donations/contributions without any obligation from sources consistent with the Vision and Mission of the IALI.
- Appropriation of funds for various committees if and as needed. Conducting exclusively the day-to-day affairs of the IALI.

### **7.4.2**

- For any checks to be written out of the accounts operated by the EC between the amounts of \$300-\$4,999 any two out the three office bearers; President, General Secretary and the Treasurer need to sign them. However, checks less than \$300 may be signed by the Treasurer alone. Additionally, the Treasurer is authorized to sign checks alone to pay all recurring and mandatory bills i.e., utilities, government fees, insurance, federal, state, and local taxes etc.

- While the Treasurer shall be responsible for executing most financial and accounting transactions, the EC as a whole is responsible for oversight and management of the funds of IALI.

- A majority vote of the members in attendance at a meeting of the Executive Committee shall be required to pass a motion or take any action.

- In case of a tie, the President shall be entitled to cast an additional, deciding vote.

## **7.5 QUORUM FOR EXECUTIVE COMMITTEE**

The presence of five (5) members in attendance shall constitute a quorum for meetings of the Executive Committee.

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## **7.6 DURATION OF OFFICE OF EC MEMBERS**

- Members of the EC shall be elected for a two-year term which shall start on January 1<sup>st</sup> and end on December 31<sup>st</sup> of the succeeding year.
- No member of the EC shall serve in the same office; e.g., President, for more than two terms.

## **7.7 VACANCIES in EC**

In the event any member of the EC, due to death, disability, resignation, or disqualification, is unable to complete their term of office, then the JTBD, by 2/3rd majority vote, shall be authorized to select an eligible IALI member to fill the vacancy for remainder of the term.

## **7.8 DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

General Duties of the EC include:

- The day-to-day management of the affairs of the Masjid in furtherance of the Vision and Mission of IALI;
- The operation and maintenance of the Masjid's buildings, infrastructure and premises;
- Managing the Masjid's income and expenditures; and
- Representing IALI at local and regional Islamic, interfaith, social, and cultural forums.

## **ARTICLE 8 JOINT BOARD of IALI ("JTBD")**

### **8.1 MEMBERS**

There shall be a Joint Board which shall consist of the combined membership of the BOT and the EC. The major purpose of the JTBD will be to address and resolve matters of significance that interface between the BOT and the EC.

### **8.2 RESPONSIBILITIES OF THE JTBD**

**8.2.1** The JTBD shall meet at least four times a year to discuss and coordinate all significant matters relating to proper functioning of the IALI.

**8.2.2** The Chairman of the Board of Trustees shall preside over such meetings.

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**8.2.3** Decisions related to all matters of substance shall be made by a 2/3<sup>rd</sup> majority vote of the JTBD. In case of tie vote in such a meeting the Chairman shall have the authority to cast an extra vote.

**8.2.4** The JTBD shall raise funds by accepting without any obligation donations and /or contributions from sources consistent with the vision and mission of the IALI.

**8.2.5** The JTBD shall be responsible for appointing the members of the Nomination and Election Committee (NEC) and the Grievance and Ethics Committee (GEC).

### **8.3 DISQUALIFICATION AND TERMINATION OF MEMBERS OF THE BOT AND EC**

Upon a determination, by a vote of two-thirds of the JTBD, following a hearing on written charges with the member being afforded an opportunity to be heard, any member of the BOT or the EC who has committed a material violation of the IALI Constitution or By Laws, has engaged in the misuse or misappropriation of IALI funds, is derelict in the performance of assigned duties, or has otherwise engaged in actions which are shown to have materially damaged or impaired IALI, or its interests or standing in the community, shall be disqualified from office and his membership in the BOT or EC shall be terminated. Upon conviction of a felony, a member of the BOT or EC shall immediately be disqualified from office and his membership in the BOT or EC shall be terminated.

### **8.4 QUORUM FOR JTBD MEETINGS**

The presence of twelve (12) members in attendance; including no less than seven from the BOT and five from the EC, shall constitute a quorum for meetings of the JTBD.

