



# Governing Bylaws

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*In the Name of Allah, Most Gracious, Most Merciful*

## **Article I – Name**

1. The official name of the organization shall be Mountain House Muslim Association, or MHMA hereafter referred to as MHMA.
2. The principal office of the organization shall be at 1005 E. Pescadero Ave., Suite #167, Unit #286, Tracy, CA 95304. The Board of Trustees (BOT) may change the principal office from one location to another and update the address in the required documents. The Board of Trustees may at any time establish a branch or subordinate office at any place where the organization is qualified to conduct its affairs.

## **Article II – Nature & Affiliation**

The MHMA was formed and operates upon the articles, conditions, and provisions relative to non-stock, not-for profit, religious, non-political organization that are contained in the general laws of the State of California and in accordance with U.S. laws and shall be organized and operated exclusively for religious, educational, community and charitable purposes within the meaning of sections 501(c)(3) of the Internal Revenue Service code.

## Article III – Charter

MHMA shall conduct its activities on the basis of the Qur'an and the Sunnah of the Prophet Muhammad (PBUH). Membership of the MHMA shall be open to all Muslims who believe in the following

1. Belief in Allah (SWT);
2. Belief in Muhammad (PBUH) as the last of the Prophets;
3. Belief in the Books of Allah (SWT);
4. Belief in the Angels;
5. Belief in the Day of Judgment;
6. Belief in Qadaa and Qadr (Divine Will and Predestination)

**The Charter of the organization as defined above is immutable** (cannot be changed or amended for any reason)

## Article IV – Goals

1. To provide religious services & education for Muslims to practice Islam as a complete way of life.
2. To acquire, maintain and operate one or more facilities for place of worship, community services, Islamic school, afterschool program, youth activities and other activities mentioned herein.
3. To receive, hold, manage (free of interest-bearing instruments, Sharia compliant stocks or similar financial instruments), and disburse monies and properties or the income thereof, which may be vested in or entrusted to the care of the MHMA whether by donations, gifts, grants, bequest, device, or otherwise for the furtherance of the goals of MHMA.
4. MHMA will have two separate Accounts
  - a. Investable Account: Donations which the donor has agreed to be invested in Sharia compliant stocks or similar financial instruments by MHMA
  - b. Non-Investable Account: Donations which the donor has agreed that it cannot be used for any investments in stocks or similar financial instruments but can be used for buying land or real-estate building for a Masjid and/or Community Center
5. To provide community services that include, but are not limited to educational, professional, charitable, social, recreational, and civic activities for the Muslim community in the Mountain House/Tracy area in the best traditions of Islam, with a special emphasis on meeting the needs of youth and seniors.
6. To act as a regional center and guiding light for Muslims in the Mountain House/Tracy and surrounding areas and establish mutually beneficial relationships with other Muslim organizations, both locally and nationally.
7. To promote friendly relations and understanding between Muslims and people of other faiths through community, interfaith, and organization interactions.
8. To provide for the full and unrestricted participation of all members of the MHMA - men, women, youth, children, and seniors in all activities of MHMA and its services with a special emphasis on youth and seniors as follows: to proactively groom and prepare the youth to become successful leaders and contributing members of the American society, and to assist the senior members of the community by providing an environment that would help them with problems related to aging in the American society.
9. To operate in a manner whereby 100% of MHMA's operating expenses are generated through a viable business model.
10. To provide social services primarily for the betterment of the MHMA members and the wider community in Mountain House/Tracy and surrounding areas.
11. To conduct all activities of MHMA in an environmentally friendly way, pursue minimization of waste of any kind, implement technologies to use energy efficiently, and promote environmental knowledge and awareness.
12. All of these activities are to be carried out as legal and lawful activities in accordance with the applicable city, county, state, federal and Islamic laws.

## **Article V – Membership**

### **1. Classes of Membership**

MHMA shall have voting members, and the Board of Trustees may, by resolution, establish one or more classes of non-voting members, including but not limited to youth and honorary memberships.

