

IABA By-Laws
BYLAWS 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 meetings of the Association each year. Said meetings will occur in March and September, at such place or time as designated by the Executive Committee of the Association (“Committee”).
- 2.2 At the first annual meeting, the annual budget for the upcoming year shall be presented to the Members, and must be voted upon and approved by a majority of the Members present.
- 2.3 At the second annual meeting, the regular elections of the Association shall occur, in accordance with the rules and regulations promulgated by the Committee and as detailed in the appendices to these Bylaws.
- 2.4 Special meetings of the Association may be held at any time or place as determined reasonable by the 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 management of the affairs of the Association shall be managed by the Executive Committee in accordance with the Constitution.
- 3.2 Any member of the Committee may resign at any time by giving notice to the President of the Association or remaining members of the Committee. Whenever there shall occur a vacancy on the Committee due to death, resignation, removal, or any other cause, the remaining Committee members shall appoint the member who received the most votes from among the nominated candidates who were not elected at the previous election. This appointed member shall serve for the remainder of the term.
- 3.3 The members of the Committee shall receive no compensation for their services unless expressly approved by a three quarter majority of the Association.
- 3.4 The 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 Committee shall have the powers, duties and responsibilities with respect to the Association as contained in the Act, the Constitution and these Bylaws.

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- 3.5 Meetings of the Committee shall be open to Members of the Association to attend and observe, absent special circumstances that require a meeting to consist of the Committee only, at the discretion of the Committee. Reasonable notice of the regular and special Committee meetings shall be provided to the Members of the Association.
- 3.6 Special meetings of the Committee may be called by or at the request of any Committee member.
- 3.7 Regular meetings of the Committee may be held without call or notice provided the time and place for such meetings has been duly adopted by the Committee or otherwise provided by these Bylaws.
- 3.8 Any member of the Committee may, at any time, waive notice of any meeting of the Committee in writing, and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a member of the Committee at a meeting shall constitute a waiver of notice to him of such meeting unless such 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 Committee are present at any meeting of the Committee, no notice shall be required and any business may be transacted at such meeting. Attendance by a member of the Committee may be satisfied via telephone conference call.
- 3.9 The fiscal year of the Association shall be the calendar year unless otherwise determined by the Committee.

4 OFFICERS.

- 4.1 The President, Vice-President, Secretary and Treasurer shall be the executive officers of the Association. No two offices may be held by the same person. The Committee may appoint such other assistant officers as the committee may deem necessary. No officer shall receive compensation for serving as such. Non-Committee officers shall be annually appointed by the Committee and may be removed and replaced by the Committee. The term of officers shall expire annually. The officers may be re-appointed by the Committee. The annual appointments shall occur after the September elections.
- 4.2 The President shall be the chief executive of the Association and shall preside at all meetings of the Association and of the Board 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 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, in the absence or unavailability of the President, perform each of the duties and functions of the President.
- 4.4 The duties of all other officers and committees are detailed in Appendix B.

5 ACCOUNTING.

- 5.1 The books and accounts of the Association shall be kept in accordance with generally accepted accounting procedures under the direction of the Treasurer.
- 5.2 Any expenditure above the amount of \$250.00 per event shall be approved by the Executive Committee or President. The required amount shall be reimbursed to the purchaser after such approval.

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- 5.3 Any expenditure at or below the amount of \$250.00 per event shall be approved by the chairman of the committee being charged, or the President. The required amount shall be reimbursed to the purchaser after such approval.

6 AMENDMENT OF BYLAWS.

- 6.1 Except as otherwise provided in the Act, the Constitution or these Bylaws, these Bylaws may be amended by vote of the Committee at any duly convened meeting of the Committee called for such purpose. Upon such an affirmative vote, the Committee shall acknowledge the amended Bylaws setting forth the fact of the required affirmative vote of the owners and the amendment shall be effective upon recording.

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 the __ day of _____, _____, 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 Presidents 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 Aalim) and Flyer stand (to Outreach)

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Appendix B Committee Roles & Officer Job Descriptions

Executive Committee:

- Appoint a Treasurer, a Secretary and other 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.

Secretary:

- Keep minutes of all proceedings and meetings of the Association
- Check IABA mailbox(es)
- Update the IABA marquee
- 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
- Maintain all the email lists used for disseminating information
- Keep record of all applications for IABA membership
- Keep an up-to-date list of members (including dependants) with payment status
- Submit new membership applications to EC (for approval) on a regular basis
- 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

Treasurer:

- Maintain the books of the Association
- Prepare and maintain the budget of the Association
- Manage the payroll of the Association
- File taxes as required by the Internal Revenue Service
- Prepare each month, monthly and year-to-date reports of income and expenditures of the Association per budget categories
- Maintain and make available, cumulative records of donations
- Provide receipts to donors
- Setup and maintain funds collection boxes at IABA
- Maintain reasonable confidentiality of all Association fiscal records
- Maintain fiscal records of the Association in a format conducive to an audit (internal and external)
- Based on the Ijaaza (permission), forward the Sehme-Sadaat portion of the khums to Marja's office

Finance Committee:

- Raise funds for the operation of the Association, including acquisitions and expansions
- Assist the Treasurer in the budget preparation for the Association
- Maintain an updated set of guidelines and requirements for documentation of fiscal records, and work with the Treasurer to implement the same
- Perform Quarterly review of income and expenditure
- Work with the Internal Auditor to ensure that an internal audit is performed once per year, and completed prior to the first general body meeting

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Internal Auditor:

- An internal auditor will be appointed by the EC to serve for a period of two years
- All financial transactions of the year will be audited by the internal auditor
- On completion of the audit, the internal auditor will certify whether the financial reports reflect fairly and accurately the financial records for the year
- The audit should be completed and sent in for review to the EC by the end of January

Building Maintenance & Improvement Committee:

- Maintain and repair the existing facilities of the Association
- Maintain landscaping of the Association
- Perform all non-major improvements on the property as and when needed

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 and implement a syllabus for adult education

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
- Arrange the meals and/or tabarruk for the program
- Setup the meals at the premises
- Cleanup the premises after the end of the program
- Control the use of the Association property for all other non-IABA events

Outreach Committee:

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

Social Committee:

- Organize and regulate the sporting events and other non-religious events
- Maintain the sporting facilities and sports equipment of the Association

Ladies Committee:

- Act as intermediary between the sisters, the EC and the other committees

IT Committee:

- Design and maintain the Association's website and database
- Facilitate the IT needs of all the other committees as needed
- Maintain the IABA online document repository (i.e. Yahoo page)

Funeral Committee:

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- 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:

- Be a committee focused not on a specific activity but on a group: the Youth
- Implement a structure and activities designed to encourage the Youth to participate in IABA activities
- Provide activities that foster Islamic brotherhood and leadership among the youth
- Operate under the direction of an adult mentor appointed by the EC

Building Committee:

- Develop and implement plans for the building of a new center for the Association
- Recruit and work with vendors (where necessary) with EC approval for said expansion or construction
- Communicate with the community members and governmental authorities as necessary

Welfare Committee:

- Comprises of the President, Religious guide, Treasurer & Ladies Chairperson
- Responsible for disbursement of sadaqa & fitra funds collected by IABA
- If more than \$5000 per quarter is being sent to organizations outside the US, the EC should pre-approve the disbursement
- Evaluate the recipients of funds and authorize the Treasurer to make the payments accordingly
- Ensure that sadaqa funds are distributed in a timely manner
- Disburse all fitra funds as soon as possible, making all efforts to disburse funds during the year
- Report the receipt, disbursement and remaining funds to the EC every Quarter
- All disbursement will be made through the IABA bank account to maintain a paper trail
- Maintain proper documentation for all disbursements

Election Committee:

- As elections approach, the EC 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

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 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 regularly attend the IABA programs and 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

- 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.
- 1.2 In order to be eligible to vote in any 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's 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 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.

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- 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.
- 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 (eg. 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 Aalim). If necessary, appropriate funds shall given to Sadaqa

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 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 Secretary, Program Chairperson, or BMI Chairperson.
- 3.2 If items being borrowed have been recently donated, attempts should be made to verify that the donor has no objection.
- 3.3 An appropriate monetary donation shall be requested, but not mandated.
- 3.4 The person consenting to the borrowing will ensure that the items are returned to the original location at IABA.
- 3.5 The borrower may not use or obtain keys to enter IABA premises for the specific need of removing this items.
- 3.6 Items should be not be removed without the presence of the consenter.

4. Committee ownership of IABA centre

- 4.1 IABA Office : Secretary
- 4.2 Main Hall : Program Committee
- 4.3 Classrooms : Education Committee
- 4.4 Shed : BMI Committee
- 4.5 Portable : Ladies committee
- 4.6 Mobile home : BMI Committee
- 4.7 Grounds : BMI Committee
- 4.8 Dining area : Program Committee
- 4.9 Library : Education Committee
- 4.10 Kitchen : Program Committee
- 4.11 Bookstall : Resident Aalim
- 4.12 Flyer stand : Outreach Committee
- 4.13 Aalim office : Resident Aalim

5. Notice Boards

- 5.1 The notice-board near the shoe shelves is for advertising, and the Secretary shall be responsible for content on this board.
- 5.2 The notice-board above the donation box is for the Islamic School.

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- 5.3 The notice-board above the bookstore is for EC only, and the Secretary shall be responsible for content on this board.
- 5.4 One notice board in the hallway is for the Outreach committee
- 5.5 One notice board in the hallway is for the Youth committee to post their activities and world news.
- 5.6 Only approved items can be placed on each board. Any unapproved items will be removed.
- 5.7 Each board needs to be kept in an appealing state by the respective owner.

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 (eg. financial updates, elections, surveys)
 - 6.1.3 **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 (eg. Yahoo group)
- 6.4 The On-line document repository shall be restricted for posting by and viewing to Officers only. The President shall be the moderator and shall be responsible for adding and removing officer access 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 centre.
- 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.

8. IABA Sign

- 8.1 The Secretary is responsible for maintaining the main IABA sign. 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 sign has to be approved by the President and Resident Aalim, 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 reapproval is necessary.
- 9.3 Stay can be approved by the President only.
- 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:

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- 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 drivers 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 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.