

*In the name of Allah, The Most Gracious, The Most Merciful*

# ***Bylaws***

***OF***

**New Haven Islamic Center (a not-for-profit organization)**

**254 Bull Hill Lane, Orange, CT 06577**

[www.nhicct.org](http://www.nhicct.org)

[info@nhicct.org](mailto:info@nhicct.org) 203-933-5799

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## Article I

Formation and Name:

The **ISLAMIC CENTR OF NEW HAVEN** was founded on **MAY 3, 1978**, and **KNOWN TO** do business as the New Haven Islamic Center, **the** Muslim place of worship or commonly known as Masjid premises owned by **the New Haven Islamic community and placed in trust to** North American Islamic Trust (NAIT) **ASSOCIATION, LOCATED** at 2 Prudden Street, West Haven, CT 06516.

**THE NAME WAS CHANGED TO NEW HAVEN ISLAMIC CENTER, INC. ON JANUARY 18TH, 2011 (hereinafter "NHIC").**

**NEW HAVEN ISLAMIC CENTER, INC. PURCHASED COMMERCIAL PLAZA LOCATED AT 254 BULL HILL LANE, ORANGE, CT 06477 ON JUNE 25TH, 2013.**

## Article II

Official Address:

The principal office of business of the New Haven Islamic Center, **INC.** is located at **254 BULL HILL LANE, ORANGE, CT 06477**. **The address** may be changed by the approval of **the** Board of Trustees **AND EC as needed**.

## Article III

Aims, Definitions and Policies.

### **Section 3.1 AIMS**

The aim and purpose of the Masjid is to serve the best interest of Al-Islam and the Muslims of the New Haven County and its vicinity, in particular, and all Muslims in general.

Thus, the main objectives are as follows:

- 1) Promote unity and joint action among Muslims.
- 2) Hold the obligatory five daily Muslim prayers on prescribed time on its premises.
- 3) Conduct social, educational, religious and other activities **ACCORDING TO ISLAMIC RELIGION**.
- 4) Arrange and hold Islamic festivals.
- 5) Promote friendly relations between Muslims and non-Muslims.
- 6) Promote the Dawah programs for Muslims and non-Muslims.
- 7) Establish Islamic studies for Muslims to learn the Holy Qur'an, Arabic and the Sunnah (Traditions) of the Prophet Muhammad (May Allah's peace & blessing be upon him).
- 8) Own, sell, maintain or lease suitable real estate, lands and buildings, and any other **NHIC** property, which is deemed necessary for its purposes post an approval from the board of trustees. Will be owned and operated by NHIC unless **its BOT, EC, AND GENERAL COMMUNITY** decide it to **be moved to** NAIT to be determined at the time.
- 9) Raise funds for all types of Islamic activities **ACCORDING TO PROTOCOL IN PLACE**.

- 10) Enter into, make, perform and carry out contracts of any kind for any lawful purpose without limit as to the amount post an approval from the board of trustees.
- 11) Maintain the building located at 2 Prudden Street, West Haven, CT 06516 as a Muslim place of daily worship and known as the New Haven Islamic Center.
- 12) Promote any Islamic activities, which conform to local, state and federal laws.
- 13) Help, support, assist, and cooperate religiously, financially, materially, morally, and/or otherwise, any **FEDERAL AND/OR STATE** recognized Muslim entity with Board's approval.

### **Section 3.2 TERMS DEFINITIONS**

- 1) **EC** means the Executive Committee.
- 2) **BOT** means the Board of Trustees.

### **Section 3.3 POLICIES**

The policies of the **NHIC** Masjid are based upon the following:

- 1) The fundamental sources of Al-Islam are:
  - (i) The Holy Qur'an
  - (ii) Hadeeth and Sunnah: The commands, approvals, disapprovals, sayings, actions, sanctions, restraints, deeds, and traditions of the prophet Muhammad (May Allah's peace & blessing be upon him)
- 2) Schools of thought or Madhab are matters of personal preference and not a policy of the Masjid. However, matters of disagreement on Fiqh will be settled with the Imam's guidance in accordance with the Madhab of the majority of the members of Masjid **UNDER DOMINANT OF MADHAB OPINION.**
- 3) The affairs of the Muslims are to be handled through (SHURAA) **TOWN HALL MEETING WITH** voting by majority.
- 4) Muslim males and females shall observe the Islamic dress code of modesty, on the Masjid premises **AND OFF-SITE ACTIVITIES.** This shall be used as a general guideline **BY** the EC and Board **TO ENFORCE IT.**
- 5) No form of music or dancing shall be allowed in the Masjid on any occasion, be it personal, social or religious. Neither shall such behavior be allowed in any of the Masjid's sponsored events and activities.
- 6) No person shall be allowed to sleep in **the** premises of the Masjid, except for religious reasons such as Etikaaf, without a prior permission from the **EC.**
- 7) Any written material or selling of any item within the premises of the Masjid will require the prior permission of the **EC.**
- 8) Any meeting or function that is not part of the regular schedule of the Masjid, on the properties owned and operated by **NHIC**, shall require a prior permission from the **EC.**
- 9) The Masjid will **ONLY** undertake activity that **MEETS** the Islamic standards that are based upon the Holy Qur'an and **SUNNAH OF PROPHET MUHAMMAD (SAW)** with any of the well-known and well recognized **SUNNI Fiqh OF THESE FOUR MADAHAB:** Hanafia, Maalikia, Shaafia, Hanaabilah. This Masjid explicitly recognized fiqh of these **FOUR** Madahab and shall work within the framework and guidelines set by them.
- 10) Any group of individuals, who abide by the Masjid's aims and policies, will be allowed to practice Dawah and make Etikaaf in the Masjid with a prior approval from the **EC.**

- 11) Masjid shall accept Islamic calendar based upon moon CALENDAR and observe Islamic events of Ramadan, Eid-ul-Fitr, and all others accordingly, as long as the new moon is **scientifically visible as determined by the Fiqh Council of North America within the U.S.A.**
- 12) Eid-ul-Adhaa shall be celebrated the day after Hajj gathering at Arafaat in the precincts of Makkah.
- 13) **ANY fundraising ACTIVITY ON NHIC PREMISES MUST BE APPROVED BY the EC.** A fundraising application **MUST BE** completed and submitted to the **EC FOR** approval.
- 14) **FRIDAY SERMONS JUMMUHA Khutbah OR RELIGIOUS SPEECH** will be allowed on the NHIC premises with the approval of the Imam of the Masjid, **IN THE ABSENCE OF THE IMAM EC IS RESPONSIBLE. THE IMAM/EC RESERVE THE RIGHT TO STOP THE SPEAKER WHEN DEEMED NECESSARY AND TAKE NECESSARY ACTION.**
- 15) **THE VIEWS EXPRESSED BY THE SPEAKERS AT ANY NHIC PREMISES ARE HIS/HER OWN AND SHALL NOT REFLECT THE NHIC POLICY.**