### **2. Service Area**

For the purposes of the governance of the MHMA, the service area of MHMA is defined to be Mountain House, CA. Any resident within Mountain House is considered to be under the service area of MHMA.

### **3. Eligibility**

Membership shall be available to Muslims of all schools of thought, and others as described herein, regardless of their gender, race, color, ethnicity, country of origin, socioeconomic or financial standing. A Muslim is defined as one who testifies to the Oneness of Allah (God) and that the Prophet Muhammad (Peace be Upon Him) is the last and final messenger of Allah, and believes in the books of Allah, the messengers, the angels, the day of judgment and the Devine decree.

- a. The MHMA has been established primarily for the Muslims of the Mountain House area.
- b. All members must be legal residents of the United States of America.
- c. No person shall become a member until he or she has submitted a membership application to the Board of Directors, who at its sole discretion may approve or reject the application.

### **4. Membership**

MHMA shall have at least the following categories of membership:

#### **a. Regular Membership**

A person may become a regular member with full rights, without voting privileges, provided that he/she:

- i. Is a Muslim
- ii. Is at least 18 years of age
- iii. Adheres to the bylaws of MHMA as herein
- iv. Has paid all appropriate dues

#### **b. Voting Membership**

Includes only regular members who live in the Service area as defined above

- i. A spouse of a Voting Member gets an additional vote
- ii. Any registered parents of a Voting Member living with them in their household have an additional vote as well
- iii. Any registered children of Voting Member living in the same household who are at least 18 years of age can get an additional vote by paying a nominal fee decided by the BOD or completing a certain MHMA approved community volunteer hours decided by the BOD

## **5. Revocation**

Membership privileges of any individual may be recommended for revocation by the Board of Directors and/or Board of Trustees for any one of the following reasons:

- a. Non-compliance with MHMA bylaws
- b. Conduct detrimental to the well-being of one or more members of MHMA, or activities contrary to the smooth and harmonious operation of the MHMA
- c. Charged or conviction of a felony, misdemeanor, or other such crimes (excluding traffic violations). The Board of Directors shall have the full and complete authority to investigate and recommend for revocation of membership, in any legal manner that it sees fit. A written report of the investigation should be presented to the Board of Trustees. The Board of Trustees will make a final decision on revocation. A member has the right to appeal the decision within 30 days.
- d. The appeal will be reviewed by the elder members of MHMA as selected by the Board of Directors.
- e. The revocation will be final after 30 days from the Board of Trustees' decision unless an appeal is upheld by the elder members of MHMA.
- f. After 6 months of the initial revocation date or if the reasons for revocation do not exist anymore before 6 months, the Board of Directors can recommend by a simple majority vote to the Board of Trustees who can then cancel the revocation by a two-thirds majority vote

## **6. Terms & Dues**

- a. All members of the MHMA shall be required to pay a membership fee. This fee shall be established by the Board of Directors. Privileges for members shall be contingent upon the membership dues being current and Mountain House service area residency requirements being met in the case of Voting Membership.
- b. Fees are as follows: Fees structure is agreed upon by the Board of Directors and is reviewed annually.
- c. Fees may be waived for families facing economic difficulties, subject to application and approval by the Board of Directors.

## **7. Reinstatement**

- a. Membership may be reinstated by paying all outstanding dues.
- b. If membership has been revoked for reasons other than non-payment; reinstatement requires approval of the Board of Directors as per Article V Section 6 Revocation.

## **8. Rights of Members**

Members shall have only those specific rights set forth in these Bylaws and no other rights.



