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

Constitution of the

<Islamic Center / Organization Name>

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Verily all praise is due to Allah سبحانه و تعالى – Glorious and exalted is He. We praise Him, seek His aid, ask for His forgiveness, and turn to Him in repentance. We seek refuge in Allah سبحانه و تعالى from the evil in our own souls and from our evil deeds. Whoever Allah سبحانه و تعالى guides, no one can misguide, and whoever He misguides, no one can guide him. We bear witness that there is no deity that has the right to be worshipped except Allah سبحانه و تعالى alone, without any partner. And we bear witness that Muhammad ﷺ – peace and blessings be upon him – is His servant and His messenger. May Allah سبحانه و تعالى send praise and peace upon him, his family, his companions, and those who follow them in good to the Day of Judgement.

# Preamble

We, the members of the <Islamic Center / Organization Name>, in the State of Texas, united by our faith in Allah سبحانه و تعالى – Glorious and exalted is He – and guided by the divine teachings of the Holy Qur'an and the authentic Sunnah of Prophet Muhammad ﷺ – peace and blessings be upon him – do hereby declare and establish this Constitution as the cornerstone of our community. We affirm our unwavering belief in Islam as a comprehensive and eternal way of life, encompassing all aspects of our individual and collective existence.

This document, referred to as the 'Constitution,' governs the operation and affairs of the <Islamic Center / Organization Name>, Texas (hereafter '<ORG>'). <ORG> is a non-profit organization established under the Texas Non-Profit Corporation Act. Its structure comprises:

* General Body – Majlis-e-Aam: Constituting the membership base of <ORG>, it encompasses all registered Muslim residents of Dallas-Fort Worth Area.
* Board of Directors – Majlis-e-Shura (Shura): Responsible for leadership and oversight, the Shura is elected from, elected by, and accountable to the Majlis-e-Aam.
* President of <ORG> (Amir): Implements decisions made by the Shura and exercises diligent oversight of day-to-day activities of <ORG>.
* Community: Encompasses everyone; Muslims as well as those interested in learning about Islam, shall be able to participate in and benefit from <ORG>'s activities and services.

**Note: Article 2 of this constitution cannot be amended under any circumstances, and no part of the constitution shall be in violation of Article 2, ان شاءالله – God willing.**

# Article 1 – Identity

## Name

1. The name of this organization shall be <Islamic Center / Organization Name>, with the acronym <ORG>.

## Location

1. The primary office of <ORG> shall be within Dallas-Fort Worth Area.
2. As outlined in Article 6, the electoral process for the Shura shall be conducted exclusively among Muslim members. Only eligible individuals that actively participate at the <ORG>, shall be nominated, elected, and serve on the Shura.

## Facilities

1. Upon acquisition, all real estate properties of the <ORG> shall be employed in a manner that maximizes benefit for the general Muslim community.
2. The Shura shall hold exclusive authority over the acquisition, utilization, maintenance, and operational procedures of all such properties.

# Article 2 – Nature

## Purpose

1. <ORG> has been formed exclusively for religious, charitable, and educational purposes. All its activities shall be in accordance with the Holy Qur’an and Sunnah of Prophet Muhammad ﷺ – peace be upon him – as documented in the authentic books of Hadith and Fiqh. <ORG> shall strive to strengthen and reinforce the faith of all Muslims in the Oneness of Allah سبحانه و تعالى – Glorious and exalted is He, the Holy Qur’an, and the authentic Sunnah of the last prophet of Allah; Prophet Muhammad ﷺ – peace be upon him. There shall be no contradictions to this Clause in any activity of <ORG> or any amendment to this Constitution.
2. <ORG> shall be a nonprofit organization which shall qualify as a tax-exempt entity under Section 501(c)(3) of the Internal Revenue Service Code.