### Section 3.4 RULES & ETIQUETTES OF MASJID AND ITS AFFILIATED PROGRAMS

- 1) New Haven Islamic Center shall adhere to the Glorious Quran and the Sunnah of Allah's final messenger Prophet Muhammad (Sallallahu Alayhe Wassallamm). It shall accommodate Hanafia, Maalikia, Shaafia', Hanaabilah **schools of thoughts.**
- 2) No announcement or speech shall be made, nor any written/printed material posted, distributed, or left within the Masjid and its premises, even if it were in line with the accepted practices of Al-Islam, without a prior approval of the EC. **EC WILL REMOVE ANY UNAUTHORIZED MATERIAL. REPEAT OFFENDERS SHALL BE BANNED FROM POSTING ANY MATERIALS.**
- 3) Masjid and its premises shall be kept clean. All trash shall be disposed of in the proper receptacles. No material donation, such as food, clothing, shoes, or any personal belongings or items, etc. shall be left or dropped off in or on the premises of the Masjid, without a prior approval of the EC. **EC SHALL REMOVE ANY UNAUTHORIZED ITEMS AT THE COST OF THE VIOLATOR.**
- 4) There shall be no public criticism of individual Muslims, Imam, teachers, staff, members of the EC, Trustees, or Masjid policies.

There shall be no yelling or screaming or loud conversations inside the Masjid and on its premises.

Any complaints, suggestions, **GRIEVANCES**, disputes or disagreements shall be brought to the attention of the EC in writing **AND/or** in a form of a private meeting with the EC. **THE EC SHALL DOCUMENT ALL INSTANCES. EC DECISIONS SHALL BE FINAL, ENFORCEABLE IN THE COURT OF LAW.**

No member or attendee at the Masjid shall, by word or in writing, be discourteous or impolite to another member of the Masjid or attendee. All suggestions shall be constructive in nature. No personal attacks on the character of any and all Board, **Imam, EC, AND COMMUNITY** member shall be permitted or tolerated.

- 5) All attendees at the Masjid, males, and females shall follow Islamic dress code. No music, reveling, or dancing shall be permitted at any time in or on the Masjid premises.
- 6) **ALL** books, items or records **DONATED** to Masjid shall be **APPROVED by the EC.** Islamic books, tapes, CD's, or DVD's may be borrowed with an approval of the EC, for a limited time, and shall be returned in its or their original condition.

- 7) Parking shall be used only during the prayer times.
  - A. No vehicles shall be left on the Masjid premises overnight except of those observing Etikaaf or they will be towed at owner's expense.
  - B. No vehicles shall be left on the Masjid premises for an extended period of time without the **EC** approval.
  - C. NHIC reserves the right to have any **vehicle** towed (at owner's expense) from its premises if it is found in violation of parking.
- 8) Parents/guardians shall keep their children with them so as not to create disorder or disrupt other attendees during prayers, speeches, meetings, or any other gatherings. Parents/guardians are fully responsible for their children's actions and behavior on the masjid premises **AT ALL TIMES**.
- 9) All cell-phones, pagers, alarms, audio players and any other personal electronic devices shall be either in "off", "silent", or "vibration" mode while in the Masjid.
- 10) There shall be only one **OFFICIAL** Jamma' prayer **and five regular daily prayers DURING THE SPECIFIED IQAMA TIME UNLESS SPECIFIED BY THE IMAM**.
- 11) Anyone in need shall contact the **EC FOR REVIEW**. No solicitation shall be allowed on Masjid premises.
- 12) No one is to use the Masjid's address as their personal address or forward mail to the Masjid except with **EC** approval.
- 13) **No firearms of any nature shall be allowed, concealed or otherwise, on NHIC premises without the written consent of the executive committee.**

**VIOLATOR/S OF ANY OF THE ABOVE RULES AND ETIQUETTES SHALL BE SUBJECT TO REMOVAL AND, IN CASE OF REPETITION, BARRED FROM THE MASJID PREMISES.**

## **ARTICLE IV**

Non-profit Nature of the Masjid

New Haven Islamic Center has an open-door policy towards all Muslims who follow Qur'an and Sunnah and who comply with Article III. **This corporation** is formed under the State of Connecticut Non-Stock Organization Law for the religious purposes described in Article III and it shall be a non-profit, non-partisan, and nonpolitical entity. The corporation shall be a non-profit corporation under the laws of the State of Connecticut and United States, **CURRENT AND FUTURE LAWS**.

## **ARTICLE V**

### **Section 5.1**

New Haven Islamic Center shall be a self-governing and independent entity.

### **Section 5.2**

In the event that the **NHIC** shall dissolve, **ALL OF its ASSETS INCLUDING ITS** real estate purchased or donated, **ALL OWNERSHIP** thereof shall be **TRANSFERRED IMMEDIATELY** to the North American Islamic Trust – **NAIT**, 6555 South 750 East, Plainfield, IN 46168, Phone: 630 789 9191 email: [info@nait.net](mailto:info@nait.net) website: <http://www.nait.net>. **PROVIDED NAIT IS FREE FROM**

**ANY MONETARY CIVIL COURT JUDGMENT.** In the event that NAIT no longer exists or unwilling to hold the properties' titles, **BOTH BOT AND THE EC SHALL, WITH THE APPROVAL OF THE NHIC, REGISTERED COMMUNITY MEMBERS, create a non-profit Connecticut Trust to succeed NAIT for the benefit of NHIC Community PURSUANT TO ARTICLE FOR ELECTION PROCESS.**

### Section 5.3

The properties and assets of New Haven Islamic Center are irrevocably dedicated to religious purposes. No part of the net earnings, properties or assets of this association, upon dissolution or otherwise, shall contribute to the benefit of any private person, individual, any officer, any member of the association, any for-profit entity, or any private organization. Upon liquidation or dissolution, all properties and assets shall be handled as described in Article V section 5.2 **above.**

## ARTICLE VI

### Section 6.1 Membership

**REGISTRATION FOR** Membership of the **NHIC** shall be open to all Muslims, who comply with Article III, who are in good standing in the community, and who accept the policies of the **NHIC** as described in Article III. Acceptance of membership shall constitute the member's agreement to strictly abide by and support the policies, aims, goals, objectives, Bylaws, rules, and regulations of the NHIC Masjid.

The Imam **OR ANY EMPLOYEE OR CONTRACTOR** of the **NHIC** can be a member **WITH RESTRICTION ON CONFLICT OF INTEREST MATTER.**

**IMAM CANNOT BE EC OR BOT MEMBER.**

### Section 6.2 Types of membership

The membership of the Masjid shall consist of:

- 1) **VOTING MEMBER**
- 2) **NON-VOTING MEMBER**

**Only INDIVIDUALS WITH FULL MEMBERSHIP shall constitute the General Assembly of the Masjid with voting rights.**

#### Section 6.3.1 NON-VOTING MEMBER

Any individual, who is not from the community, traveling, or rarely in the **NHIC**, not known by the Imam, or any of the **EC** members **shall be non-voting Associate.** An associate may not hold office or vote. **NHIC** may hold a database for associates.