## **Article VI – Board of Trustees**

### **1. Eligibility**

Member of the Board of Trustees (BOT) must be a MHMA member in good standing, a US citizen or permanent resident, and must meet one of the following criteria:

- a. previously served as a Board of Director for a full term
- b. a continuous resident of Mountain House for at least 5 years

The Board of Trustees shall consist of seven members, representing the Mountain House service area. Elections for BOT are held always for 7 positions but if there are not enough candidates then the BOT should consist of 5 members. If a member of the BOT moves his or her residence within Mountain House, the residency of the member considered shall be that at the time of the initial appointment. All members of the Board of Trustees must meet the eligibility requirements set forth herein.

### **2. Requirements**

- a. The Board of Trustees' eligibility shall be identified by providing the following forms of identification showing Mountain House address - 1 state-issued Id and 2 utility bills.
- b. Spouses shall not simultaneously serve on the Board of Trustees and on the Board of Directors
- c. No member of the Board of Trustees shall be a member of the Board of Directors or vice versa, simultaneously. However, a member of the Board of Trustees can serve only as a member of a committee.
- d. Any member of the Board of Trustees shall not serve in any other local organization that may create a conflict of interest.
- e. A Board of Trustee member may not be an employee of or contractor to MHMA nor receive compensation of any form from MHMA.

### **3. Duration**

The term for Trustees would be 4 years with the initial term staggered by 2 years to ensure that no more than half of the Board of Trustees positions are up for re-election. The election commission shall define the criteria (or positions) that will serve for 2 years in the initial term.

### **4. Appointment**

- a. Upon a mid-term vacancy or vacancies, the Board of Trustees shall within 60 days appoint one (1) or more members to fill the vacancy(s) on the Board of Trustees. The open position shall be made known to MHMA members within 14 days of the vacancy.
- b. The outgoing member shall not vote on the appointment.

- c. All appointments of a new or re-appointed member shall be approved by a two-thirds majority of the Board of Trustees and Board of Directors combined.
- d. One member of the Board of Trustees shall be designated by a majority vote of the Board of Trustees as a Chairperson. The chairperson position shall be rotated every year.

## **5. Removal or Resignation**

- a. The Board of Trustees may remove one of its members from his/her position as a member of the Board if he/she fails to attend four consecutive duly scheduled meetings of the Board without any excuse and prior notice to the Board. Should the number of consecutive absences be six, even with an excuse and written notice to the board, the board shall explicitly vote on the continuation or dismissal of that board member, by a two-thirds majority vote.
- b. A member of the Board of Trustees may also be removed from his/her position for any condition/conduct unbecoming of a Trustee.
- c. The Board of Trustees has to inform the MHMA members in writing through official channels of communication of their intent at least 14 days prior to voting on a motion to remove the Trustee. The final decision will be made by a two-thirds majority vote of the Board of Trustees.
- d. If a BOT no longer wishes to serve, s/he can resign from his/her post with immediate effect.

## **6. Responsibilities**

- a. Set the vision and strategic goals for MHMA.
- b. Be responsible for compliance & interpretation of any ambiguity and/or conflict in any of the bylaws and for any changes to the bylaws.
- c. Hold and manage all property of the MHMA in separate Waqf (irrevocable trust) for the community. The Board of Trustees shall ensure that the title to the MHMA real estate and other assets shall at all times be kept in the name of the MHMA Waqf.
- d. Be responsible for all tax, insurance, legal and regulatory matters.
- e. Act in an advisory capacity to the Board of Directors to ensure that the vision and mission of the MHMA are met and remain in accordance with Islamic principles and goals as described herein and to resolve issues referred to it by the Board of Directors. Such resolutions shall be binding. The Board of Trustees shall not involve itself in the day-to-day affairs of the MHMA and the functioning of the Board of Directors.
- f. Construction, major renovations, fundraising, and management of funds related to such activities. 7. Creation, management, and distribution of the endowment account in consultation with the BOD President.
- g. The Board of Directors will present a list of one or more candidates for the position of

Imam as required to the Board of Trustees. The candidate would be confirmed upon approval by the Board of Trustees. The Board of Trustees will also be responsible for maintaining a list of Islamic Scholars, who are accepted and well known to the Muslim community in North America, and whose opinion on religious matters will be sought from time to time and on an as-needed basis. The Board of Trustees will have final decision authority on religious matters after consulting with the Religious Committee, Board of Directors, and Islamic scholars.

