

IABA By-Laws

BY-LAWS OF ISLAMIC AHLUL BAYT ASSOCIATION

The administration of the Islamic Ahlul Bayt Association, a Texas Non-Profit Corporation (the "Association"), shall be governed by the Texas Non Profit Corporation Act (the "Act"), these Bylaws, and the Constitution of the Islamic Ahlul Bayt Association (the "Constitution").

1 APPLICATION OF BYLAWS.

- 1.1 The acceptance of membership into the Association shall constitute an agreement that the provisions of these Bylaws and any rules and regulations made pursuant hereto, as they may be amended from time to time, are accepted, ratified and will be complied with.

2 MEETINGS OF THE ASSOCIATION.

- 2.1 There shall be two semi-annual General Body Meetings (GBM) of the Association each year. Said meetings will occur in Spring (no later than March or April) and Fall (no later than September or October), at such place or time as designated by the Executive Committee of the Association.
- 2.2 At the Spring GBM, each Committee shall present a report of its activities, a "State of the Association" report shall be presented by the Executive Committee, and there shall be a discussion with the Members regarding short-term and long-term planning for the Association.
- 2.3 At the Fall GBM, the regular elections of the Association shall occur, in accordance with the rules and regulations promulgated by the Executive Committee and as detailed in the appendices to these Bylaws, and also the presentation of the next year's budget of the Association shall be presented to the Members for approval.
- 2.4 Special meetings of the Association may be held at any time or place as determined reasonable by the Executive Committee, to consider matters which, by the terms of the Constitution, require the approval of all or some of the members.

3 EXECUTIVE COMMITTEE.

- 3.1 The affairs of the Association shall be managed by the Executive Committee in accordance with the Constitution. The term of office for an elected Executive Committee member shall be two (2) years.
- 3.2 Any member of the Executive Committee may resign at any time by giving notice to the President of the Association or remaining members of the Executive Committee. Whenever there shall occur a vacancy on the Executive Committee for any reason in the midst of the term (death, resignation, removal, etc.), the Executive Committee members shall appoint the runner up from the most recent Executive Committee election. This appointed member shall serve for the remainder of the term of the departed Executive Committee member. If an Executive Committee position becomes vacant for any reason with sixty (60) days or less left in that Executive Committee member's term, then no replacement shall be made, and that vacant position will be filled by normal process at the next election.

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- 3.3 If an Executive Committee member resigns his/her position due to successful election to the office of President, then that member's vacant position on the Executive Committee shall be filled, for the remainder of the member's term, by the appointment of the next runner-up from the immediately following election for open Executive Committee positions.
- 3.4 The members of the Executive Committee shall receive no compensation for their services unless expressly approved by a three-quarter majority of the Association.
- 3.5 The Executive Committee, for the benefit of the Association, shall manage the business, property and affairs of the Association and enforce the provisions of the Constitution, these Bylaws, the house rules and the administrative rules and regulations governing the Association. The Executive Committee shall have the powers, duties and responsibilities with respect to the Association as contained in the Act, the Constitution and these Bylaws.
- 3.6 Meetings of the Executive Committee shall be open to Members of the Association to attend and observe, absent special circumstances that require a meeting to consist of the Executive Committee only, at the discretion of the Executive Committee. Reasonable notice of the regular and special Executive Committee meetings shall be provided to the Members of the Association.
- 3.7 Special meetings of the Executive Committee may be called by or at the request of any Executive Committee member.
- 3.8 Regular meetings of the Executive Committee may be held without call or notice provided the time and place for such meetings has been duly adopted by the Executive Committee or otherwise provided by these Bylaws.
- 3.9 Any member of the Executive Committee may, at any time, waive notice of any meeting of the Executive Committee in writing, and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a member of the Executive Committee at a meeting shall constitute a waiver of notice to him of such meeting unless such Executive Committee member attends the meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called. If all the members of the Executive Committee are present at any meeting of the Executive Committee, no notice shall be required and any business may be transacted at such meeting. Attendance by a member of the Executive Committee may be satisfied via telephone conference call.
- 3.10 The fiscal year of the Association shall be the calendar year unless otherwise determined by the Executive Committee.
- 3.11 Proxy voting (one Executive Committee member delegating or receiving authority to vote on behalf of another Executive Committee member) shall not be allowed on the Executive Committee.
- 3.12 The Executive Committee shall appoint a Coordinator for major Association events (such as Eid, Muharram, Ramadan, etc.) to coordinate details between the various committees (Program, Food, BMI, etc.).

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4 OFFICERS.