## **ARTICLE 9 NOMINATION AND ELECTIONS COMMITTEE (NEC)**

### **9.1 ESTABLISHMENT OF NEC**

There shall be a Nomination and Elections Committee ("NEC") consisting of at least three members of the General Body who are not members of the JTBD and consisting of such additional members as may be ordained by the JTBD. No member of the NEC shall be a candidate for election. The NEC shall be responsible for establishing detailed procedures governing nominations, receiving applications and supporting papers for proposed nominees, and evaluating the eligibility, suitability,

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and availability of candidates by conducting interviews and other inquiries as necessary. These procedures may include requiring candidates for positions with access to IALI finances to complete a written disclosure of such information as the NEC may deem appropriate and necessary to carry out its duties as set forth in Article 9.2

## **9.2 BACKGROUND CHECKS OF CANDIDATES FOR POSITIONS WITH ACCESS TO IALI FINANCES**

**9.2.1** In furtherance of its duty to determine the suitability of candidates, pursuant to Article 9.1, the NEC may conduct, to the extent permitted by law, background and creditworthiness checks of any candidate for a position with the BOT or the EC; the duties and powers of which entitle the office holder to obtain access to financial information of IALI set forth in bank account statements and which authorize the office holder to engage in financial transactions concerning the bank accounts of IALI; including, but not limited to, drawing checks on those accounts; PROVIDED THAT, no candidate shall be required to undergo the background and creditworthiness checks provided for in this paragraph if the candidate has held a position with the BOT or the EC, within the ten (10) year period preceding his or her application, pursuant to which he or she had access to financial information of IALI set forth in bank account statements or engaged in financial transactions concerning the bank accounts of IALI.

**9.2.2** The NEC is authorized to retain a licensed and accredited agency and/or company to conduct the background and creditworthiness checks provided for in this paragraph which may include, to the extent permitted by law, a review of criminal and civil court records, law enforcement registries (including registries of sex offenders), government watch lists (including anti-terrorism watch lists) and credit bureaus. While conducting background and creditworthiness checks reasonable efforts shall be made to protect the privacy interests of candidates including, where appropriate, the use of a pass/fail method by the agency and/or company conducting the investigation.

## **9.3 ELECTION PROCEDURES**

**9.3.1** Election of the new members of the EC and the BOT shall be made at the annual meeting of the General Body.

**9.3.2** The Chairperson of the NEC shall announce the date of the election and invite applications for nominations. The names of candidates for various positions shall be publicized thru newsletter, bulletin boards and/or congregational announcements at least one month before the date of the election.

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**9.3.3** The Chairperson of the nominating committee shall present the approved list of nominees and the challenging candidates (if any) to the general assembly for election.

**9.3.4** All persons who have been IALI members in good standing for at least six months will be eligible to vote in the elections. Majority of votes cast will decide the election of candidates.

**9.3.5** In case of a dispute relating to the election process, the matter will be resolved by the NEC assisted by members of the Community as selected one each by the disputing candidate(s).

**9.3.6** The voting will be by a secret ballot as per the procedures set forth by the NEC. Absentee ballots will be facilitated and allowed.

#### **9.4 NOMINATION AND ELECTION OF RESERVED BOT SEATS**

**9.4.1** Upon the determination of the outcome of the General Election, the Chairperson of the NEC, the President and the Chairperson of the BOT of the incoming JTBD shall meet and confer and, with fidelity and adherence to the policy and goal of inclusion set forth in Article 4.7, shall recommend to the incoming JTBD during its swearing in session, candidates for the reserved BOT seats provided for in Article 4.7 and the VP3 position provided for in Article 7.1.

**9.4.2** Eligibility for nomination and election for the reserved BOT seats provided for in Article 4.7 and the VP3 position provided for in Article 7.1 shall be restricted to regular members.

**9.4.3** As soon as practicable, but in no event later than 15 days after the swearing in of the incoming EC and BOT, the JTBD shall meet to consider and vote on such resolution or resolutions as may be required to confirm or deny the recommendations for the reserved BOT seats and VP3 position. Upon the adoption of a resolution in favor of confirmation by two-thirds of the JTBD members present, the recommended candidates for the reserved BOT seats and VP3 position shall be confirmed and installed.