- h. The Board of Trustees shall elect one of its members to be the Chairperson. The Chairperson shall be responsible for breaking a tie vote in the case of having an even number of Board of Trustees members.
- i. Notwithstanding Section 9210 of the California Nonprofit Religious Corporation law, the Board of Trustees, and not the Board of Directors, shall have the authority over any matter not specifically delegated to the Board of Directors or to a committee, and in the event of any ambiguity or conflict over rights and authorities, the Board of Trustees shall resolve such conflict at its sole discretion.
- j. All paid full-time or part-time employee appointments must be made by the Board of Directors with the approval of the Board of Trustees.
- k. In case of a disagreement between the two bodies, either body can call a General Body meeting to resolve such disagreement. The General Body shall decide by a two-thirds majority vote of the General Body members present in the meeting. The quorum for the General Body meeting shall be at least 50% of the general members. If the General Body quorum is not met, the Board of Trustees' decision shall be final.

## **7. Minutes**

Minutes of the meetings shall be distributed to all board members within 3 business days and published for the information of the members of MHMA within five business days.

## **8. Remuneration, Compensation, and Wages**

No member of the Board of Trustees shall receive any compensation for the position they hold as a member of the Board of Trustees of the MHMA. No part of the net earnings of the MHMA shall inure to the benefit of, or be distributable to the members, Trustees, Officers, other private individuals, or organizations operating for profit.

## Article VII – Board of Directors

### 1. Structure

The MHMA shall have a Board of Directors for managing its day-to-day affairs. It shall consist of nine members; designated as follows at a minimum: President, Secretary, and Treasurer. If there are not enough candidates for 9, then an odd number (7 or 5) of positions should be held for election by Election Commission. The remaining positions can be designated as required to fulfill the community's functional needs.

- a. The Board of Directors shall be elected from within the Mountain House and must be an existing MHMA member as defined in MHMA membership section above.
- b. The Board of Directors may act in the name of MHMA only when it has been properly convened, in accordance with these Bylaws.
- c. Meetings

- i. ***Schedule***

- The Board shall meet regularly, at least once a month, for discussions and consultations regarding the operations of MHMA. Additional meetings of the Board may be called by any member of the board.

- ii. ***Convention***

- Except for emergencies, all meetings of the Board shall be announced and posted on a notice board, or electronically at least three days prior. All meetings of the Board shall have an open session where the voting members of MHMA may attend as observers. Board decisions will be held in closed sessions.

- iii. ***Quorum***

- A simple majority of the board members shall constitute a quorum for a meeting.

- iv. ***Voting***

- Each director shall have one vote and it shall not be cast by means of a proxy. All decisions of the Board of Directors shall be by a simple majority vote of all the directors. Each director shall cast a vote or formally abstain from voting. In case of an even number of Board of Directors and a tie in voting, the President shall have the power of casting an additional tie-breaking vote.

- v. ***Minutes***

- Minutes of the meetings shall be distributed to all board members within 3 business days and published for the information of the members of MHMA within five business days.

- vi. The Board of Directors and Board of Trustees will meet at least once per quarter to provide each other updates.

## **2. Election of the Board of Directors**

### **a. Election**

The members of the Board of Directors shall be elected by MHMA members on the second Saturday of October. The election date may be changed by the Election Commission within a reasonable time to accommodate logistics in scheduling. The term for the elected Board of Directors shall begin on the second Saturday of November or 30 days after the election. Board members are elected by whoever has the largest number of votes for a position. The named positions are President, Treasurer, and Secretary. Other positions are on an as-need basis.

### **b. Term Duration**

The term for Directors would be 4 years with the initial term staggered by 2 years to ensure that no more than half of the Board of Directors positions are up for elections. The election commission shall define the criteria (or positions) that will serve for 2 years in the initial term.