**(CHANGE OF MEMBERSHIP NAMES FROM PREVIOUS BYLAW MEETING)**

#### Section 6.3.2 VOTING Membership

Any individual who is regularly in the **NHIC** and known by the Imam and or the **EC** qualifies to become a member. A member shall have the right to vote in the General Assembly meetings. Periodic review of the membership shall be done by the **EC** to check the voting rights.

**1 – PARTICIPATING IN MOST OF the NHIC ACTIVITIES.**



**2 – DONORS/VOLUNTEERS**

**3 – AGE 18+.**

**4 – MEMBER FOR AT LEAST 1 YEAR.**

**5 – LEGAL STATUES, permanent resident or a U.S. citizen.**

**6 – PARTICIPATING IN AT LEAST 1 GENERAL ASSEMBLY MEETING IN THE YEAR OF THE ELECTION.**

Members must show their Connecticut ID or driver's license alongside with the up-to-date information in order to vote. Any changes to the information must be reported within 30 days.

**Section 6.3.3 Loss of VOTING Rights:**

Any member shall lose his/her VOTING Rights for a period of one year if he/she does not:

- Attend congregational **Slawaat/JUMMUHA** (prayers) for a continuous **6 MONTHS** as observed by Imam or EC members.
- **IF DOES NOT MEET THE 6 REQUIREMENTS FOR VOTING MEMBER.**

**Section 6.4 Terminations OF ALL MEMBERSHIP**

Membership may be suspended or terminated by the simple majority vote of the EC:

1. **Upon the resignation of the member. If any of the members of the community, EC or BOT is arrested for any legal issues. The membership and the position will be suspended immediately and re-evaluation will be up to the discretion of the board of trustees in conjunction with the EC in a meeting to discuss only this matter**
2. **Upon detrimental findings by the EC after written charges having been filed against a member of un-Islamic conduct and duly noticed hearing held.**

Upon a determination by the EC of the material violation(s) of Masjid's Bylaws, policies, aims, goals, rules, and regulations.

Upon the occurrences stated in Section 6.3.3.

**ARTICLE VI**

**Organization**

**Section 7.1**

The NHIC shall have the following bodies:

1. The general **COMMUNITY**: This body shall be formed of the general **Muslim** community.
2. The Board of Trustees
3. The **EXECUTIVE** Committee
4. **SECTORS (Combination of EC + BOT members)**
5. The sub-committees

## Section 7.2 GOVERNANCE

New Haven Islamic Center shall consist of two governing bodies:

- 1) Board of Trustees (BOT)
- 2) Executive Committee (EC)

### Section 7.2.1 The Board of Trustees

The board of trustees is a volunteer position. The Board shall consist of seven members.

1. A President
2. A Vice President
3. A Secretary
4. A Treasurer
5. Three Members

5 OUT OF 7 of the members shall constitute a quorum for the conduct of business. 5 OUT OF 7 affirmative votes of those in attendance shall be required for the approval and/or passage of motions and/or resolutions and/or other business.

1. A Member of the Board shall be discharged from the Board upon submission of a written resignation.
2. **IN THE EVENT THERE IS AN ACTION TO DISCHARGE A MEMBER OF THE BOT FORWARD THEN 4 VOTES OUT OF 6 BOT MEMBERS OR 3 VOTES OUT OF 5 BOT MEMBERS** or more of the votes to discharge him/HER from the Board at a meeting called for that purpose, **WITH PROPER HEARING.**
3. A Board member **WILL BE DISCHARGED IF: A-** missing three consecutive meetings without a valid excuse as determined by **BOT, and THE QUORUM OF THE BOT** is deemed to have resigned and shall be replaced **BY RUNNER-UP LIST. B- MISSING 6 MEETINGS IN ANY 12 MONTH PERIOD.**
4. Failure to follow these guidelines may result in removal of the Board member from the office.
5. A Board member shall forfeit his position upon loss of his membership in the Masjid
6. A member of the Board shall not have a vote in a matter where his or her conduct is at issue.
7. **In the event that the Board consists of 4 members AND NO ALTERNATE MEMBERS ARE AVAILABLE TO FILL THE VACANCY, AN Election will be HELD TO FILL THE 3 OR ANY VACANT POSITION.**

The Imam cannot be a **BOT** member.

The initial Board and subsequent Boards term will be four years. The **EC** and the general assembly will identify candidates. The community will then elect Board members from those candidates.

### Section 7.2.2 Board Members' **TERMS AND INTERNAL ELECTION PROCESS:**

**BOT TERM ARE FOUR YEARS. BOT ELECTION WILL BE HELD EVERY TWO YEARS FOR THE SEATS VACATED BY THE BOT MEMBERS COMPLETING 4 YEAR TERM.**

**FOR ELECTED BOT PRESIDENT, VP, SECRETARY AND TREASURER THERE IS A LIMIT OF 12 CONSECUTIVE YEARS (THREE CONSECUTIVE TERMS), there shall be a FOUR-YEAR break period PRIOR TO RUN AGAIN FOR SAME POSITIONS.**

The members of the Board shall elect the president, the vice president, **secretary, and treasurer** within themselves by majority voting. **THE PRESIDENT IS TO BE ELECTED FROM THE CURRENT BOT MEMBERS, AND VICE PRESIDENT TO BE ELECTED FROM THE NEWLY ELECTED MEMBERS. Secretary and Treasurer shall be elected from the rest of the Board members.**

The standard election process will take place to replace **THE OUTGOING BOT MEMBERS AND ANY VACATED SEAT.**

### **Section 7.2.3 Qualifications of Members of BOT.**

All members of the Board shall meet the requirements specified below:

1. A member of the Board shall be a **REGISTERED MEMBER AND ACTIVE VOLUNTEER** of the NHIC for at least two years.
2. The member's conduct and behavior shall be in accordance with the Islamic code **AS DEFINED HEREIN.**
3. Must be a follower of the prophet Muhammad (Peace Be Upon Him) **AS THE LAST MESSENGER** and his companions.
4. The member shall regularly attend prayers and Masjid sponsored events.
5. The member shall have a reasonable knowledge of Al-Islam.
6. The member shall have a basic understanding of the laws and the culture of the immediate communities and the State of Connecticut, in particular, and the United States, in general. He/SHE must demonstrate the capability of handling the responsibilities in the Muslim community as well as the general community at large.
7. **BOT MEMBER MUST BE U.S. CITIZEN AND/OR HAVE VALID U.S. LEGAL PERMANENT RESIDENT (GREEN CARD) throughout THE TERM.**
8. **BOT CANDIDATE REQUIRED TO PASS CRIMINAL BACKGROUND CHECK.**
9. **IN THE EVENT ANY MEMBER IS ARRESTED FOR ANY REASON WHATSOEVER, THE BOARD MUST TAKE NOTICE IMMEDIATELY.**
10. **BOT CANDIDATE MUST BE REQUIRED 10 ENDORSEMENTS FROM SENIOR COMMUNITY GOOD STANDING MEMBERS EXCLUDING EC, BOT, AND IMAM.**
11. **CURRENT IMAM CANNOT RUN AND OR HOLD ANY POSITION IN THE BOT, EC OR ANY OTHER ELECTED POSITION.**
12. **NHIC BOT PRESIDENT, VP, AND ANY BOT MEMBER CANNOT** serve on the Committee or board of any other **MAJIDS OR RELIGIOUS ORGANIZATION** concurrently.