- 4.1 The President, Vice-President, Secretary and Treasurer shall be positions in which no two may be held by the same person. None of those positions may hold a simultaneous position as Chair of any committee. The Executive Committee may appoint such other assistant officers (e.g., Assistant Secretary or Assistant Treasurer) as it may deem necessary. No officer or Chair shall receive compensation for serving as such. Committee Chairs shall be annually appointed by the Executive Committee and may be removed and replaced by the Executive Committee. The term of Chairs shall expire annually. The Chair may be re-appointed by the Executive Committee. The annual appointments shall occur after the Fall General Body meeting.
- 4.2 The President shall be the chief executive of the Association and shall preside at all meetings of the Association and of the Executive Committee and may exercise the powers ordinarily conferred upon the presiding officer of an Association. The President shall exercise general supervision over the Association and its affairs. He and at least one other member of the Executive Committee shall sign on behalf of the Association any conveyances, mortgages and contracts of material importance to its business.
- 4.3 The Vice-President shall be elected from and by the members of the Executive Committee, at its first meeting following the Fall General Body Meeting. The Vice-President shall serve until the subsequent Fall General Body Meeting. The Vice-President shall, in the absence or unavailability of the President, perform each of the duties and functions of the President. In the event the President resigns or no longer due to death or disability retains the office of President, the Vice-President shall assume the position of President until the next Fall General Body Meeting at which time a new President shall be elected by the general body, and the Executive Committee at its next meeting shall elect a new Vice-President.
- 4.4 The duties of all officers and committees are set forth in Appendix B. The responsibilities of the Treasurer are set forth in the section following below.

5 FINANCE AND ACCOUNTING.

- 5.1 The Finance and Accounting for the Association will consist of the following positions, none of which may be held by: a) a member of the Executive Committee; or b) a Chair of any other committee. Furthermore, no two positions may be held by the same person:
- a. Chief Financial Officer (CFO)
 - b. Treasurer and Assistant Treasurer
 - c. Fundraising Chair
 - d. Internal Auditor
- 5.2 **General.**
- 5.21 Any expenditure above \$500.00 shall be approved by the Executive Committee and the Chair of the relevant committee.

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- 5.22 Any expenditure up to \$500.00 may be approved by the Chair of the relevant committee.
- 5.23 All checks above \$500.00 shall be co-signed using at least one person authorized by the depository bank and the other being either another person authorized by the depository bank or a Member of the Executive Committee. Under no circumstances may the CFO, the Fundraising Chair, or the Internal Auditor sign a check. The following persons are approved to sign on checks per the depository bank records:
- President;
Vice President;
Treasurer; and,
Secretary.
- 5.24 The Internal Auditor shall be appointed by the Executive Committee for a two-year term, with no restriction on re-appointment.
- 5.25 Understanding that contributions are often made to the Association for a specific purpose, it is the policy of the Association that funds contributed to the Association which are expressly designated for a specific purpose shall be used for said purpose or the donor shall be notified with the option that said donation be returned. If the donor does not request a refund, the donation shall be allocated to the Association's general purposes. Whether to utilize a donation as requested shall be up to the discretion of the Executive Committee using guidelines set forth in the Constitution, these Bylaws, and the laws of the United States. When such funds are utilized as requested by the donor, the Treasurer shall account for said funds in the Association books as necessary to ensure proper credit for the requested use and or committee and said funds will be an addition to the funds budgeted for a Committee as applicable.
- 5.3 The CFO shall be appointed by the Executive Committee, and:
- 5.31 Shall develop, maintain and oversee the implementation of guidelines and requirements for all financial activity so as to ensure compliance with all applicable Federal, State and local, laws, regulations and requirements pertaining to and necessary for, the continuation of non-profit and tax exempt corporation status using generally accepted accounting principles (GAAP);
- 5.32 Shall develop, maintain, and oversee the implementation of proper guidelines and requirements for the use and documentation of all financial activity concerning the receipt and use of funds tendered to the Association as Khums or as charity.
- 5.33 Shall develop, maintain and oversee the implementation of guidelines and requirements for financial activity so as to:
- a. facilitate the purchase and use of debit or credit cards;
 - b. ensure available tax exemptions are properly utilized whenever possible;
 - c. maintain compliance with budgetary restrictions; and

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- d. ensure proper records of all activities are maintained, secure, and available for review by appropriate personnel as needed.
- 5.34 Shall prepare or oversee the preparation of the annual budget for IABA at least one month prior to the Fall GBM;
- 5.35 Shall work with the Internal Auditor appointed by the EC.
- 5.4 The Treasurer shall be appointed by the Executive Committee, and:
 - 5.41 Shall promptly make all deposits of funds received and properly account for each in the appropriate category;
 - 5.42 Shall write and sign checks of IABA and shall ensure all checks:
 - a. Are written in compliance with an authorized directive;
 - b. Are properly executed;
 - c. Have accurate and complete notations set forth thereon;
 - d. If a reimbursement, have a verifying receipt which shall be retained in the records of IABA;
 - e. Are allocated to the appropriate budget line; and
 - f. Are copied for the records of IABA
 - 5.43 Shall, based on current Ijazah (permission), forward the Khums donations to the Marjah, and account for the portion forwarded back (i.e., 50% of the total, after the deduction of Sehm-e-Sadaat).
 - 5.44 Shall ensure that receipts are provided to donors on a timely basis.
 - 5.45 Shall maintain the books and financial records of IABA so as to:
 - a. comply with GAAP standards;
 - b. remain confidential; and
 - c. allow for review as needed by appropriate personnel
 - 5.46 Shall select and train such persons, as approved by the Executive Committee, to ensure a continuity of Treasurer functions and to assist in carrying out the duties of Treasurer; one of which shall hold the position of Assistant Treasurer. The Assistant Treasurer shall have the authority of Treasurer in the absence of the Treasurer and/or as directed by the Treasurer.
- 5.5 The Fundraising Chair shall be appointed by the Executive Committee, and:
 - 5.51 Shall implement and oversee appropriate measures and efforts to raise funds for construction and capital improvements; for major repairs as defined by the Executive Committee; for land acquisitions; and, for Ramadan, Muharram, other programs, etc.
 - 5.52 Shall implement and oversee appropriate measures to seek long term financial stability of IABA through such measures as donations and gifts, and via investments.