### **c. Terms**

There shall be no term limit for all positions of the Board of Directors.

### **d. Eligibility**

In order for a person to be nominated and elected as a member of the Board, he/she must be of voting age, a U.S. citizen or U.S. legal permanent resident and have been a member, in continuous good standing of the MHMA for at least 1 full year on the 1st of October of the year in which the election is to be held and has been a resident of Mountain House and paid member of minimum dues (as determined by the BOD) of MHMA for the current year.

### **e. Restrictions:**

v. Spouses shall not simultaneously serve on the Board of Trustees or on the Board of Directors, nor shall one spouse serve on the Board of Trustees while the other one serves on the Board of Directors or vice versa.

vi. No current member of the Board of Trustees shall be a member of the Board of Directors or vice versa. However, a member of the Board of Directors can serve as a member or a chairperson of a committee.

vii. Any member of the Board of Directors shall not serve in any other local organization that may create a conflict of interest.

viii. A board of director member may not be an employee of or contractor to MHMA or another masjid/Islamic Center nor receive compensation of any form from MHMA.

### 3. Removal from the Board of Directors

- a. The Board of Directors may remove one of its members from his/her position as a member of the Board if he/she fails to attend four consecutive duly scheduled monthly meetings of the Board without any excuse and prior notice to the Board. Should the number of consecutive absences be six even with an excuse and written notice to the board, the board shall explicitly vote on the continuation or dismissal of that board member, by a two-thirds majority vote.
- b. A member of the Board of Directors may also be removed from his/her position for reasons of conduct unbecoming of a Muslim. The Board of Trustees shall initiate the removal process and shall seek the guidance of at least 10 elder members of the community before taking the action. The Board of Trustees' decision has to be unanimous and is final.

### 4. Duties of the Directors

Duties and responsibilities of the members of the Board shall be as follows:

#### a. President

The President shall be responsible for the day-to-day activities of the board as defined below. He/she shall:

- i. Preside over the meetings of the Board of Directors
- ii. Present reports about the MHMA's work at the general body meeting
- iii. Approve all payments over \$1k issued by the Treasurer
- iv. Institute various statutory and non-statutory committees of MHMA
- v. Act as Board of Directors representative

#### b. Secretary

The Secretary shall be the official custodian of all operational records of MHMA. Specifically, he/she shall:

- i. Record and maintain the minutes of the meetings of the Board of Directors.
- ii. Ensure that all operational documents as required by law for the legal operation of a non-profit 501 c(3) organization - policies, reports, compliances, certificates, etc., are properly kept up to date and filed with appropriate authorities.
- iii. Be responsible for mailing all notices of the meetings and other activities of the board.
- iv. Be responsible for co-signing with the President all operational documents as identified above.
- v. Maintain updated records of all members, their current mailing and email addresses, and their telephone numbers.

c. Treasurer

The Treasurer shall be the official custodian of the operational finances and accounts of MHMA. Specifically, his/her duties shall include:

- i. Preparation of the annual budget and the annual financial report of MHMA including committee, school, and other budgets.
- ii. Receipt and custody of all monies and securities belonging to MHMA.
- iii. Collection of membership dues and maintenance of updated financial records.
- iv. Maintaining MHMA's operating bank accounts. Co-signing with the President all the operations checks and drafts of MHMA, as appropriate.
- v. Preparation of written financial statements of MHMA and their release to the members of MHMA. These shall be audited by an accredited professional.
- vi. Maintain accounts related to construction, endowment accounts, Karze hasana and Murabaha.
- vii. The treasurer shall designate an assistant Treasurer who will have full access to all operational finances and accounts.

## **Article VIII – Management of the Operations of MHMA.**

### **1. General Body**

All voting members in good standing shall constitute the General Body of the MHMA.