**9.4.4** Should the incoming JTBD fail to confirm and install candidates for the reserved BOT seats and VP3 position within 15 days after the swearing in of the incoming EC and BOT, then, with fidelity and adherence to the policy and goal of inclusion set forth in Article 4.7, the incoming JTBD shall identify alternate candidate(s) for the reserved BOT seats and VP3 position and, upon the adoption of a resolution in favor of confirmation by two-thirds of the JTBD members present, shall confirm and install such alternative candidates. The identification of alternative candidates and their confirmation shall take place as soon as practicable but, in no event,

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later than 30 days after the swearing in of the incoming EC and BOT.

## **ARTICLE 10 AMENDMENTS TO CONSTITUTION AND BY-LAWS**

**10.1** Any proposal to amend this Constitution or the By-Laws shall be initiated by submitting a written petition, signed by at least 30 members of the General Body, in good standing, to the Chairman of the JTBD at least 90 days in advance of the annual GB meeting.

**10.2** To consider the proposed Amendments the JTBD shall need to review and approve the initiative with a 2/3 majority.

**10.3** The JTBD shall with a 2/3<sup>rd</sup> majority decision establish a Constitution Review Committee (CRC) and appoint its Chairperson. The CRC shall comprise of a minimum of five and maximum of seven members including the Chairperson and all of them should be knowledgeable of the constitution and IALI management.

**10.4** The CRC shall review, debate, and decide on any amendment from among the proposals and from within and formulate its recommendations.

**10.5** The CRC's recommendations shall be presented to the JTBD and, upon approval of two-thirds of the JTBD members present, the CRC's recommendations shall be submitted to the General Assembly for consideration.

**10.6** Upon a vote in favor by a simple majority of the General Assembly, the Constitution or the By-Laws, as the case may be, shall be amended to incorporate the CRC's recommendations.

## **ARTICLE 11 SETTLEMENT OF THE DISPUTES**

**11.1** In case of a dispute between the Executive Committee and the Board of Trustees, the matter shall be resolved amicably in a joint meeting of both Board of Trustees and Executive Committee.

**11.2** However in case the matter cannot be resolved amicably, then it shall be referred to an Arbitration Panel to which each disputing parties shall appoint an arbitrator and both members of the arbitration panel shall select a third person as an umpire from among the qualified and suitable community elders. The decision of the arbitration panel shall be final and binding.

## **ARTICLE 12 LIMITATIONS AND DISSOLUTION OF IALI**

### **12.1 LIMITATIONS**

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The IALI shall be limited to transacting business and engaging in activities in accordance and in conformity with its status as an IRC §501 (c) (3) organization.

## **12.2 DISSOLUTION**

In the event of the dissolution of IALI, the JTBD shall, after paying or making provision for the payments of all the liabilities of IALI, dispose of the remaining assets of IALI by distributing them to qualified IRC §501 (c) (3) organizations, organized and operated exclusively for the advancement of Islamic education and Islamic practices in accordance with Sharia (Islamic Law).

## **ARTICLE 13 REVISED CONSTITUTION AND BY-LAWS**

These revised Constitution and By-Laws once approved by the JTBD and then ratified by the General Assembly, shall become the Constitution and By-Laws of the Islamic Association of Long Island, Inc. and shall supersede all previous constitution and by-laws or such instruments.

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## **BYLAWS OF IALI**

### **ARTICLE 1 MEMBERSHIP**

#### **1.1 CONDITIONS**

Anybody desirous of becoming a member of IALI must submit an Application on the Form provided by the IALI to the General Secretary of the EC. The EC will review the application and advise the applicant of its approval and request him/her for payment of annual dues. Membership will then commence from the date of application.

#### **1.2 DUES**

The annual membership dues for regular members are \$150/person. The first year's membership dues for new applicants shall be prorated based on the date of application. In case there is a need to increase the membership dues, the EC will make a recommendation to the JTBD for final determination and approval.

### **ARTICLE 2 MEETINGS OF THE EC**

**2.1** The President shall call at least six regular meetings during a year. However, he shall encourage and facilitate as many meetings as deemed fit to conduct the affairs of the organization. Any member of the Executive Committee can call a special meeting of the Committee if the situation so warrants.