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- 5.6 The Internal Auditor shall be appointed by the Executive Committee, and shall, per GAAP standards, review and audit the books and financial records of IABA on an annual basis and shall verify and submit a report to the Executive Committee upon completion, prior to the Spring GBM.

6 AMENDMENT OF BYLAWS.

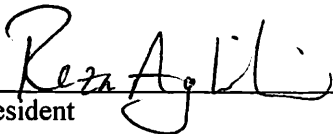
- 6.1 These Bylaws may be amended by majority vote of the Executive Committee at any duly convened meeting of the Executive Committee called for such purpose, provided a quorum is present; or, by the General Body at any duly called general body meeting provided specific wording of the requested amendment is provided in writing to the Members of the Association at least 90 days in advance of the meeting and a quorum is present at such meeting.

7. SCOPE OF BYLAWS

- 7.1 To the extent there is any conflict between the language in these Bylaws, and the language in any Appendix attached hereto, the language in these Bylaws shall control.

CERTIFICATION

We, the following Officers of the ISLAMIC AHLUL BAYT ASSOCIATION, do hereby certify that the foregoing is a true and correct copy of the Bylaws of ISLAMIC AHLUL BAYT ASSOCIATION, a Texas Non-Profit Corporation, adopted at a meeting of the Executive Committee held on October 2, 2016, which adoption appears of record in the minutes of said meeting.



President



Secretary

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Appendix A Revision History

Rev. A – 11/8/1997:

1. Initial Release

Rev. B – 8/6/2000:

1. Modified article 2.1: Changed word ‘Saturday’ to ‘week’
2. Added article 4.5. (Reference to Appendix B)
3. Added articles 5.2 and 5.3 (petty cash limits and procedure)
4. Added Appendices A (Revision History) and B (Committee & Officer Job Descriptions)
5. Added Appendix C (Stock Collection and Management Policy)

Rev. C – 8/30/2004:

1. Section 2 expanded
2. Modified article 3.2 (changed elected to appointed)
3. Modified articles 3.5 to 3.9
4. Modified article 4.2 (removed restrictive references for President’s activities)
5. Modified Appendix B (Committee and Officer Job descriptions)
6. Added Appendix D (Election Rules and Procedures)
7. Added Appendix E (Membership Fees)

Rev. 3.1 – 02/2009:

1. Moved Revision from header to footer
2. Changed revision system from alphabetic to numeric, to allow for minor revisions
3. Modified article 4.1(annual expiration of officers’ term)
4. Removed article 4.4 (brief role of Secretary and Treasurer)
5. Modified articles 5.2 and 5.3 (changed amount from \$200 to \$250)
6. Modified Certification note (removed the year and Secretary name, added President)
7. Added heading for Appendix B and modified title (added “Roles”)
8. Extensively modified (added and removed) the roles for all the committees
9. Renamed Social Activities committee to Social committee
10. Renamed Special Projects committee to Building committee
11. Removed Webmaster
12. Added Welfare and Election committees
13. Removed Appendix B – General Provisions – item 1
14. Added Appendix B – General Provisions – items 3 and 4
15. Removed Appendix C (Stock Collection and Management Policy)
16. Added Appendix C – section 3 (Election Committee)
17. Added Appendix C – item 4.2 (Quorum and ballot count should match)
18. Renamed Appendix D (Membership) and split into 2 sections with new items
19. Added Appendix E (Miscellaneous Policies) by incorporating IABA policies document

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Rev. 3.2 – 04/2010:

1. Modified article 2.2 by changing March to first annual
2. Modified article 2.3 by changing September to second annual and removing reference to updated accounts and election specifics
3. In article 4.1 removed redundant statement that President and Vice President should be officers
4. Modified article 4.2 by changing signatories from two to one (in addition to President)
5. Appendix B – Membership committee removed and roles added to Secretary
6. Appendix B – Internal Auditor role created and linked to Finance Committee
7. Appendix B – Renamed Islamic Education Committee to Education Committee
8. Appendix B – Added 2 new roles to Building Committee
9. Appendix D – References to Membership committee removed
10. Appendix E – Changed ownership of Bookstall (to Resident Alim) and Flyer stand (to Outreach)

Rev. 3.3 – 10/2014:

1. Modified article 2.1 to rename the two semi-annual meetings as General Body Meetings (GBM), renamed them to spring and Fall meetings, and specified that Spring GBM shall occur in March or April, and Fall GBM shall occur in September or October.
2. Modified article 2.2 to state that Spring GBM shall consist of Committee reports, a State of the Association report by the Executive Committee, and a short-term and long-term planning session presented to the Members.
3. Modified article 2.3 to state that Fall GBM shall also include presentation of the next year's budget of the Association to the Members for approval.