### **2. Annual Meetings**

- a. The annual General Body meetings shall be held yearly, in an election year they shall be held at least 4 weeks prior to elections.
- b. General Body meetings shall be called by the Secretary and presided by the President. 3. Members shall be informed about the time and place of a meeting at least 4 weeks prior to the meeting.
- c. Quorum is defined as 25% (one quarter) of the General Body
- d. If the quorum is not met at any meeting, then the Secretary shall determine the time and date between 14 – 21 days later or a reasonable amount of time as per the situation and notify active members. If the quorum is not met at the rescheduled meeting, the meeting shall be rescheduled until the quorum is met.
- e. The following items shall be discussed and presented to the General Body at the annual meeting by the MHMA Board of Directors:
  - i. Minutes of the last annual meeting
  - ii. Annual reports by the President, describing the previous year's accomplishments, current status, future plans, next year's budget, and other matters deemed necessary
  - iii. The Treasurer's report
  - iv. Reports on standing committees
  - v. Question and answer session
  - vi. The Board of Trustees can add additional agenda items by approval of a simple majority of the BOT

### **3. Special General Body Meetings**

- a. A simple majority of the Board of Trustees or the Board of Directors, or 30% of the General Body can request the board for a special meeting. Such a meeting will be held within four weeks of such a request
- b. A petition shall have to be prepared and delivered to the Secretary stating the purpose for such a meeting
- c. Members shall be informed about the time and place of the meeting at least 2 weeks prior to the meeting



- d. The President shall chair the meeting and at least half of the board plus one member of the Board of Directors have to be present for a quorum.
- e. If the quorum is not met, the meeting is required to be rescheduled.
- f. A member in good standing can request the membership list with just names

#### **4. Election Commission**

- a. The election shall be held every other year for the Board of Directors and Board of Trustees and shall be conducted by a 3-member Election Commission. Members of the commission must be members of MHMA and will be chosen jointly by the Board of Trustees and Board of Directors, excluding those members that are up for re-election, at least 60 days prior to the election. A member of the election commission may not be nominated for any position of the Board of Directors or Board of Trustees. Similarly, a member of the sitting Board of Directors or Trustees may not serve on the Election Commission without first resigning from his/her position on the Board. Any objections to the choice of Election Committee members shall be submitted to the Board of Trustees within 2 weeks of the announcement. The Board of Trustees and Board of Directors reserve the right to consider the objection or not.
- b. The election commission is responsible for holding free, fair, and transparent elections abiding by the bylaws. The procedures must be made public to MHMA voting members.
- c. In matters of procedures and any disputes related to the elections, the decision of the Election Commission shall be final and binding on all concerned, provided they are in conformity with these Bylaws.

#### **5. Election Procedures**

- a. The Election Commission shall be responsible for holding fair and impartial elections in a timely manner. To this end, the commission shall send a notice of the annual elections, clearly specifying the timetable for holding the elections, at least six weeks prior to the date of the elections.
- b. The commission shall solicit written nominations from the voting members of MHMA on official MHMA nomination forms. These forms shall be sent to the members of MHMA along with the election notice. The commission shall take appropriate steps to encourage qualified members of MHMA to volunteer for service on the Board.
- c. All nominations shall be proposed by at least two, (self-nomination is allowed) voting members of MHMA and agreed to by the nominee in writing. A person can only be nominated for one position. 4. The role of the election commission shall be supervisory and impartial. It shall not recommend anyone from amongst the qualified and valid nominees for any position on the Board.
- d. Names of all the qualified candidates for each position on the Board of Directors/Trustees shall be sent by official email or other prevalent means of communication to all the members of MHMA at least three weeks before Election Day.