### **Section 7.2.4 Responsibilities of the BOT and its Members**

The BOT is responsible FOR:

- 1- **OVERSEEING** Selling, purchasing, Renting any **REAL ESTATE** property.
- 2- The **BOT** may assign A task to the **EC** except for purchasing and selling properties.
- 3- **The BOT SHALL MAKE THE DECISION FOR THE PURPOSES OF MAKING A RECOMMENDATION TO THE COMMUNITY.**

**4- Financial:**

- A. Find ways and means of raising funds for the NHIC with assistance from the EC.**
- B. Hiring and retaining an auditing firm to verify the FINANCIAL STATEMENT and financial condition of the NHIC.**
- C. Any payment that exceeds \$5,000 must be approved AND SIGNED BY BOTH BOT PRESIDENT AND EC PRESIDENT OR ASSIGNEE FROM EITHER for such transactions.**
- D. TO MAKE SURE THE EC HIRE CERTIFIED BOOKKEEPER TO MAINTAIN PROPER ACCOUNTING. IN THE EVENT OF THE CURRENT BOOKKEEPER DEPARTURE, A NEW BOOKKEEPER MUST BE HIRED WITHIN 60 DAYS.**
- E. REVIEW AND APPROVE THE TRANSFER OF FUNDS FROM THE ENDOWMENT ACCOUNT TO THE OPERATIONS ACCOUNT AS REQUESTED BY EC PRESIDENT.**

**5- Planning:**

- A. TO PREPARE FOR long-term plans TO CATER THE COMMUNITY GROWING NEEDS.**
- B. Approve any type of projects that involve adding or removing anything from the structures of ANY premises owned by the NHIC WITH APPROVAL OF 85% OF REGISTERED GENERAL ASSEMBLY MEMBERS, INCLUDING ALL LONG-TERM PLANS ON THREE (3) MEETINGS IN PERIOD OF 15 DAYS FROM THE FIRST MEETING HELD.**
- C. Execution of long-term plans such as finding a bigger worship location, school to teach children, establish a youth center, and activities to benefit the youth and children of NHIC community.**

**6- LEGAL:**

- A. Must PARTICIPATE EITHER IN PERSON OR BY PHONE for any modifications of the bylaws. ALL MODIFICATIONS MUST BE APPROVED WITH THE MAJORITY VOTE OF PROPER QUORUM.**
- B. Settle all disputes regarding the interpretation of the Bylaws. Such interpretation shall be in written form and approved by the Board with a proper quorum.**
- C. Additionally, the Board shall protect the long-term PROTECTION AND interest of the Masjid. The Board shall ensure that the EC, subcommittees, groups, SECTORS, CURRENT AND FUTURE ENTITIES and the salaried and/or contracted staff conduct their affairs according to the Bylaws of the Masjid.**
- D. All types of real estate transactions, including sale, purchase, leasing, and mortgaging for the NHIC, AS WELL AS setting up and maintaining an endowment fund, and any other means to secure the well-being and sound future of the NHIC.**
  - MORTGAGING: BOT SHALL NOT HAVE THE RIGHT TO PUT ANY NHIC PROPERTY OR ASSET AS COLLATERAL FOR MORTGAGING OR ANY OTHER PURPOSES. (ADD THIS TO EC SECTION AS WELL)**
  - The Board must be consulted for any and all types of real estate transactions, including sale, purchase, leasing, and mortgage for the Masjid, setting up and maintaining an endowment fund, and any other means to secure the well-being and sound future of the Masjid.**
- E. Settle all disputes regarding the interpretation of the Bylaws. Such interpretation shall be in written form and approved by voting processes of the Board.**
- F. Not form any committees, sub-committees, or ad-hoc committees or hire any personnel, without consulting with the EC.**
- G. Oversee the EC and general activities of the Masjid to ensure that they are within the framework of the NHIC Bylaws.**

- H. Must evaluate the committee activities and the Imam lectures and duties once every six months with the Evaluation Form.

#### **BOT MEETINGS:**

1. **BOT MEMBERS SHALL MEET MONTHLY.**
2. The BOT must meet **QUARTERLY** with the EC, and the Imam **AS NEEDED.**
3. **EMERGENCY MEETINGS MAY BE CALLED ON SHORT NOTICE.**
4. **EC AND BOT MEMBERS SHALL BE NOTIFIED TWO WEEKS IN ADVANCE OF THE MEETING WITH AN AGENDA SPECIFIED BY EC and BOT PRESIDENT.**
5. A meeting with the BOT, outside of the annual meetings, is called upon for the following reasons:
  1. The EC would like to consult with the Board on a **topic.**
  2. The EC and Imam must make a Shurah decision for a religious matter that is critical to the NHIC and the community members. In the event of a disagreement between the Imam and the EC, a meeting with the BOT will be called. The BOT will consult with an approved [Shariah Board] for a resolution.

The Imam and the EC will be directed to abide by the [Shariah Board] decision. Failure to abide by the decision will result in termination from their positions.

A meeting **of** the **EC** and the Board will take place to resolve the issue and in case of failure to resolve it, the **EC** will resign, and the Board will take over all the duties and call for early elections within two months.

The proposal must pass either committee voting or board voting to be presented to the committee.

#### **Section 7.3 The Executive Committee (EC):**

##### **7.3.1 Qualifications of Members of Committee (EC)**

**All SEVEN (7) members of the EC shall meet the requirements specified below:**

- 1) A member of the EC shall have a **REGISTERED** active membership of the NHIC for at least one year.
- 2) The member's conduct and behavior shall be in accordance with the Islamic code.
- 3) **He/she** must be a follower of the prophet Muhammad (Peace Be Upon Him) **AND BELIEVE THAT HE IS THE LAST AND FINAL PROPHET AND MESSENGER and FOLLOWER OF** his companions.
- 4) The member shall regularly attend prayers at the Masjid and Masjid-sponsored events.
- 5) He/SHE shall have reasonably sound knowledge of Al-Islam.
- 6) He/SHE shall have AN understanding **OF THE NHIC BYLAW AND BASICS** of the laws and the culture of the immediate communities and the State of Connecticut, in particular, and the United States, in general. He/SHE must demonstrate the capability of handling the responsibilities in the Muslim community as well as the general community at large.
- 7) **EC MEMBER MUST BE A U.S CITIZEN AND/OR HAVE A VALID U.S LEGAL PERMANENT RESIDENCE (GREEN CARD) THROUGHOUT THE TERM.**
- 8) **EC CANDIDATE REQUIRED TO PASS CRIMINAL BACKGROUND CHECK.**

- 9) IN THE EVENT ANY MEMBER IS ARRESTED FOR ANY REASON WHATSOEVER THE BOARD MUST BE NOTIFIED IMMEDIATELY.
- 10) EC CANDIDATE MUST BE REQUIRED 10 ENDORSEMENTS FROM SENIOR COMMUNITY GOOD STANDING MEMBERS EXCLUDING EC, BOT AND IMAM.