Rev. 3.4 – 10/2015

1. Added article 3.10 to disallow proxy voting in the Executive Committee.
2. Amended articles 4.1-4.4 to identify the executive officers of the association, to disallow the executive officers of the association from serving as Chair of any committee of the Association, and to clarify the selection process for the Vice-President.
3. Amended Article 5 to be an overall Finance and Accounting article; added a Chief Financial Officer (CFO) and specified CFO's duties; added Treasurer and Assistant Treasurer and specified Treasurer and Assistant Treasurer's duties; specified Finance Chair's duties; and, added Internal Auditor and specified Internal Auditor's duties. Removed Treasurer, Finance Committee, and Internal Auditor descriptions and duties from Appendix B.
4. Amended Article 6 / 6.1 to specify process for amending these Bylaws.
5. Added Article 7 / 7.1 to specify controlling language of these Bylaws.

Rev. 3.5 – 10/2016

1. Article 3.1 now specifies term of office for Executive Committee member is two (2) years.
2. Articles 3.2 and 3.3 now clarify procedures for filling vacancy in Executive Committee.
3. Article 3.12 was added to provide for a Coordinator to be appointed to work with various committees during major IABA events and months.
4. Article 5 replaces all references to Finance Chair and Finance Committee with Fundraising Chair and Fundraising Committee.
5. Articles 5.21 to 5.23 were amended to clarify the expenditure approval guidelines.
6. Article 5.43 was added to specify one of Treasurer's duties being the forwarding of Khums

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funds to the Marjah.

Appendix B:

7. Added P.O. Box mail to the list of Secretary's duties.
8. Deleted all duties relating to membership applications and membership directory from Secretary.
9. Established a Food Committee with specific duties.
10. Deleted adult education as one of the specific duties of the Education Committee, and added duty of planning towards a full-time school.
11. Established a proposed Adult Education Committee (work in progress...).
12. Deleted meal set-up and clean-up duties under Program Committee (due to establishment of Food Committee), and added duties of maintaining the main hall and audio-visual equipment.
13. Added Eid celebration events and semi-annual IABA recreational events to the duties of Social Committee.
14. Added specific duties under Ladies Committee, relating to organizing ladies' social and religious events, and maintaining ladies' sections in IABA halls.
15. Added specific duties under I.T. Committee, relating to website content, member email lists, and using social media; deleted outdated reference to Yahoo repository page.
16. Re-titled Building Committee as New Building Committee; added specific duties of regular updates to the membership, and compliance with governmental authorities.
17. Modified the composition of the Welfare Committee.
18. Established a Membership Committee with specific duties pertaining to membership applications, lists, and directories (no longer under Secretary's duties).

Appendix C:

19. Expanded Section 1 eligibility criteria for running for the Executive Committee.

Appendix D:

20. Specified in 2.1 that annual due date for membership dues is January 1.

Appendix E:

21. Added Section 2.3 pertaining to use/disposal of items donated as waqf.
22. Expanded Sections 3.1-3.5 to set forth procedures for borrowing items from IABA.
23. In Section 4.4, replaced Shed with Pump Room.
24. In Section 4.8, combined Dining Area and Kitchen, and assigned both to Food Committee.
25. Deleted Section 4.12, as there is no longer an Alim Office.
26. Deleted language describing layout of notice boards in Section 5, and made reference to Appendix G (diagram with layout of notice boards).
27. Added Section 11 with specific procedures relating to use of IABA property/premises for Non-IABA events.

Appendix F:

28. Added new Appendix F, with detailed Code of Conduct for all IABA attendees.

Appendix G:

29. Added new Appendix G, regarding layout and ownership of notice boards at IABA.

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Appendix B Committee Roles & Officer Job Descriptions

Executive Committee:

- Appoint a Treasurer, a Secretary and other officers and committees as needed
- Establish and implement policies and guidelines for the efficient operation of the Association
- Develop, disseminate, coordinate and implement short-range and long-range plans
- Decide and announce timings of EC meetings and General Body meetings.
- Carry out other duties enumerated in Article 3 (Sections 3.1-3.12) of the By-Laws.

Secretary:

- Keep minutes of all proceedings and meetings of the Association
- Check IABA mailbox and P.O. Box
- Update the voice-mail recording of the Association as and when needed
- Manage the distribution of keys to the properties of the Association
- Update the EC notice board with budget, membership and other relevant information
- Facilitate the distribution of official notices to the members of the Association (including moon-sighting information, death announcements, non-IABA announcements etc.)
- Maintain the lost and found items
- File and record all official documents for sales, contracts, renewals, marriages and divorces
- Ensure validity and legality of all official documents pertaining to the Association

Building Maintenance & Improvement Committee:

- Maintain and repair the existing facilities of the Association
- Landscaping and maintaining the premises.
- Perform all non-major improvements on the property as and when needed

Food Committee

- Organize food groups for meals for IABA programs.
- Organize hot and cold meals for IABA programs in coordination with Program Committee.
- Formulate guidelines for use of kitchen and kitchen equipment.
- Set up food for the IABA programs.
- Clean up after IABA program in dining area and kitchen, including storage or distribution of leftover food.