**2.2** No meeting of the Executive committee shall be convened unless all members of the committee are notified at least five days prior to the date of such meeting. However, in case of emergencies, a meeting may be convened at any time if at least two members of the committee consent to it.

**2.3** The President and the General Secretary shall jointly set up the date for the meeting and draft an agenda which will be circulated to the EC at least three days in advance.

**2.4** Members of the EC can make suggestions for additions to this agenda.

**2.5** The General Secretary shall draft meeting notes and circulate his final draft within two weeks of the meeting inviting comments from EC members within one week for any corrections that may be necessary. Any EC member furnishing comments shall send a copy of his e-mail to the entire EC in order to apprise the rest of the members of his comments/request for correction. The Secretary shall have the final word in finalizing his document of Minutes. However, the Secretary shall make all comments

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received a part of the official record. Any audio/video records of the meetings will be done only with consent of all attendees.

**2.6** No off-the record, untoward or unwelcome remarks made in the meeting shall be included in the minutes.

### **ARTICLE 3 PARTICULAR DUTIES OF THE EC**

Apart from the general duties of EC described in Article 7.9 of the Constitution, individual EC Officers have the following duties to perform.

#### **3.1 PRESIDENT**

The President shall:

- Be responsible for general management of all the day-to-day activities of IALI;
- Preside over all Executive Committee Meetings;
- Assure that all activities of the EC are directed towards achieving the aims and objectives of IALI;
- Appoint members and chairpersons of various Standing Committees (SCs) in consultation with other Executive Committee members. This will only apply to SCs under the jurisdiction of the EC;
- Designate IALI members or seek outside help for special tasks;
- Schedule a General Body (GB) meeting every year and present therein an annual report on the IALI's activities, finances, and future plans;
- Act as the chief spokesperson, representative and correspondent for the IALI's activities;
- Coordinate and promote activities with other Muslim Organizations;
- Seek cooperation and understanding with other religious and cultural organizations;
- Prepare the annual budget of IALI with assistance from Treasurer and present it to the JTBD for approval; and
- Attend meetings of the BOT where he serves as a voting member.

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### 3.2 PRESIDENT-ELECT

The President-Elect shall:

- Assist the President in accomplishing the aims and objectives of IALI;
- Act as President during periods when the President is not available and shall, upon expiration of the term of the President, become president;
- Be responsible for promoting Interfaith affairs;
- Coordinate activities of the SCs under jurisdiction of the EC;
- In the absence of the Secretary serve as Acting Secretary in addition to doing his own job; and
- Maintain an up-to-date list of all IALI membership, SCs, and any special sub-committees.

### 3.3 VICE PRESIDENTS ("VP1", "VP2" and "VP3")

- The Vice Presidents ("VP1", "VP2" and "VP3") shall assist the President and the President Elect in accomplishing the aims and objectives of the IALI;
- The President may assign and distribute the following tasks and responsibilities among the Vice Presidents and shall inform the JTBD accordingly, with the information to be recorded in the minutes of the proceedings of the JTBD:
  - Events coordination and scheduling; including, requests for the use of facilities by community members, interfaith programs as IALI facilities, family night, etc.;
  - Responsibilities for Ramadan Programs;
  - Assistance for the General Secretary on an as needed basis, including maintenance of records, receipts for donors, filing of documents;
  - Assistance for the Treasurer on and as needed basis, including preparing and printing checks on the system, maintaining the accounting and bookkeeping systems and programs maintained by IALI;

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- Responsibility for overseeing facilities operations, directing routine maintenance, responding to emergencies, managing contractors, overseeing security, inspections, and overseeing custodial staff;
- Filing income tax returns with IRS and NY State in a timely manner;
- Any additional tasks or responsibilities not otherwise specified above.

### **3.6 GENERAL SECRETARY**

The General Secretary shall:

- Schedule the periodic meetings of EC, JTBD (and BOT if requested) in consultation with the President and the Chairman as appropriate, prepare agendas for meetings and notify the members about the time and place of the meetings;
- Attend all meetings of the EC and the JTBD as voting member and meetings of the BOT (when invited) as a nonvoting member;
- Prepare and maintain the minutes of all meetings of the EC, JTBD, General Body and other pertinent meetings and send copies of the minutes to all appropriate members of various boards in a timely manner;
- Prepare a summary of IALI's activities for publication in the IALI newsletter, bulletin board and/or web site as directed by the President and the BOT Chair;
- Maintain in an organized fashion all records and documents related to IALI except those specifically assigned to Treasurer and others; and
- Be responsible for internal correspondence of IALI and help with external correspondence if and as requested.