### Section 7.3.2 Term of Members

All Executive Committee members are volunteers. The formation of the EC (herein also called the "EC") is mandatory and shall consist of **SEVEN (7) members**:

- 1) A President
- 2) A Vice-President
- 3) Treasurer
- 4) A Secretary
- 5) SISTERS LIASON
- 6) TWO MEMBERS

The term of a committee Member shall be two consecutive years.

**FOR ELECTED EC PRESIDENT AND VP THERE IS A TERM LIMIT OF 6 CONSECUTIVE YEARS (THREE CONSECUTIVE TERMS), a two-year waiting period PRIOR TO RUNNING AGAIN FOR THE SAME POSITIONS AFTER EXPIRATION OF THREE (3) CONSECUTIVE TERMS.**

For elections to take place, at least 50% of the registered community members must be present. If this does not occur, elections will be postponed for two weeks, at which time at least 33% of members must be present again. If this requirement is not met, then the elections will be postponed for two weeks and a minimum of 20 registered members must be present for the elections to take place. Registered members will be contacted to join the elections by any of the following means that the EC deems reasonable at the time, including but not limited to mail, email, phone calls, text messaging, or a general announcement or announcement on the website.)

The Imam cannot be an EC member.

### Section 7 .3.3 Holding of an Office.

**NHIC EC PRESIDENT, VP, AND TREASURER CAN NOT** serve on the Committee or board of any other **MASJID OR RELIGIOUS ORGANIZATIONS** concurrently

### Section 7 .3.4 Responsibilities of Committee members

#### 7.3.4.1 The President

The President shall be responsible to:

- 1) Generally manage all activities of the **NHIC**.
- 2) Call, preside, and conduct meetings of the Board and **EC**.
- 3) **Form and hold accountable ALL Sub-Committees** with the approval of the **EC MEMBERS**.
- 4) **OVERSEE** funds and expenses of the **NHIC** as defined in Article IX.
- 5) **PRIMARY SIGNATORY ON ALL Bank Accounts** for the expenses of the **NHIC IN ADDITION TO SECONDARY SIGNER, FOR ALL BANK ACCOUNTS EXCEPT THE ENDOWMENT ACCOUNT.**
- 6) **Present ALL reports to the General Assembly regarding the status of the NHIC in meetings and/or in a newsletter.**

- 7) **Be SPOKESPERSON and representative for the NHIC in external activities. OR Designate A MEMBER APPROVED BY EC.**
- 8) **Act as a liaison between the EC and the BOT.**
- 9) **Establish NEW AND MANAGE EXISTING RELATIONSHIPS WITH other local, regional AND national Islamic centers AND ISLAMIC ORGANIZATION, WITH THE APPROVAL OF EC.**
- 10) **Interview, negotiate terms, HIRE AND DISMISS:**
  - A- **Salaried staff after an APPROVAL by the EC.**
  - B- **CONTRACTORS WITH MAXIMUM COMPENSATION OF \$1500. ANYTHING GREATER THAN \$1500 MUST BE APPROVED BY EC.**
  - C- **The Imam/Sheikh WITH APPROVAL OF EC AND BOT.**

#### 7.3.4.2 The Vice-President is responsible for:

- 1) **Carrying out the management of the activities of the Masjid in the absence of the President.**
- 2) **Acting as a liaison between the EC and all Sub-Committees.**
- 3) **Assisting the President in accomplishing the objectives of the Masjid.**
- 4) **Presiding over the security details of the premises owned by the NHIC.**
- 5) **Supervising general upkeep of the premises of the NHIC.**
- 6) **COORDINATE WITH THE PROJECT MANAGER OR CONTRACTOR OF any construction, additions, and repairs.**

#### 7.3.4.3 Secretary

The Secretary's responsibilities shall be:

- 1) **Take the minutes of each meeting and maintain a minute book, which is to be kept at the principal office of the NHIC.**
- 2) **Prepare and circulate minutes of EC and Board meetings amongst their members, within five days after the meeting or at the beginning of the following meeting if it takes place after less than five days.**
- 3) **Prepare the agenda for the meetings in conjunction with the President and notify the members.**
- 4) **Maintain a list of all members and volunteers for various Masjid functions.**
- 5) **Maintain the records of NHIC membership and update them periodically and establish a membership directory.**
- 6) **Establish and maintain filing system with the help of President and Vice President.**
- 7) **Maintain the registration of the NHIC with the appropriate governmental agencies and departments and preserve the non-profit status of the NHIC and City, State and Federal governments.**
- 8) **Preside over the EC meetings in the absence of both the President and the Vice-President.**
- 9) **Present at the beginning of each meeting the minutes of the previous meeting for approval.**
- 10) **Make available a list of members eligible to vote according to Bylaws.**
- 11) **TO ENSURE MEETINGS ARE BEING CONDUCTED WITHIN THE FRAMEWORK OF the Bylaws of the NHIC.**
- 12) **Preside over the committee for the newsletter of the Masjid.**
- 13) **Write letters and responses on behalf of the Masjid, along with the President.**
- 14) **File all required forms and documents with the City, State of Connecticut, U.S. Federal government, WITH APPROVAL OF THE PRESIDENT AND VP.**

15) All required financial returns with IRS and State **DRS** in conjunction with the Treasurer WITH APPROVAL OF THE PRESIDENT AND VP, AFTER PREPARED BY THE CERTIFIED BOOKKEEPER AND/OR CPA.

#### 7.3.4.4 Treasurer

The Treasurer shall be responsible to:

- 1) **COLLECTING, DEPOSITING, and RECORDING OF FUNDS RECEIVED FROM MEMBERS WITH WITNESSES DESIGNATED BY THE EC.**
- 2) **Checks should never be signed by the preparer and must be approved by the EC President.**
- 3) **HIRED BOOKKEEPER RESPONSIBILITIES:**

**THE BOOKKEEPER TO DEAL DIRECTLY WITH THE EC PRESIDENT AND/OR A DESIGNEE OF THE PRESIDENT.**

- 1) **Maintain the records of all financial transactions of the NHIC.**
- 2) **Take the responsibility of writing disbursements, bank reconciliation, and reporting the financial status of the Masjid to the EC and the Board on a monthly, quarterly, and annual basis.**
- 3) **Prepare an annual budget and submit it to the EC at the beginning each fiscal year.**
- 4) **File taxes, all required financial information forms, and all required returns for city, state and federal governments in conjunction with the Treasurer and/or Secretary.**
- 5) **Prepare monthly financial reports of income and expenditures of the NHIC for the EC.**
- 6) **Prepare quarterly financial reports of income and expenditures of the NHIC for the Board.**
- 7) **Prepare annual final financial reports of income and expenditures for the General Assembly at the end of each fiscal year.**

#### 7.3.4.5 Section **EC MEETINGS**

The **EC MEMBERS MUST** meet on a monthly basis in person or more frequently as needed with biweekly email communication updates. This meeting shall be held on every first Saturday of every month in the Masjid or as agreed by the members. The frequency, days, time, and location may be changed by the head of the **EC** with 1 week's notice.