## Objectives

1. <ORG> shall dedicate itself to the preservation and promotion of Islamic values and traditions. Through social and religious activities, the <ORG> will endeavor to foster an environment that strengthens the Islamic faith of its members and encourages active participation in religious practices.
2. To advance and disseminate Islamic knowledge, the <ORG> shall actively pursue the establishment and administration of a diverse range of institutions including but not limited to Masjid / Musallah(s), Islamic center(s), school(s), libraries, institutions of higher learning.
3. To serve the multifaceted needs of its community, the <ORG> may establish cemeteries, funeral facilities, community centers, childcare centers, and health centers. Additionally, the <ORG> may consider establishing chapters in adjacent communities pursuing similar objectives, strengthening its reach and impact. Moreover, the <ORG> shall strive to invest within its means such that it moves towards financial independence for all operating costs.
4. Committed to fostering positive relationships and mutual understanding, the <ORG> will actively engage with other communities and promote interfaith dialogues. Moreover, the <ORG> will engage in Islamic Dawah (the call) through appropriate and respectful means of communication, aiming to share the essence of Islam with the broader community.
5. Acknowledging the strength in unity, the <ORG> will seek collaboration with other Islamic communities and organizations sharing similar goals. The <ORG> will actively establish channels for communication, coordination, and cooperation to support collective efforts and maximize overall impact.
6. In accordance with the principles outlined in the Holy Quran and Sunnah of Prophet Muhammad ﷺ – peace and blessings be upon him, the <ORG> will undertake the responsible collection and distribution of Zakat-al-Maal, Zakat-al-Fitr, Sadaqah, and other forms of donations. These resources will be directed towards supporting the needs of the Muslim community and fulfilling charitable obligations.
7. To maintain unity within the Muslim community of the Dallas-Fort Worth area, particularly regarding crucial Islamic observances like Ramadan, Eid-al-Fitr, and Eid-al-Adha, the <ORG> will collaborate with the Islamic Association of North Texas (IANT) as necessary.

# Article 3 – Organization

1. The governance of the <ORG> shall be vested in two principal bodies, as defined in the following clauses.
2. Majlis-e-Aam comprises of all registered members of <ORG> as outlined in Article 5. It holds the ultimate authority within the organization, with its decisions serving as final and binding. However, all decisions must conform to the principles enshrined in the Holy Qur’an and Sunnah of Prophet Muhammad ﷺ – peace and blessings be upon him.
3. Majlis-e-Shura consists of seven (7) elected members, including the Amir. The Shura collectively bears overall responsibility for the affairs of <ORG>. The Amir carries strong accountability mechanisms, including reporting to the Shura and Majlis-e-Aam on a regular basis and adhering to policies and regulations established by these bodies. The Shura may, in accordance with Article 2, establish offices, committees, and subcommittees to facilitate the achievement of the organization's goals and objectives.

# Article 4 – General Rules

1. The rules under Article 4 are applicable to all entities associated with <ORG>, including any chapters, branches, committees, subcommittees, members, non-members, guests, employees, and contractors of <ORG>.
2. <ORG>’s official medium of communication shall be in English and <ORG> shall serve all Muslims regardless of their native language, ethnicity, or country of origin.
3. The Shura may accept on behalf of <ORG>; any property, whether real and/or personal, by way of gift, bequest from any person, firm, trust, or corporation. Such property is to be held, administered, and disposed of in accordance with and pursuant to the provisions of this document. However, no gift, bequest or any such property shall be received or accepted if it is conditioned or limited in such a manner as to require the disposition of income or property for any purpose other than the purpose set forth in Article 2 hereof, or in violation of any local, state, and federal laws.
4. No person may be elected to the same office for more than two (2) consecutive full terms. The length of the term is defined in Article 6, Clause 7.1.
5. No person may be elected as Amir more than twice in his lifetime.
6. <ORG> shall carry liability insurance. Members of the Shura and volunteering members of each office are not individually or collectively liable for the actions of the Shura or volunteering members of each office.
7. Shura members, heads of each office (excluding the Imam), and all designees shall serve in a pro bono capacity, meaning they will not receive any salary, remuneration, compensation, or wages for their services to the <ORG>. Additionally, to ensure ethical conduct and minimize potential conflicts of interest, Shura members shall abstain from engaging in any business transactions with <ORG> or participating in any competitive bidding processes for the provision of paid services to the organization.
8. All original legal documents of <ORG> shall be kept in a safe deposit. The Amir and his designee shall always have access to this box. Copies of such documents shall be kept on the premises of the primary office of <ORG>. Such documents as a hard copy shall be available to the registered members for general viewing within a week of written request and a soft copy shall always be available for members to see through a secure online portal. The Shura may restrict disclosure of certain personal information.
9. The relationship between <ORG> and other legal organizations pursuing similar objectives as specified in Article 2 shall be governed by a Memorandum of Understanding (MOU). Such an MOU shall be signed by the authorized representative, in consultation with the Shura, of both organizations and implemented thereafter. The purpose of MOU is to allow the members of each organization to enjoy the benefits of other organizations without becoming a member of that organization. However, such benefits shall not include voting rights.
10. All members shall observe the Islamic code of conduct and ethics in all proceedings, meetings, and activities of <ORG>.
11. All interactions between the community, including emails, letters, SMS, verbal, etc. shall be truthful, polite, tolerant, and respectful between all members of the community.
12. Necessary and permissible communication in the Masjid prayer hall or Musallah shall be in a soft and polite voice. The Adhan and Khutba shall be the only communications performed loudly.
13. Trade, business dealings, and exchange of money in the Masjid prayer hall or Musallah is prohibited.
14. Overnight stay in any facility under <ORG> shall not be allowed for safety and security reasons of all members, except in the exceptional circumstances approved in accordance with policies by the Shura. If the overnight stay is intended as Itiqaf (prayer in isolation), the approval from Shura is still required.
15. In conformity with the city regulation, the Adhan (call for prayer), and other events and announcements shall be limited to inside the facilities operated by <ORG>, including but not limited to the Masjid, Musallah, Community Center, School, and any indoor facility. In the event of an approval from the city, the Adhan shall then be performed such that it can be heard in the surrounding areas as well.
16. Communication or behavior that is violent, criminal, abusing, or one that violate local, state, or federal laws shall not be tolerated and may be grounds for exclusion from premises of <ORG> facilities and appropriate law enforcement agency may be informed for necessary actions.