Education Committee:

- Develop and update as needed, a syllabus for the Islamic School
- Ensure the efficient operation of the Islamic School
- Establish and maintain the audio, video, and book library of the Association
- Develop plans and work towards establishing a full-time school.

Adult Education Committee

- Proposed committee to establish adult Islamic classes (work in progress...)

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Program Committee:

- Setup the premises for the program, including opening/closing of all doors and gates
- Make a program schedule and ensure that it is followed
- Send out detailed e-mails of the program in advance of the program
- Regulate program content
- Arrange for speakers on special occasions
- Control the use of the Association property for all other non-IABA events
- Coordinate the use of the main hall for the programs
- Maintain order inside the main hall
- Maintain the audio-visual equipment in the premises

Outreach Committee:

- Maintain contacts with all media outlets and act as a media spokesperson for the Association
- Organize and regulate the Dawa and outreach services of the Association
- Disseminate relevant Islamic knowledge to Muslims and non-Muslims
- Maintain the book stall and flyer stand

Social Committee:

- Maintain the sporting equipment and facilities of the Association
- Organize sporting events and other non-religious events
- Organize Eid celebration festivities
- Organize semi-annual non-religious events (e.g. picnics, gatherings, etc.)

Ladies Committee:

- Act as intermediary between the sisters, the Executive Committee and the other committees
- Organize ladies' religious and/or social events
- Address immediate, as well as long term, needs of ladies/mothers on the IABA premises
- Coordinate the use of the rooms and hall area in the kids' section for the program

IT Committee:

- Design and maintain the Association website and database
- Create infrastructure for committees to maintain content on the website and update weekly program information
- Maintain IABA emailing list/directory
- Facilitate the IT needs of all the other committees as needed

Funeral Committee:

- Maintain supplies and procedures for funerals and all related services
- Coordinate funeral services as and when needed
- Implement and sustain cemetery space acquisitions for members of the Association
- Assist members in preparation of wills

Youth Committee:

- Implement a structure and activities designed to encourage the Youth to participate in

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IABA activities

- Provide activities that foster Islamic brotherhood and leadership among the youth
- Operate under the direction of an adult mentor appointed by the Executive Committee

New Building Committee:

- Develop and implement plans for the building of a new center for the Association
- Recruit and work with vendors (where necessary) with Executive Committee approval for said expansion or construction
- Communicate with the members via regular updates, as directed by Executive Committee
- Communicate and comply with governmental authorities as necessary

Welfare Committee:

- Consists of a Council comprising the Religious Guide, the President, the Treasurer, and other members (male and female) as deemed necessary
- Responsible for disbursement of Sadaqat and Fitra funds collected by IABA
- If more than \$5,000 per quarter is being sent to organizations outside the U.S., the Executive Committee should pre-approve the disbursement.
- Evaluate recipients of funds and authorize Treasurer to make the payments accordingly
- Ensure that Sadaqaat funds are distributed in a timely manner.
- Disburse Fitra funds as soon as possible, making efforts to disburse funds during the year
- Report the receipt, disbursement, and remaining funds to the Executive Committee every quarter.
- All disbursements to be made through the IABA bank account to maintain records.
- Maintain proper documentation for all disbursements.

Election Committee:

- As elections approach, the Executive Committee will appoint a member to serve as Chairman of the Election Committee.
- The Chairman may then select other members to form the Election Committee.
- Committee shall dissolve upon satisfactory completion of the elections.

Membership Committee

- Keep record of all applications for IABA membership
- Keep an up-to-date list of members (including dependents) with payment status
- Submit new membership applications to Executive Committee for approval on a regular basis
- Forward any membership fees received to the Treasurer
- Maintain reasonable confidentiality of all membership data
- Publish and distribute the directory of the members of the Association
- The directory shall be distributed only to Members and those whose names are listed in the directory
- Maintain an updated certified list of members.

General Provisions

1. Any appointed Officer may be removed by the Executive Committee for any reason deemed valid by the Executive Committee in its judgment and discretion, but only after written notice or a special meeting called by the Executive Committee and said officer, and only after said officer is given a reasonable time to respond and/or address the concerns

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of the Executive Committee.

2. When there is a conflict between committees, each committee chairperson should state their case in writing to the Executive Committee for further consideration.
3. When a member is being considered for a position, they should vacate the room for the discussion, and they should not vote on this decision.
4. All committee chairpersons are expected to attend the IABA programs and EC/Officer Meetings, and make every effort to build a committee consisting of diverse members.

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Appendix C Election Rules and Procedures

1. Eligibility for Running and Voting

- 1.1 In order to be eligible to run for the Executive Committee, one must be a Member of the Association for a period of at least one year, have actively served as a committee member or volunteer for at least one (1) year, and has been attending weekly programs (Saturday evenings, Fridays, Thursday evenings, etc.) regularly.
- 1.2 A candidate for the Executive Committee may not have an ongoing criminal or unlawful immigration status investigation. IABA has the right to conduct a background check if deemed necessary.
- 1.3 In order to be eligible to vote in an election of the Association, one must be a Member of the Association.