#### 7.3.4.6 Section **EMERGENCY MEETING**

An emergency **EC** meeting may be called at the request of at least two EC members. Such a meeting shall require **timely** notice to all **EC** members.

#### 7.3.4.7 Section **EC QUORUM**

The presence of **FOUR** members of the Committee at a meeting shall constitute a quorum for the conduct of business provided the President or the Vice President is among those **FOUR** attending members.

#### Section 7.3.4.8 **EC Voting**

Simple majority voting will be **required** to pass decisions. If the number of voting members is 4 **OR EQUAL**, the side with the president and if **President is** not available, the side with the vice president will pass the decision.

#### Section 7.3.4.9 Meeting Attendance



**(COPY FROM BOT SECTION ABOUT MEETING)**

AN **EC** member, who has failed to attend three consecutive EC meetings, without being excused by the President prior to the meeting, shall be asked to give an explanation for the absence, in writing. The **EC** then shall grant the **said** member a hearing to defend himself in front of the **EC**. The member shall be deemed resigned upon his failure to so do, or if the explanation is found to be unsatisfactory by the **EC**.

**Section 7.3.4.10 Position Forfeit**

**An EC member shall forfeit his position upon loss of his membership in the Masjid.**

- 1- A Member of the EC shall be discharged from the EC upon submission of a written resignation.**
- 2- IN THE EVENT THERE IS AN ACTION TO DISCHARGE A MEMBER OF THE EC, THEN 4 VOTES OUT OF 6 BOT MEMBERS OR 3 VOTES OUT OF 5 BOT MEMBERS or more of the votes to discharge him/her from the EC at a meeting called for that purpose, WITH PROPER HEARING.**
- 3- Failure to follow these guidelines may result in removal of the EC member from the office.**
- 4- An EC member shall forfeit his position upon loss of his/her membership in the Masjid.**

**Section 7.3.4.11 Disqualification of an EC member:**

- 1- Missing three or more consecutive meetings.**
- 2- If only shows up for meetings to give his opinions and votes without being involved or in charge of any recurrent task or activity.**
- 3- Misconduct and misbehave toward the community and board members.**
- 4- If absent for more then three months consecutively without a reason deemed reasonable by the EC.**
- 5- If not casting his vote and giving his opinion when asked repeatedly (more than 3 consecutive times).**
- 6- Moving out from the greater New Haven area.**
- 7- By not following the Masjid Bylaw, especially section 7.3.2**
- 8- Presenting his resignation.**
- 9- An EC member WILL BE DISCHARGED IF:**
  - A. He/she misses three consecutive meetings without a valid excuse as determined by THE QUORUM OF THE EC deemed to have resigned and shall be replaced BY RUNNER-UP LIST.**
  - B. MISSING 6 MEETINGS IN ANY 12-MONTH PERIOD.**
- 10- A member of the EC shall not have a vote in a matter where his or her conduct is at issue.**
- 11- In the event that the EC CONSISTS 4 members, AND NO ALTERNATE MEMBERS ARE AVAILABLE TO FILL THE VACANCY AN Election will be HELD TO FILL THE 3 VACANT POSITIONS.**
  - EC member will not criticize in public the EC decision after what has been agreed upon by the majority.**
  - EC member must respect the final decisions of the Board and the EC.**
  - EC member must keep all meeting discussion and projects confidential until approved.**

**ARTICLE VIII**

## Section 8.1 JOINT SECTORS:

Various **JOINT SECTORS** shall be formed by and at the discretion of the EC AND BOT of the NHIC to achieve the goals and objectives of the NHIC. EC AND BOT SHALL VOTE INDEPENDENTLY FOR THE FORMATION OF VARIOUS JOINT SECTORS. THE HEADS OF SUCH SECTORS SHALL BE NOMINATED BY ANY EC AND BOT MEMBERS AND PROVIDED THERE IS NO OBJECTION, THE NOMINEES SHALL BE THE HEAD OF THE SECTOR. IN THE EVENT THERE IS AN OBJECTION, THE EC AND BOT JOINTLY SHALL VOTE TO RESOLVE THE ISSUE.

All **JOINT SECTORS' HEADS** shall report to the EC AND BOT PRESIDENT IN periodic updates and revisions. ALL SECTORS MUST:

- A- ABIDE BY THE BYLAW RULES AND REGULATIONS OF THE NHIC.
- B- SECTORS TO BE HEADED BY EC AND/OR BOT MEMBERS AND HAVE THE AUTHORITY TO RECRUIT COMMUNITY MEMBERS AS NEEDED.
- C- EACH SECTOR SHALL SEEK APPROVAL FROM FINANCIAL SECTOR OVER \$1000.

Categories include, but are not limited to:

1. RELIGIOUS SECTOR: It should be run and directed by the official Imam of the Masjid.
2. OUTREACH SECTOR: It should be run and directed by the official Imam of the Masjid.
3. Education SECTOR: It should be run and directed by the sector-appointed person (a brother or a sister).
4. Administrative SECTOR: It should be run and directed by the sector-appointed person (a brother or a sister).
5. Financial SECTOR: It should be run and directed by the sector-appointed person under the supervision of the president, vice-president, or treasurer (a brother or a sister).
6. Social SECTOR: It should be run and directed by the sector-appointed person (a brother or a sister).
7. Sisters' SECTOR: It should be run by a competent Muslim sister.
8. Properties SECTOR: Management of Masjid properties.

## Section 8.2 SUBCOMMITTEES

Various Sub-Committees shall be formed by and at the discretion of the EC of the NHIC to achieve the goals and objectives of the Masjid FOR SHORT-TERM SPECIFIC TASKS.

- A- Election sub-committee: Will consist of 3 COMMUNITY members to be chosen by EC and BOT jointly.

The head of the Election Sub-committee will be chosen WITHIN THE SUB-COMMITTEE ITSELF.

Identifying these members will take place by SECOND SATURDAY OF SEPTEMBER.

The ELECTION SUB-COMMITTEE will meet to go over all the election procedure AS STATED IN THE BYLAWS no later than THE FOURTH SATURDAY OF SEPTEMBER.

BOT or EC MEMBERS and Imam shall not serve on an Election Sub-Committee.

The ELECTION SUB-COMMITTEE can vote but cannot be nominated OR elected to any of the posts.

- B- BOT Election sub-committee

Will consist of 3 COMMUNITY members to be chosen by EC and BOT jointly.

The head of the Election Sub-committee will be chosen WITHIN THE SUB-COMMITTEE ITSELF.

Identifying these members will take place by the SECOND SATURDAY OF MARCH.

The ELECTION SUB-COMMITTEE will meet to go over the election procedure AS STATED IN THE BYLAWS no later than THE FOURTH SATURDAY OF MARCH.

BOT or EC MEMBERS and Imam cannot serve as an Election Sub- Committee.

The ELECTION SUB-COMMITTEE can vote but cannot be nominated OR elected to any of the posts.