# Article 5 – Membership

1. Membership for <ORG> is open to all Muslims who subscribe to the purpose and objectives set forth in Article 2. Muslims of age 12 and above shall be allowed to register with <ORG>.
2. Registered members who are 18 and above are eligible to vote for electing the Amir and Shura members and participate in the proceedings of the Majlis-e-Aam.
3. Each Muslims individual shall register for their own membership.
4. Members who are under 18 shall be encouraged to participate and be involved in all activities and matters of <ORG>, with the exception of the following privileges: members under 18 shall not vote, nominate, get nominated, or participate in amendment of the constitution.

# Article 6 – Elections

## Basics

1. An Election Commissioner shall be appointed by the Shura sixty (60) days before the election day. The Election Commissioner, in consultation with Shura, shall choose two members outside the Shura to serve on the commission. The Election Commissioner and his commission shall not consist of members who intend to be candidates themselves or are immediate relatives of any candidate for the upcoming elections.
2. Only members who have registered with <ORG> and are aged 18 or above prior to the election day shall be allowed to vote. Proof of residency within Dallas-Fort Worth Area shall be required through government issued identification documents showing full name and address clearly.
3. Registered members shall be at least twenty-one (18) years of age.
4. Elections shall be conducted at the end of the term on the last weekend of November and newly elected officials shall take oath and start office effective after Zuhr prayer on the last weekend of December, preferably after Jum’ah prayer. The oath shall be at the Masjid and shall consist of the Shahada and an affirmation of serving the community and Majlis-e-Aam.
5. Early voting or the election day voting shall be conducted either in person or through a secure web portal.

## Election Commission

1. Election commission shall adopt the following procedures:
   1. Seek nominations at least forty-five (45) days prior to the election day.
   2. Announce the final list of candidates for respective offices at least thirty (30) days prior to election.
   3. Provide an opportunity, in-person or through a secure web portal, for early voting for those who may not be able to vote on election day. Early voting may begin right after the final list is announced and may end one week before election day.
   4. Count the ballots (early votes and election day votes) in public, announce and document the election results.
   5. All election ballots and records shall be maintained by the Shura for a minimum period of six (6) years at.
   6. If the conditions on the election warrant postponing election due to reasons beyond control of the election committee (such as inclement weather or community emergency), it may be postponed to the following Sunday till the election is held.