2. Nomination

- 2.1 Any Member of the Association may nominate himself or herself or any other Member.

3. Election Committee

- 3.1 The Election Committee shall present or publish the timelines for the election process at least twenty (20) days prior to the election.
- 3.2 A nomination will be accepted only if the nominee submits a written notice of consent, or intent to run, to the Election Committee at least ten (10) days prior to the election.
- 3.3 The Election Committee shall acknowledge in writing the nomination of a candidate to the nominee.
- 3.4 The Election Committee shall present or publish to the General Body a ballot with the nominated candidates for election, at least seven (7) days prior to the election.
- 3.5 If a nominated candidate withdraws his/her name in writing to the Election Committee after the ballot has been presented or published, the Election Committee shall update the ballot and present or publish it to the General Body as soon as possible, before the election, time permitting.
- 3.6 After a candidate withdraws his/her name in writing to the Election Committee, the candidate name cannot be re-instated on the ballot.

4. Elections

- 4.1 Ballots will be given to Members prior to assembly and commencement of the General Body meeting and elections. A member of the Election Committee shall make note of each present Member's receipt of his or her ballot.
- 4.2 The Member count that is used to establish Quorum requirements should match the count for the number of ballots distributed.
- 4.3 Each candidate for election shall be allowed to address the General Body before the ballots are cast, for a period not to exceed three (3) minutes.
- 4.4 The ballots shall be secret. Any ballot which contains votes for more candidates than the number of open seats will be invalid and not counted.
- 4.5 The ballots will be counted by two (2) individuals either within the Executive Committee (provided neither individual is seeking re-election or is on the ballot) or designated by the Executive Committee from amongst the Members of the Association (provided neither of such Members is seeking election or is on the

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- ballot).
- 4.6 The deadline for submission of ballots will be once the vote counting process has begun.
 - 4.7 When the office of President is on the ballot, the elections shall consist of two (2) parts: the Presidential election, and the Executive Committee election. The Presidential election shall take place first. Any candidate who is unsuccessful in a bid for President shall automatically be considered as a candidate for the Executive Committee election. The Executive Committee election shall be held immediately after the Presidential election.
 - 4.8 In the event of a tie between two or more candidates, said candidates shall immediately stand for a runoff (i.e., re-vote), and the election process shall continue between said candidates until the tie is broken.
 - 4.9 Voting in absentia is allowed, only if the Member submits his or her vote to the Election Committee in writing, at least 24 hours prior to the casting of the ballots on Election Day.

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Appendix D Membership

1. Eligibility

- 1.1 For a Member who is a Head of Household (HOH), their spouse, dependent children and parents automatically become Members of the Association.
- 1.2 As and when dependent children turn 15, the Member shall provide an updated membership form.

2. Dues

- 2.1 Members shall pay annual membership dues in an amount to be determined each year by the Executive Committee. The due date for membership dues shall be January 1 of each year.
- 2.2 If a Member does not pay their annual membership dues within six (6) months from the due date for the membership year, they will be issued a written notice of delinquency. The Member shall then have three (3) months from the date of sending of the written notice to pay the membership dues.
- 2.3 If a Member does not pay their annual membership dues within nine (9) months from the due date for the membership year, the Member will cease to be a Member in good standing order. Any time after this point, the Member may reverse their good standing order by back-paying all outstanding dues, at which point their membership will resume, or they can re-apply for membership via the new membership procedure.
- 2.4 A Member who is not in good standing order may not vote in any Election. Their membership remains frozen.
- 2.5 If any Member cannot pay the annual membership dues (e.g., due to hardship), they may write a request for a waiver to the Executive Committee. If the waiver is granted, then they are excused from paying the membership dues for that membership year only.
- 2.6 A Member must reapply, if applicable, for a waiver for each new membership year.

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Appendix E Miscellaneous Policies

1. Lost & Found Property

- 1.1 Any item found at the Center that is suspected of being a lost item shall be placed in a lost and found area by the Secretary.
- 1.2 Appropriate announcements shall be made at regular intervals about the items that are in the lost and found area.
- 1.3 The Secretary shall donate, sell or otherwise dispose any items after the required time has elapsed (determined by the Alim). If necessary, appropriate funds shall be given to Sadaqat.

2. Donations

- 2.1 Items donated to IABA must be in good working condition.
- 2.2 The Secretary will work with the Program, BMI or other committee chairs as necessary to determine whether the item is needed or not.
- 2.3 Once items are donated (Waqf), the concerned officer and/or Executive Committee will decide to use or dispose of it as needed.
- 2.4 If unnecessary or unusable items are left on IABA premises, the items will be donated, sold or otherwise disposed of at the discretion of the Secretary after consultation with the relevant committee(s).

3. Borrowing

- 3.1 Items cannot be borrowed without the prior consent of the President, Secretary, or relevant committee chair.
- 3.2 If items being borrowed have been recently donated, attempts should be made to verify that the donor has no objection.
- 3.3 A deposit for the borrowed item shall be required at the discretion of the relevant officer or committee chair, and in addition, any donation shall be accepted.
- 3.4 The person consenting to the borrowing will ensure that the items are returned to the original location at IABA.
- 3.5 Pick-up and return of the item shall be coordinated with the relevant officer or committee chair.