- e. Candidates shall be allowed to withdraw their names from consideration for election at any time before the election.
- f. Candidates shall be provided an opportunity to address and or/communicate with members of MHMA before the elections in a manner defined by the election commission.
- g. In case there are no nominations for President, Secretary and Treasurer by the nomination date, then either -
  - i. one of the candidates changes their nomination to fill the position
  - or
  - ii. the current position holders continue to serve for the next term.
- h. If there is only one new nomination for a named position, then the incumbent will automatically be on the ballot for that named position.
- i. Each member may vote on the Election Day, by secret ballot, for one candidate for each board position that is up for election. No member may vote by proxy.
- j. Paper copies of ballots shall be kept by the election commission for up to 60 days post-election date. 13. Results of the election shall be formally announced on the floor as soon as the counting of the ballots by the election commission is complete on the day of the election.

## **6. Election Timeline**

- a. Elections are to be held every two years on the 2<sup>nd</sup> weekend of October for open positions. 2. New members are effective in their role on the 2<sup>nd</sup> Saturday of November.
- b. Election commission will be set up 60 days prior to elections.
- c. Election timetable will be sent to members 6 weeks before the election.
- d. Qualified candidate list of those seeking election will be sent to members three weeks before the election.
- e. Election commission will set up an introductory meeting between candidates and members of MHMA
- f. List of qualified members eligible to vote provided to the election commission by the Board of Directors at least two weeks prior to the election date.
- g. The election commission can reasonably change the timetable for logistics reasons.

## **7. Vacancy**

In case of a vacancy arising for the President, Secretary or the Treasurer, the board may appoint from the existing Board Members to fill that vacancy until the next elections. In case of a vacancy arising in any other position on the Board, for any reason, the Board of Directors shall have the

authority to appoint a voting member of MHMA to that position until the next elections. Such an appointment shall not disqualify the appointee from contesting for a position on the Board in the immediately following elections.

#### **8. Handling of Charge**

The new members of the Board of Directors shall take charge of their positions within four weeks of the formal announcement of the results of the elections. The formal succession and handing over of the charge of the Board of Directors shall include operational matters including the following:

- a. Membership and mailing lists.
- b. Records of the meetings of the Board of Directors.
- c. Records of correspondence.
- d. Account ledgers, check books and bank records for operations.
- e. An inventory of the assets of the association.
- f. All operating assets as recorded in the inventory.
- g. All other relevant material.

## **Article IX – Amendments to the Bylaws**

An amendment to the bylaws can be proposed by any MHMA member. The amendment has to be proposed in writing and first approved by at least 33 % of MHMA members (excluding current BOD and BOT) and then carried by a two-thirds majority of the board of directors and by a simple majority of the board of trustees within 8 weeks' time to be considered as adopted as a part of the bylaws.

## **Article X – Major Assets and Liabilities of MHMA**

### **1. Definitions**

- a. MHMA assets are categorized as below based on their purchase value
- b. Category I - up to \$5000
- c. Category II - between \$5001 and \$50,000
- d. Category III - greater than \$50,000

### **2. Acquisition and Disposal of Assets**

- b. Assets in category I can be acquired/disposed the by the board of directors without any additional approval.
- c. Assets in category II must require approval by both board of directors and board of trustees.
- d. Assets in category III must require approval by the board of directors, board of trustees, and at least 33% of the MHMA members.

## Article XI – Committees

1. The MHMA shall have statutory committees in order to assist the Board of Directors and Board of Trustees and encourage larger community involvement in the administration and operation of MHMA. The goals, objectives, and budget of the committees shall be set on an annual basis by the board of directors.
2. The committees shall be appointed by the Board of Directors (with the exclusion of Construction and Religious committees which will be appointed by the Board of Trustees) for a period of one year and can be extended from time to time. Such appointments shall be on a voluntary basis and the chairpersons of the committees shall be responsible for taking the initiative in recruiting members for them.
3. The board of trustees may instruct the board of directors to form a committee for a special purpose and specific time, to report to the board of trustees.
4. Statutory committee appointments for the listed committees below shall be finalized and announced to the members of MHMA within six weeks of coming into office of a new Board of Directors. BOD may choose to announce additional committees as per need basis at any time of the year
5. One or more board of directors shall be ex-officio, non-voting member of all the committees of MHMA.
6. All committee members must be MHMA members.
7. The MHMA shall have the following committees. Unless otherwise stated all committees report to the Board of Directors.