### **3.7 TREASURER**

The Treasurer shall:

- Maintain an accurate and current record of all account books of IALI and to have them audited by the Auditor if and when appointed by the Board;
- Deposit all funds received on behalf of IALI in bank accounts as designated elsewhere;

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- Prepare annual budget of IALI in coordination with the President and Chairpersons of the EC's Standing Committees;
- In keeping with the Islamic Laws, not be authorized to deposit IALI funds in any interest-bearing accounts. The funds may however be better deposited in a profit-sharing account that is permissible under Islamic law;
- Assist the VP in filing income tax returns with IRS and NY State in a timely manner by providing all the necessary information and discussions;
- Seal, open, safeguard all donation boxes and be responsible for depositing all cash and check donations into the appropriate bank accounts; and
- Submit the annual Financial Report to the Joint Board and to the General Assembly.

## **ARTICLE 4 BOARD OF TRUSTEES ("BOT")**

### **4.1 MEETINGS**

The BOT shall meet at least six times a year. The VC shall normally assist the Chair in setting up and recording the minutes of the BOT meetings. The BOT Chair may however invite the General Secretary for assistance in setting up and recording the minutes of the BOT meetings if need be.

### **4.2 PARTICULAR DUTIES OF BOARD OF TRUSTEES**

In addition to the General duties of the BOT Members described in article 6.2 of the constitution, the following duties also apply.

#### **4.2.1 CHAIRMAN**

The Chairman embodies the custodianship of the organization and in that respect carries the pivotal responsibility in preserving and safeguarding the interests of the IALI as an institution. It is therefore essential that he/she is a highly qualified individual and possesses traits of a leader held in high esteem in the community. He/she provides leadership and guidance to not only the BOT but also the JTBD and the EC in strengthening the vitality, improving financial stability, and enhancing the image and status of IALI in the larger web of communities within and beyond the borders of Long Island. Along with the President he also serves on the Public Relations Committee. The Chairman serves and functions as the Planner-in-Chief of the IALI and strategizes the institution's operations towards orderly and feasible future expansion schemes. The Chairman must strive to improve unity in the community. He/she must plan and implement a strategy that would assure that the various office bearers in both the BOT & EC and Chairpersons of all the SCs are not simply and barely eligible for the positions but also adequately competent, committed, and available for the offices they

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come to hold.

#### **4.2.2 VICE CHAIRMAN ("VC")**

The VC shall fill in for the Chairperson in his/her absence and perform all functions of the position to the best of his potential. He/she shall serve as Coordinator of the SCs under the jurisdiction of the BOT and actively work in the promotion of interfaith activities.

#### **4.2.3 OTHER BOT MEMBERS**

All BOT members shall proactively participate in the affairs of the IALI. They shall strive to attend most of the meetings, generally serve as Chair of the SCs under the BOT and volunteer to serve on special sub-committees that may be established from time to time.

### **ARTICLE 5 JOINT BOARD ("JTBD")**

The JTBD shall meet at least 6 times a year. Its meetings will be conducted by the Chairman of BOT with the General Secretary calling its meetings, circulating the agenda, and preparing minutes of meetings. The JTBD shall be responsible for establishing the SCs under its jurisdiction and providing them the necessary guidance.

### **ARTICLE 6 GENERAL BODY ("GB")**

The GB shall meet at least once a year to hold its regular annual meeting. Full attendance by the JTBD members and all the SC Chairs is essential at these meetings. GB is responsible for providing final approval of any proposed revisions in the IALI Constitution.