4. Committee Responsibility for IABA Premises

- 4.1 IABA Office: Secretary
- 4.2 Main Hall: Program Committee
- 4.3 Classrooms: Education Committee
- 4.4 Pump Room: BMI Committee
- 4.5 Portable: Ladies committee
- 4.6 Mobile Home: BMI Committee
- 4.7 Grounds: BMI Committee
- 4.8 Dining Area & Kitchen: Food Committee
- 4.9 Library: Education Committee
- 4.10 Bookstall: Resident Alim or his designee
- 4.11 Flyer stand: Outreach Committee

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5. Notice Boards

- 5.1 Refer to Appendix G for layout and committee responsibility for notice boards.
- 5.2 Only approved items can be placed on any board. Any unapproved items will be removed at the discretion of the responsible committee.
- 5.3 Each board shall be kept in an appealing state by the responsible committee.

6. Communication

- 6.1 Email lists shall be un-moderated (no approval needed) but restricted to (sender has to be) Officers. There shall be 3 email lists:
 - 6.1.1 **IABA announcements:** for general IABA announcements
 - 6.1.2 **IABA members:** for official IABA information (e.g., financial updates, elections, surveys)
 - 6.1.3 **IABA Officers:** for disseminating information to officers only
- 6.2 Email aliases shall be un-moderated (no approval needed) and un-restricted (anyone can post). There shall be 1 email alias:
 - 6.2.1 **EC:** limited to EC members, Secretary and Treasurer
- 6.3 All soft-copies of meetings and other (scanned) documents shall be posted to the IABA On-line document repository (e.g., DropBox).
- 6.4 The On-line document repository shall be restricted for posting and viewing to Officers only. The President shall be the moderator and shall be responsible for authorizing the adding and removing of officers, and creating and deleting folders.

7. Keys

- 7.1 The Secretary is responsible for ensuring that only the minimum necessary members have the required keys to access the center.
- 7.2 All keys have to be accounted for and a list should be kept by the Secretary for the same. The list is to be updated as and when key holders change. Outgoing officers must surrender their key(s). New officers can request key(s) as soon as their post becomes active.
- 7.3 All key requests from non-officers have to be approved by the EC.
- 7.4 Duplication of keys is unauthorized without the approval of the Secretary.

8. IABA Marquee

- 8.1 The Secretary is responsible for maintaining the IABA marquee. This includes changing the text, keeping the letters in a secure area, and ensuring that proper measurements are taken after any vandalism.
- 8.2 At the Secretary's discretion, the changing of the text may be delegated to another Officer or Member.
- 8.3 The text for the marquee shall be approved by the President and Resident Alim, with notice to EC members for feedback.

9. Temporary occupancy

- 9.1 Approved persons may stay at the Al-Mahdi Center if they are experiencing difficult circumstances.
- 9.2 Period of stay should not exceed one week at a time. For stay beyond this period, a re-approval is necessary.

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- 9.3 Stay can be approved by the President or his/her designee.
- 9.4 A key to the main door of the center should not be given to the individual(s).
- 9.5 The President shall be responsible for:
 - 9.5.1 Making an assessment of the individual(s), either directly or indirectly through a trusted party.
 - 9.5.2 Checking with the Program Committee chair to ensure that the guest room is available for the duration of the stay.
 - 9.5.3 Ensuring that an application form is filled out, along with a photocopy of driver's license or passport.
 - 9.5.4 Ensuring that the rules of stay are clearly explained to the individual(s).
 - 9.5.5 Communicating to officers about individual(s) staying at the center.

10. Fundraising

- 10.1 All fundraising at IABA events, on IABA property or using IABA email lists requires the approval of the EC or the President if the funds are intended for non-IABA use.

11. Use of IABA Property for Non-IABA Events

- 11.1 All Non-IABA events must be pre-approved by the Executive Committee.
- 11.2 The organizer/event must follow IABA Constitution and By-laws at all times.
- 11.3 IABA property/premises must be returned in a clean manner.
- 11.4 Program Committee will coordinate the scheduling of the event if the event is to conflict/overlap with an IABA event. Members will be notified of such event (e.g., wedding, birthday, etc.). Organizer may choose to remain anonymous.
- 11.5 Organizer must fill out and submit a request form in a timely manner, which shall contain: organizer's name, contact information, membership status, event date and time, areas and equipment requested for use, and nature and details of the event (including whether it is a closed event or open to all IABA community).
- 11.6 Only IABA Members are eligible to use IABA premises for non-IABA events.
- 11.7 A fee and security deposit for the premises may be required at the Executive Committee's discretion.

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Appendix F

Code of Conduct & Regulations

In order to maximize the spiritual and educational experience of all attendees, IABA has set forth these regulations to be in force at all times. Please read them carefully.