## Elected Officials

1. Elected officials must serve under the following terms:
   * 1. The term of the Shura including Amir shall be three (3) years.
     2. Any vacancy in the elected office shall be filled in accordance with Article 6, Clause 7.3. The term of the vacant position that was filled shall be for the unexpired term only.
     3. The most recent election results shall be used to fill a vacancy. The person with the highest number of votes who was not elected shall be offered the vacant position. If such a person is not available or declines the position, then the individual with the next highest number of votes shall be offered the vacant position. The procedure shall be repeated until the vacant position is filled. If the vacant position is not filled through this process, then the Shura in consultation with the Imam, if available, is authorized to fill the vacant position including the Amir within thirty (30) days through an appointment provided that the remaining term is less than twelve (12) months.

## Special Elections

1. If there is need for special elections, the following terms must be applied:
   * + 1. Special elections shall be held only if the unexpired term of the vacant office is more than twelve (12) months. The procedure outlined in Article 6 shall be followed to fill the vacancy through special elections.
       2. If any position including the Amir cannot be filled through Article 6, Clause 7.3, a special election shall be held. If the vacant position is that of the Amir, the Imam shall serve as Amir until this position is filled through a special election. If Imam’s position is vacant or the Imam is absent during this term, the Shura members shall elect the Amir among themselves until the special election is held.
       3. In case the entire Shura including the Amir resign or are terminated, the Imam shall take charge of the responsibilities of the Amir and carry out the affairs of <ORG> until a new Amir and Shura are elected in accordance with Article 6, Clause 8. If the Imam’s position is vacant, the last Election Commission shall take charge of the affairs of <ORG> until a new Amir and Shura are elected in accordance with Article 6, Clause 8.

## Year of Establishment of the Constitution

1. During the initial period between the signing and establishment of this Constitution and the first regular election as defined in Article 6, Clause 4, an interim Shura, and Amir shall be elected in accordance with the procedures outlined in Article 6, Clauses 2, 3, 5, and 6.
2. The Majlis-e-Aam shall volunteer along with the Constitution Committee and agree upon an Election Commission within thirty (30) days of establishment of this Constitution. The Commission should be accepted by at least two-thirds (2/3) registered members of Majlis-e-Aam of <ORG>.
3. The Election Commission shall gather nominations and announce a date for elections ensuring that the Shura including Amir are elected within ninety (90) days of establishment of this Constitution.

# Article 7 – Electoral Qualifications

1. Candidates for the Shura and Amir shall be practicing Muslims who frequent the Masjid / Musallah under <ORG> for daily congregational prayers apart from the Jum’ah prayers. This condition shall apply to the nominator, the nominee, and the members of the Election Commission.
2. Candidates for the office of Amir must have lived in Dallas-Fort Worth Area for at least two (2) years before nomination.
3. Candidates for the office of Shura must have lived in Dallas-Fort Worth Area for at least one (1) year before nomination.
4. Candidates running for Amir shall not hold or accept any position such as Chairman, Chairman-elect. President, President-elect, Vice President, or Treasurer in any other Islamic / Muslim organization during the term of the office. Violation of this Clause may result in termination and disqualification for future nominations as well.

# Article 8 – Roles and Responsibilities

## Majlis-e-Aam

1. The Majlis-e-Aam (General Body) of <ORG> is the final authority which shall determine the course of action of all issues presented. The Majlis-e-Aam elects the Amir and members of the Shura and authorizes them to administer the affairs of <ORG> in accordance with this Constitution.
2. The Majlis-e-Aam holds the authority to dismiss any elected member of the Shura, including the Amir. A no-confidence vote against elected members must be approved by a simple majority (51%) of the Majlis-e-Aam present at the meeting after satisfying the quorum requirements as provided in Article 10.
3. Acquisition or liquidation of any assets in excess of $100,000 (one hundred thousand dollars) must be approved by the Majlis-e-Aam.