### **ARTICLE 7 STANDING COMMITTEES ("SCs")**

IALI shall operate with assistance from the following 13 Standing Committees

#### **7.1 SCs UNDER THE BOT**

The following SCs shall be under the supervision of BOT:

1. Long Term Planning and Development Committee ("PDC")
2. Financial Affairs and Membership Committee ("FAMC")
3. Religious and Zakat Affairs Committee ("RZAC")

#### **7.2 SCs UNDER THE EC**

The Following SCs shall be under the supervision of EC:

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1. Community Outreach and Public Affairs Committee ("COPA")
2. Interfaith Affairs Committee ("IAC")
3. Building Maintenance Committee ("BMC")
4. Technical Affairs Committee ("TAC")
5. Social and Cultural Affairs Committee ("SCAC")
6. Sisters Affairs Committee ("SAC")

### **7.3 SCs UNDER THE JTBD**

The Following SCs shall be under the supervision of JTBD:

1. Grievances and Ethics Committee ("GEC")
2. Education Affairs Committee ("EAC")
3. Funeral Affairs Committee ("FAC")
4. Nominations and Elections Committee ("NEC")

### **7.4 PROCEDURE FOR FORMULATION OF SCs**

**7.4.1** The President and the Chairman shall have the authority to establish SCs under their respective jurisdictions. They shall however constitute these SCs in consultation with their respective board members.

**7.4.2** The EC President and the BOT Chairperson shall have the authority to establish additional Ad-hoc committees or subcommittees for specific IALI needs.

**7.4.3** The Chairpersons of these SCs shall be selected by the respective EC President or the BOT Chairman, except for the Chairperson of the EAC who shall be appointed in accordance with the procedure set forth at Article 8.2 of these By Laws. The Chairpersons of the SCs in consultation with their respective overseers i.e., the President and the BOT Chair shall then select additional members to serve on their respective committees. All members of the SCs shall be chosen from among active IALI members who have expertise and commitment to serve on these committees.

**7.4.4** The length of term of these SCs shall be commensurate with those of their respective boards.

**7.4.5** Each SC Chairperson shall be responsible for organizing the meetings and the activities of his/her individual committee.

**7.4.6** The EC President and the BOT Chairman may replace by a written notice, any member or Chairperson of their respective SCs if he/she is found not contributing to the functions of the committee.

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## **ARTICLE 8 RELIGIOUS AND EDUCATION PROGRAMS**

### **8.1 NUMBER OF EDUCATIONAL PROGRAMS**

IALI shall have the following Programs/Classes:

- 1 Saturday Iqra Program,
- 2 Sunday Religious Program, and
- 3 Weekdays Quranic Program.
- 4 Girls and Boys Youth Groups

### **8.2 OPERATION OF EDUCATIONAL PROGRAMS**

All the above-mentioned educational and religious programs shall be administered by the Education Affairs Committee. The JTBD shall appoint the Chairperson of the EAC based on recommendations by the President and the BOT Chairman. The Chairperson of the EAC shall be a member of the JTBD, except that, upon a determination by the JTBD that there are no suitable candidates for this position from among its members, the President and the BOT Chairman shall recommend a community member who, upon being duly appointed by the JTBD, shall serve as Chairperson of the EAC. For the duration of the appointment of a Chairperson of the EAC who is not a member of the JTBD, the President shall provide regular reports to the JTBD of the proceedings and state of the EAC. The Chairperson of the EAC shall ordain the following sub-committees and shall provide periodic updates to the JTBD. Sub-committee decisions of substance shall be by consensus of the sub-committee's members.

#### **8.2.1 Weekend Saturday and Sunday Programs Committee**

- The Weekend Saturday and Sunday Programs Committee ("WSSPC") shall consist of five members; the Chairperson of the Education Committee, the Principal of the Weekend Saturday Program, the Principal of the Weekend Sunday Program and two "at-large" members; the first, a program administration team member, preferably a parent of a student attending the Weekend Saturday Program, and the second, a program administration team member, preferably a parent of a student attending the Weekend Sunday Program.
- Subject to the terms and conditions set forth in any existing Charter of either the Weekend Saturday Program or the Weekend Sunday Program approved by the JTBD, the WSSPC shall be responsible for setting the curriculum for both programs, standardizing teacher's evaluation and onboarding guidelines, determining fees, security arrangements and the maximum number of students to be admitted in each program.
- Other than above-mentioned policy matters, each program shall be

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authorized, consistent with any existing Charter of either program or any previous agreement between either program and the JTBD, to set guidelines and standards with regard to any other matter necessary and proper to administering the respective program, including, but not limited to, determining class schedules, the procedure for nominating and electing the Principal and other officers of the program, the number and size of classes (subject to any limitation on the total number of students enrolled in the program set by the WSSPC), collection of fees, recruitment, evaluation and assignment of teachers, salaries for paid teaching staff, disciplinary procedures and the purchasing of course materials and school supplies. In the case of a program which does not have an existing Charter, the program shall submit a proposed charter to the Chairperson of the Education Affairs Committee for presentation to, and approval, by the JTBD.