Thank you for your cooperation

1. GENERAL

- The prayer and congregation halls are divided into men's and women's sections with separate entrances. Please use the proper entrance to abide by the religious practices of IABA.
- Do not block the hallways leading to the prayer and congregation halls.
- Please keep noise level to a minimum. People may be praying or reading the Qur'an.
- Avoid all conversation in the prayer halls during congregational prayers and programs
- Please keep your children with you in the main prayer and congregation halls during the program, or take them to the other designated areas.
- Keep your shoes on the shoe racks
- Do not change settings of sound system or thermostats, without consulting BMI chair or authorized officer.
- No food or drink allowed in the prayer halls, with exception of dry snacks used by parents with children; snacks must not contain sugar or liquids. Exceptions may be made by authorized officers in other areas.
- Turn off cell phones or put in silent mode. No cell phone use permitted during prayers and programs.
- Filming of programs requires prior permission of IABA president or EC.
- IABA Wi-Fi access is password-restricted and may only be shared by EC on a discretionary basis. Internet usage with IABA Wi-Fi must be appropriate by all attendees (adults and children); violators will be denied further access, and Wi-Fi password is subject to change at any time at EC's discretion.
- All announcements, handouts, etc. must be pre-approved by the President or Program Chair.
- Qur'an and other books may not be taken outside of IABA premises. Please put them back in their previous location after use.
- IABA is not responsible for loss or damage to personal property. For any lost article, please contact the IABA secretary or request an EC member for access to the main IABA office lost-and-found box.
- Please report all suspicious activity or violation of these regulations to an EC member or any officer.
- IABA reserves the right to take action against an individual for violation of any of the above regulations.

2. PARKING.

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- Do not double park, block other vehicles, or block the driveway
 - *Unauthorized vehicles parked overnight may be towed away at owner's expense*
3. DRESS CODE
- Observe modest Islamic dress for both men and women as required by IABA regulations. Head covering required for women inside the IABA premises.
 - IABA reserves the right to enforce the dress code.
4. DINING AREA ETIQUETTE
- Take only the amount of food in the plate that you will eat. Do not waste food.
 - Parents need to supervise their children at the serving table.
 - Remove your plate/cup/utensils and clean your area of spilled food after you are done eating.
5. CHILDREN
- IABA welcomes families to attend programs and enjoy social and other activities.
 - Parents must supervise their children and prevent disruptive activities.
 - IABA does not assume responsibility for any injury to you children.
 - It is the responsibility of the parents to keep children quiet during programs
 - Playing with electronic devices during program by children should be discouraged.
6. UNWELCOME AND DISRUPTIVE BEHAVIOR
- All attendees are held to the highest standards of conduct.
 - Physical and verbal abuse at IABA is strictly prohibited. Anyone in violation of this will be asked by an officer of IABA to desist from such behavior. If non-compliance continues, then the offender will be asked to leave the premises.
 - If the violator refuses to leave the premises, then he/she will be in violation of Texas Penal Code 30.05. The violator may be charged with criminal trespassing and legal action may be pursued.
 - Repeated violations of the above may result in banning of the violator from IABA premises.
7. EQUIPMENT, ELECTRICAL FIXTURES AND FACILITIES
- Exercise care when using the equipment for your safety and to protect equipment.
 - Do not remove any IABA equipment from the facility without authorization.
 - Damage to the equipment when taken from the facility will be the borrower's responsibility and cost of repair or replacement will be billed to the borrower.
 - Do not bring any equipment from outside and place on sidewalk in front of the Center or bring it inside without prior authorization.
8. DISTRIBUTING LITERATURE OR SOLICITATION
- Selling or distributing anything (food, flyers, brochures, books, etc.) within IABA premises is not allowed without approval from the President
9. FOOD AND BEVERAGES

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- No food or beverages are allowed at IABA without prior approval of the Food Committee.

11. SMOKING POLICY

- IABA is a No-Smoking facility. There is a smoking area designated at the back of the building. For more information please contact IABA EC.

12. CARRYING WEAPONS POLICY

- No weapons are permitted, except by the law enforcement. Violators will be reported to authorities immediately.
- Possession and use of Zanjeer (chain), blades, etc.; which can break the skin and cause bleeding is prohibited at IABA.

13. BREAKING THE LAW OF THE LAND

- Any activity that is construed as breaking the law within the premises will be immediately reported to the Law enforcement. No packages or personal items should be left inside the facility or outside on the sidewalk in front of the gate and the fence.

14. FOOD SAFETY

- IABA will not be held responsible for allergic reaction from eating certain foods, or injury caused by negligence of the attendee.
- IABA will not be held responsible for the quality and hygienic standards of food brought by vendors or volunteers.

15. DISCIPLINARY ACTION

The following disciplinary actions are available to IABA administration for violations of the code of conduct and regulations. Each violation will be assessed thoroughly in determining the corrective action. Below is a list of possible actions:

- Warning
- Counseling by EC or officer(s)
- Loss of membership privileges
- Loss of membership
- Banning from IABA premises
- Forceful removal of the violator from the premises by law enforcement, if violator refuses to leave, pursuant to Texas Penal Code 30.05 (criminal trespass)

Appendix G
Notice Boards - Layout & Ownership

KEY:

A = Secretary Board

B = Madressa Board

C = Program Committee Board

D = Secretary Board

E = Madressa Board