- a. The Facilities Committee

This committee shall be responsible for the smooth operation of the facility. It shall also oversee the upkeep and maintenance of the facility.

- b. The Religious Committee

This committee will be selected from the community members who have good religious understanding and shall be responsible for operations of the Masjid including managing the daily, Juma and Ramadan prayers, and recommend to the BOD/BOT a list of reputed and practicing ulema (Islamic Scholars) and religious figures as Khateeb. In addition, this committee shall be responsible for the development and maintenance, and operations of the library.

- c. The Educational Committee

This committee shall be responsible for operations pertaining to the Sunday school and any other educational activities.

- d. The Finance Committee

This committee shall be responsible for fundraising activities for MHMA, and for supervising the financial management of the operational assets and liabilities of the MHMA. The Treasurer shall be a statutory member of the committee.

e. The Events Committee

This committee shall be responsible for developing, organizing, scheduling, and executing all social activities for MHMA including but not limited to family nights, seminars, conferences, etc.

f. The Community Relations Committee

This committee shall be responsible for public relations and liaison with other Islamic and non-Islamic and interfaith organizations. It is also responsible for all activities involving various outreach groups and media.

g. Communications & Marketing Committee

This committee will be responsible for the communication of MHMA news, events, and other important information of interest to the MHMA community via electronic communication and the Internet. They will also prepare the necessary collateral.

h. The Youth Committee

This committee shall be responsible for organizing youth activities at MHMA.

## **Article XII – Finances**

1. The operational finances of MHMA shall be handled by the Treasurer, who reports to the Board of Directors.
2. Generally accepted accounting procedures shall be used for maintaining the ledgers and accounts of MHMA.
3. Acceptance of grants, donations, gifts, and contributions on behalf of the MHMA shall be conditioned on such acceptance not being in violation of the goals and objectives of the MHMA, these bylaws, and the State and Federal laws regulating such awards and their usage.
4. The accounts and ledgers of the MHMA shall be open to all voting members of MHMA. They shall be made available for inspection during the General Body meetings and upon request at other reasonable times upon written request. Donor names and amounts will remain confidential and only available to select members of the Board of Directors or Board of Trustees on a need-to-know basis and under no condition will they be made public or made available to members.
5. The treasurer in consultation with the Board of Directors and Board of Trustees shall be responsible for the selection of appropriate California based financial institutions for handling MHMA's operational funds.
6. Monies received on behalf of MHMA shall be deposited directly into MHMA's bank account(s), and under no circumstances, shall be kept in the private accounts of its members for any period of time.
7. No indebtedness on behalf of the MHMA shall be undertaken by any member, without explicit prior approval from the Board of Trustees and board of directors.
8. The Board of Directors may, at its discretion, establish procedures to waive the membership fee for those members who can demonstrate financial hardship. The details of such waivers shall be kept confidential and shall not be made public in any release of an account of the MHMA finances.
9. The Board of Directors shall determine the compensation of any and all paid employees of the MHMA, except those in a full-time or part-time religious capacity of over 20 hours per week which shall be done by the board of directors and board of trustees.
10. All financial transactions will be Shariah compliant.



## Revision History

Date	Version	Comment
Oct 2020	Initial draft proposal	Proposed by Ahmed Ahmadein
1/13/2021	The first revision to draft	Saif Islam, Ahmed Ahmadein
June 2021	The first complete proposal adopted by the board	MHMA Board
06/27/2021	Draft shared with the community for feedback	MHMA Board
11/21/2021	Cumulative feedback received	Bylaws Committee
05/05/2022	Final Bylaws Adopted by Board and Committee	Board and Committee
07/05/2022	Formatting and punctuation correction	Umar Sear BOD President