- Subject to the terms and conditions set forth in any existing Charter of either the Weekend Saturday Program or the Weekend Sunday Program or any previous agreement between either program and the JTBD, the Principal of the program shall (1) be chosen by and from the respective program's administration team/board members, as specified in the program's Charter; (2) be subject to the approval of the JTBD; and (3) shall be for a term of two years; except that the two-year term limitation may be waived by a majority vote of the JTBD.

#### **8.2.2 Weekday Quranic Program Committee**

The Weekday Quranic Programs Committee ("WQPC") shall consist of three members; the Chairperson of the Education Committee, the Imam of IALI and a Coordinator of the Weekday Qur'anic Program designated by the President of IALI. The WQPC shall be responsible for setting up curriculum, structure, schedule/timing, and compensation of paid staff members for the Weekday Qur'anic Program.

#### **8.2.3 Girls and Boys Youth Groups Committee**

The Girls and Boys Youth Groups Committee ("GBYGC") shall consist of five members; the Chairperson of the Education Committee, the President of the Girls Youth Group, the President of the Boys Youth Group, an adult coordinator from the Girls Youth Group, and an adult coordinator from the Boys Youth Group. The GBYGC shall be responsible for proposing a "charter" for both Groups, and setting up yearly budgets & goals and achievement criteria for each Group, separately, which shall be submitted to the EAC Chairperson and shall be subject to final approval by the President. Any "charter" proposed pursuant to this subparagraph shall include a procedure for the nomination and election of officers and shall, further, provide for a term of two years for the office of Youth Group Leader (President); except that the two-year term limitation may be waived by a majority vote of the Education Committee.

#### **8.2.4 Miscellaneous**

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All three programs are meant to impart religious education to the children. All programs will be run as self-supporting. The operational expenses of each program shall be met using donations and program fees collected from the parents of the students or from other acceptable sources. Any additional religious or educational program for youth and adults shall be approved by the JTBD.

## **ARTICLE 9 EMPLOYEES OF IALI**

### **9.1 NUMBER OF EMPLOYEES**

IALI shall have the following employees:

- An Imam;
- An Assistant Imam (as needed);
- A Custodian or Custodians (as needed); and
- Such other and additional employees as the JTBD shall determine are appropriate.

### **9.2 APPOINTMENT OF EMPLOYEES**

**9.2.1** The JTBD shall have the exclusive authority to determine the appointment of employees and their compensation.

**9.2.2** All employees will generally report to, and work in consultation with, the EC President.

### **9.3 DUTIES OF EMPLOYEES**

#### **9.3.1 Imam**

- The Imam of IALI shall be well qualified in religious matters and knowledgeable in Quran and Sunna. He shall be qualified to deliver Friday Sermons in English apart from his native language. He shall be qualified to represent the IALI at religious and interfaith forums.

- The Imam shall act as the Chairman of the Religious Affairs Committee. The Imam shall be available to consult with each EAC subcommittee and shall provide guidance with regard to religious matters.

- The Imam shall carry out all the job assignments as per his contract with IALI. A detailed description of the Imam's duties shall be outlined in his contract.

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### **9.3.2 Assistant Imam**

The Assistant Imam shall fill-in for the Imam in his absence and on all such occasions as supplemental needs may require. He shall lead the second congregational prayers as required; e.g., Friday Juma Prayers, Eidain and teaching assistance, etc. A detailed description of the Assistant Imam's duties shall be outlined in his contract.

### **9.3.3 Custodian**

The Custodian shall be responsible for daily maintenance and upkeep of the facilities. A detailed description of the Custodian's duties shall be outlined in his contract.

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