### Section 8.3 ELECTION PROCEDURES FOR EC AND BOT:

1. The Election Sub-Committee shall announce the election date and procedures and invite nominations for A- for EC election date first Saturday of October. B- for BOT election date first Saturday of April.
2. The Election Sub-Committee will verify the eligibility of the candidates as well as verify their acceptance to the posts upon receiving the nominee's application according to the bylaw.
3. In order for the EC election to take place, there must be minimum of two approved nominees, for President, VP, Secretary, and Treasurer for EC election.
4. In order for the BOT election to take place, there must be a minimum of two approved nominees for each vacant position.
5. Election calendar:
  - A- EC election: Deadline to accept nominees is the fourth Saturday of October. – Meet and Greet and a town meeting with nominees is the first Saturday of November. Election day will be the second Saturday of November. Election calendar:
  - B- BOT election: Deadline to accept nominees is the fourth Saturday of April. Meet and Greet and a town meeting with nominees is the first Saturday of May. Election day will be the second Saturday of May.
6. ELECTION Sub-committee responsibilities:

All relevant communications will be posted on the website as well as email to the community members' list together with announcing During Friday announcements and committee board at the NHIC location. The Election Sub-committee shall:

- Contact nominees and confirm their acceptance of the posts for which they are nominated. If a person is nominated for more than one post, he/she can accept the nomination for only one position.
- Verify eligibility of nominees, regarding membership requirements, including resignation, discharge status as stated herein, term limits.
- If BOT member whose term does not expire at the end of the year, he/she cannot be nominated for the EC, unless he/she resigned with honorable discharge prior to the EC election.

### DISQUALIFICATION OF AN EC AND OR BOT NOMINEES:

- IF NOMINEES ABSENT FROM THE MEET AND GREET TOWN HALL MEETING HE/SHE WILL BE DISQUALIFIED. HIS OR HER DISQUALIFICATION SHALL BE AT THE SOLE DISCRETION OF THE election Sub-committee.
- DISCHARGE PROCESS FOR THE RESIGNATIONS: UPON RESIGNATION OF ANY EC OR BOT MEMBER, EACH BODY SHALL VOTE TO EITHER ISSUE AN HONORABLE OR DISHONORABLE DISCHARGE OF THE RESIGNER.
- INTERNAL ELECTION PROCESS:
- BOT TERM ARE FOUR YEARS. BOT ELECTION WILL BE HELD EVERY TWO YEARS FOR THE SEATS VACATED BY THE BOT MEMBERS COMPLETING 4-YEAR TERM.
- The members of the Board shall elect the president and the vice president within themselves by majority voting. THE PRESIDENT TO BE ELECTED FROM THE CURRENT BOT MEMBERS, AND VICE PRESIDENT TO BE ELECTED FROM THE NEWLY ELECTED MEMBERS.
- The standard election process will take place to replace the OUTGOING BOT MEMBERS AND ANY VACATED SEAT.

**Section 8.4 EC/BOT TERMS:**

**EC: EC MEMBERS TERM IS TWO YEAR.**

- The newly elected officers shall be required to join all current EC meetings for purposes of observation, training, in transition, effective immediately.

Said elected officials shall assume their responsibilities effective January 31<sup>st</sup>.

**BOT: BOT MEMBERS TERM IS FOUR YEARS.**

- The newly Elected official shall be required to join all current BOT meetings for purposes of observation, training, in transition, effective immediately.

Said elected officials shall assume their responsibilities effectively

**Section 9 Finance**

**Section 9.3 Types of Accounts and Withdrawals of Funds.**

**9.3.1 ENDOWMENT ACCOUNT!**

**THE ENDOWMENT ACCOUNTS SHALL BE A NON-INTEREST-BEARING CHECKING ACCOUNT AT AN FDIC-INSURED INSTITUTION AT ALL TIMES.! THIS ACCOUNT SHALL BE FUNDED BY DONATIONS, PROGRAM FEES, AND RENTAL INCOME EXCLUDING SCHOOL TUITION AND ZAKAT.!**

**THE PRESIDENT AND VP OF THE BOT SHALL SIGN TO WITHDRAW FUNDS FROM THIS ACCOUNT FOR ANY EXPENSE.!**

**9.3.2 OPERATIONS FUND!**

**A NON-INTEREST-BEARING OPERATIONS' FUNDS ACCOUNT SHALL BE ESTABLISHED AT AN FDIC-INSURED INSTITUTION FROM THE RECEIPTS OF THE ENDOWMENT FUND FOR ONGOING AND DAY-TO-DAY EXPENSES OF NHIC!**

**THE PRES AND VP OF EC SHALL SIGN TO WITHDRAW FUNDS FROM THIS ACCOUNT FOR ANY EXPENSE!**

**ANY AMOUNT OVER \$5000 WILL NEED APPROVAL OF THE BOT!**

### **9.3.3 OTHER ACCOUNTS!**

**A) COMMUNITY FUND: PURPOSE OF THIS FUND IS TO HELP THOSE WHO ARE ZAKAT ELIGIBLE ACCORDING TO THE QURAN AND SUNNAH; APPLICATIONS MUST BE APPROVED BY THE EC OR DESIGNATED COMMITTEE!**

**\* APPLICATION IS SUBMITTED TO THE EC FOR APPROVAL!**

**\* EC DESIGNATES A REPRESENTATIVE TO VET THE APPLICANT. A HOME VISIT IS MADE AND DETAIL INQUIRY IS MADE INTO CURRENT INCOME OF RECIPIENT!**

**\* ONCE APPROVED, THE DONATION IS MADE BY CHECK ONLY!**

**\* A SIX-MONTH TIME PERIOD IS REQUIRED BEFORE ANOTHER APPLICATION IS SUBMITTED!**

**\* DONATIONS GIVEN TO FAMILY IN NEED EXCEEDING \$600 MUST BE REPORTED TO IRS**

### **B) SCHOOL FUND**

**\* TUITION PAYMENTS**

**\* SALARY**

**\* OTHER EXPENSES**

### **9.3.4 INVESTMENTS**

**A combined vote of the EC and the BOT will be necessary to consider any financial investments where a simple majority will be sufficient.**

### **9.4 AUDITORS**

**If needed, the BOT shall nominate auditors to review the financial position of NHIC. A financial report of the process shall be prepared by the auditors to be submitted to the EC, the BOT and the General Assembly.**

**The report will be made available to the community and published annually **by June of the following year** by means that the EC sees appropriate.**

### **9.5 BUDGETS**

**THE FINANCIAL SECTOR IS RESPONSIBLE FOR COMPILING THE BUDGETS FOR ALL SECTORS OF NHIC. THE BUDGET FOR NCIH SHOULD BE DONE NO LATER THAN OCTOBER 31 FOR THE FOLLOWING YEAR. ALL SECTORS MUST SUBMIT THEIR BUDGETS BY THE END OF SEPTEMBER. THE BUDGET MUST BE POSTED TO THE COMMUNITY ANNUALLY ALONG WITH QUARTERLY EXPENSE REPORTS.**

## **ARTICLE X**

### **SECTION 10.1 MEETINGS**

**THE EC PRESIDENT MUST CALL A GENERAL ASSEMBLY MEETING TWICE A YEAR, IN MARCH AND SEPTEMBER. IN ADDITION, NHIC SHALL HAVE A MEETING OF THE MEMBERS AND ASSOCIATES AS NEEDED.**

## ARTICLE XI

### SECTION 11.1

#### JUDICIARY PROCEDURES

The Board shall not interfere with the daily **EC** operations unless they get a signed request from 20 members from the community requesting them to interfere on a specific issue or simple majority of the BOT sees a clear issue with the way business is conducted. If the Board fails to resolve the issue after meeting with the Committee (**EC** has to provide a document showing the results of the meeting between the Community and the **EC**). The Imam of the masjid will have an advisory role for the **EC** and Board of Trustees.