## Majlis-e-Shura and the Amir

1. The Shura (Board of Directors) shall be responsible for providing policy guidelines for programs and activities of <ORG>.
2. The Shura shall strive for all decisions through consensus, however majority vote of the Shura shall always prevail. However, the Shura and the Amir shall be completely accountable to the Majlis-e-Aam.
3. The Shura shall formulate long-term planning of <ORG> if there is none at the moment, or if the previous plan has been completed. An integrated six (6) year plan detailing activities and the resource requirements shall be presented at the annual Majlis-e-Aam meeting.
4. The Shura shall meet at least once a month. The meetings shall follow the guidelines prescribed in Article 10, Clause 1 including the parameters of the minutes of the meeting.
5. The Shura must maintain all records and documents of <ORG> including but not limited to deeds of trust, leases, marriages, births, deaths, divorces, list of registered members, financial records, and details and contracts of hired employees of <ORG>.
6. The Shura shall be responsible for all financial activities including but not limited to fundraising, collection, and distribution of Zakaat-al-Maal and Zakaat-al-Fitr as well as other donations.
7. The Shura may hire or terminate employee(s) of <ORG> as required to efficiently run the operations of <ORG> on such terms and conditions as the Shura deem fit.
8. The Shura shall be authorized to obtain bids, execute, and award contracts. Any contract work over $10,000 (ten thousand dollars) shall require at least three bids, with consensus and approval from all members of Shura.
9. The Shura and the Amir shall hand over all original documents, assets, access to safe deposit, and action items to the succeeding Shura and the Amir. The succeeding Shura shall implement the written commitments of the previous Shura as long as these commitments are within the framework of Article 2.
10. Any Shura member who is absent without prior notification for three consecutive meetings shall automatically lose the office and the vacancy so created shall be filled in accordance with Article 6. Clause 7.3.

## Amir

1. The Amir shall conduct and preside over all meetings of the Majlis-e-Aam and the Shura.
2. The Amir shall present an annual report to the Majlis-e-Aam through a meeting, and should also make it available via a newsletter, online portal, or any medium deemed appropriate.
3. The Amir shall sign all documents on behalf of the Shura, under consultation with the Shura.
4. The Amir shall ensure all decisions made by the Shura are implemented.
5. The Amir may execute any deeds, contract, or other instruments the Majlis-e-Aam has authorized.

## Office of Religious Affairs and the Imam

1. The Imam under the Office of Religious Affairs is to lead the community in all religious and spiritual matters of the community. Imam is the custodian of the Mihrab and the prayer hall. The Imam shall appoint a voluntary designee from Majlis-e-Aam to assist in his duties as well as serve as an understudy. All activities and programs in the prayer hall shall be carried out with his or his designee’s consent.
2. The Imam shall possess strong knowledge of Qur’an and Sunnah of Prophet Muhammad ﷺ – peace and blessings be upon him. He shall preferably be a Hafiz-e-Qur’an, be fluent in Arabic and English, and shall provide reference for any previous experience and training. The Imam shall maintain a team of voluntary members of Majlis-e-Aam as secondary Imams.
3. No person, committee, or Shura may over-rule the Imam in religious affairs.
4. The Imam shall reside in immediate surrounding areas or under 10 miles of the Masjid and must lead all prayers on time.
5. The Imam shall perform by himself or through his voluntary designee, all religious rituals, ceremonies, and duties including but not limited to; leading the daily prayers, Jum’ah (Friday) prayers, Taraweeh prayers in Ramadan, Eid prayers, funeral prayers, perform marriages, or any other duties pertinent to the office of Imam. The Imam may give fatwa, if qualified.
6. The Imam may assist any voluntary Khatib in drafting their khutba (sermon) for secondary Juma’ah prayers, if any.

## Appointment of the Imam

1. Shura shall appoint a committee consisting of at least three (3) volunteer members for the selection of Imam who shall make a final recommendation of the Shura. This committee shall consist of people like ex-Amir and respected senior community members knowledgeable in Qur’an and Sunnah of Prophet Muhammad ﷺ – peace and blessings be upon him.
2. The committee shall seek applications for the full time Imam, make announcements, and may advertise for the position, contact Islamic organizations to invite applications, scrutinize the applications using the criteria established in Article 8, Clause 20. The committee shall separately invite maximum of three (3) prospective candidates to provide interaction with the community in the Masjid / Musallah by way of holding lectures and/or Jum’ah khutba (Friday sermon).
3. Shura shall seek approval for the final candidate from the Majlis-e-Aam in a meeting or by referendum and offer the position under contract clearly defining the terms, for an initial period of three (3) years. Renewable for the same period by the approval of the review committee and Majlis-e-Aam. If the candidate does not accept the position, the process is repeated to obtain Majlis-e-Aam’s approval for the next candidate from the list. If no candidate accepts, start the process again from Article 8, Clause 25.
4. In the absence of a permanent Imam, the Shura is responsible for finding volunteers from Majlis-e-Aam for Imams until a full time Imam is appointed. To perform the duties of the Imam, the Amir and volunteer Imams shall seek advice on Islamic rulings from resident Imam of the neighboring Masjid / Islamic Center.