A member of the Board shall not have a vote in a matter where his or her conduct is at issue.

A meeting between the **EC** and the Board will take place to resolve the issue and in case of failure to resolve it, the **EC** will resign, and the Board will take over all the duties and call for early elections within two months.

The board will meet with the **EC** if there is a written complaint by at least 2 committee members against any other **EC** member. Meeting will take place within 2 weeks and if the board feels that any of **EC** member is disruptive or not contributing the mission of the **EC**, the board will have the right to issue a warning and if repeated or if the board feels the issue is not resolved, they will ask **EC** member to resign or will **relieve** him/her from his/her position.

The vacant **position** will be filled by as described in **EC** rules. The Board needs to inform the Community and **EC** and get the approval to finalize the major decision such as buy or sell a property. The vote must be of at least 70% in favor within the Board. A simple majority will be enough for the **EC** and for Community voting, the same percentages **apply** as in article (7.3).

The proposal must pass either **EC** voting or board voting to be presented to the community.

### SECTION 11.2

#### MEETING TO HANDLE CHARGES

**SIGNED BY THREE MEMBERS OF NHIC, COMPLAINT SHALL BE GIVEN TO THE PRESIDENT OF EC WITH A COPY SENT TO PRESIDENT OF BOT**

**THE BOT AND THE EC SHALL MEET WITHIN TWO WEEKS OF THE RECEIPT OF THE COMPLAINT IN ORDER TO SET UP A PANEL OF AT LEAST ONE MEMBER OF THE BOT AND ONE**

**MEMBER OF THE EC TO HEAR THE CHARGE(S). IF THE CHARGES ARE BROUGHT AGAINST AN EC MEMBER, OTHER THAN THE PRESIDENT, THE BOT SHALL BE RESPONSIBLE FOR CALLING THE MEETING AND FOR SETTING UP THE PANEL. IF THE CHARGES ARE AGAINST THE BOT PRESIDENT, THE EC SHALL BE RESPONSIBLE FOR CALLING THE MEETING AND SETTING UP THE PANEL. THE PANEL WILL BE COMPOSED OF 11 PEOPLE, THREE(3) FROM THE BOT, THREE(3) FROM THE EC, FIVE (5) FROM THE COMMUNITY.**

**FROM THE FILING OF THE COMPLAINT UP TO ITS RESOLUTION THERE SHOULD BE NO MORE THAN 45 DAYS FROM BEGINNING TO END OF THE PROCESS.**

**A MINIMUM OF 8 VOTES WILL BE REQUIRED FOR COMING TO A RESOLUTION ON THE CHARGE. VOTING SHOULD BE DOCUMENTED IN MEETING MINUTES WITH NAMES OF VOTERS.**

### **SECTION 11.3**

**CONFIDENTIALITY:** All communications to the panel, including the complaint, shall be confidential, including the decision of the panel, unless the accused waives confidentiality or as required by the laws.

### **Section 11.4 *Trial***

The panel shall hear the charges, as well as all the witnesses from all sides, examine all evidence and pass the verdict and, if appropriate, determine punitive and/or corrective measures.

### **Section 12.2 *Duties***

The **EC** shall be responsible for the following procedures related to the management of the Masjid:

- 1) **Oversee the facilities of the Masjid and the Masjid and the general activities of the Masjid and other authorized users to ensure that they are within the framework of the rules.**
- 2) **Supervise the indoor and outdoor facilities of the Masjid on daily basis. They shall see to it that the Masjid properties are kept clean and in good physical condition inside and outside according to the Islamic standards as well as in compliance with local laws.**
- 3) **Take an action against any group or individuals who are not complying with the Masjid etiquettes, rules and regulations, bylaws and issue sanctions if so warranted.**
- 4) **Require groups to pay for any damages beyond the range of normal use of any masjid property.**
- 5) **Make necessary reservations for specific permissible activities and functions.**
- 6) **Not allow any type of material to be distributed on the Masjid premises without being permitted in advance.**
- 7) **Not allow people to place any type of announcements on the bulletin boards in the Masjid or outside without being authorized and stamped.**
- 8) **Ensure that no one removes/uses any equipment, tools, furniture and other property from the premises or use them for personal purposes without prior approval of the EC.**
- 9) **Not allow placing an object of art, wall hanging, change of décor or landscape without prior approval of the EC.**
- 10) **Make announcements for NHIC through any media including texting email or social media. no announcement is allowed without the prior approval of the committee**
- 11) **Find ways to increase the membership of the Masjid and means of raising the funds for the Masjid.**
- 12) **Identify the economic, moral, social and educational necessities of Muslim men, women, and children in the community and organize efforts and human resources to help meet their needs.**

- 13) Verify all inventory and assets and prepare documentation for sign off.
- 14) Collect rent and dues if the Masjid units are rented
- 15) Make sure that a standard operating procedure is in place, current and in effect at all times

## ARTICLE XIII

### Section 13.1 Conflict of Interest

No EC or BOT member OF NHIC will hold a management position of any sort in other mosques/masjid.

No member of the BOT or EC or ad hoc committee member or any member of his/her immediate family shall hold a job as a non-contract employee or enter into any contract with the NHIC in which he/she may derive any compensation, possess a financial interest or material benefit without the approval of a majority of the EC.

THE DECISION of EC is then forwarded to the BOT for majority approval within 10 days of application.

NO EC/BOT MEMBER SHALL PARTICIPATE IN ANY VOTING PROCESS CONCERNING THEIR RELATIVES.

## ARTICLE XIV

### Section 14.1 Amendments

All proposed amendments to these Bylaws shall be discussed by the EC and BOT members together with up to four community members chosen by the community for this purpose, as observers only, without any voting authority.

All proposed amendments to the Bylaws shall be passed by a simple majority of the BOT and simple majority of the EC combined.

The amendments shall then be presented to the general assembly and become effective after being voted upon at a meeting with a Simple majority vote of 51%.

If no voting takes place, 100 signatures from registered members will be sufficient to ratify the changes

## ARTICLE XV

### *Dominant Laws*

The laws of the State of Connecticut and the U.S. take precedence over any articles, sections, sub-sections, or clauses of these Bylaws.

In all references herein to any parties, persons, entities or associations, the use of any particular gender or the plural or singular number is intended to include the appropriate gender or number as the text of the within instrument may require.