## Office of Economic Affairs and the Treasurer

1. The Shura, with consultation and consensus, shall appoint one of the Shura members as Treasurer. The Treasurer shall appoint a team of maximum two (2) volunteer members from Majlis-e-Aam to aid in his responsibilities under the Office of Economic Affairs.
2. The Treasurer shall be responsible for all financial transactions, the annual budget, and financial reports. Any transaction other than the fixed cost shall have endorsement for the Shura.
3. The Treasurer and his team shall receive and give receipts for any currency or accounts payable to <ORG> from any source provided the receipts and payments are consistent with Article 2. Receipts issued for non-cash items shall not exceed the fair market value of the item donated.
4. The Treasurer alone shall write checks and distribute funds to discharge the obligations of <ORG>. Funds greater than $1000 (one thousand dollars) shall need the signature of the Treasurer and the Amir.
5. The Treasurer and his team shall maintain the financial books and records of <ORG> and keep separate ledgers for Zakaat-al-Maal, Zakaat-al-Fitr, Sadaqah, donations for upkeep and operations, donations for any special projects, etc.
6. The fiscal year of <ORG> shall begin on the first day of January and end on the last day of December of each year. At the end of the fiscal year, the Treasurer shall have <ORG>’s accounts and financial statements showing income and expenses, assets, liabilities, and net worth compiled and posted on <ORG>’s bulletin board, or as part of newsletter / online portal to Majlis-e-Aam.
7. A quarterly statement of income and expenses shall be prepared by the Treasurer and his team for review of the Shura and the Amir.
8. The Treasurer shall hand over all the accounts and books of <ORG> in the presence of the Shura to the succeeding Treasurer at the end of term or upon leaving the office.
9. The Treasurer shall file tax returns at the end of each tax year, when required.

## Office of Women Affairs and the Shaykhah

1. The Shura, with consultation and consensus, shall appoint one sister from Majlis-e-Aam as the Shaykhah, along with her husband as her voluntary designee to assist her in her duties under the Office of Women Affairs.
2. The Shaykhah shall be responsible to ensure appropriate representation of the sisters of <ORG>, and the voices of the sisters are heard in the Shura.
3. The Shaykhah and her designee shall be responsible to work with the Office of Educational Affairs to create programs and classes for the sisters of <ORG> to learn the Holy Qur’an, Sunnah of Prophet Muhammad ﷺ – peace and blessings be upon him, and the ways of Umm al-Muminin (Mothers of the Faithful).
4. The Shaykhah shall organize activities and events for the sisters of <ORG> to promote teamwork and involvement of all the sisters of the <ORG>.

## Office of Educational Affairs

1. The Shura, with consultation and consensus, shall appoint one of the Shura members as Head of Educational Affairs (HEA). The HEA shall appoint a team of maximum two (2) volunteer members from Majlis-e-Aam to aid in his responsibilities under the Office of Educational Affairs.
2. The HEA may hire teacher(s), lecturer(s), instructor(s) librarian(s), and any academics-oriented position if needed and justifiable. The approval of the Shura is required before creating a new position.
3. The HEA and his team shall be responsible for maintaining the <ORG> Library, if any.
4. The HEA and his team shall maintain and track a list of any voluntary Khatibs from Majlis-e-Aam in consultation with the Imam.
5. The HEA shall be responsible for contributing to the six (6) year plan to cover the aspects of educational activities and curriculum for the community.
6. The HEA and his team shall be responsible for acquiring books and literature materials for the <ORG> Library. Any purchase request can only be authorized by the HEA in consultation with the Shura.
7. The HEA and his team shall be responsible for organizing and managing any weekend courses, workshops, seminars, and classes on relevant topics of religious nature required by the community. No course, workshop, seminar, or class shall violate the parameters defined in Article 2.
8. The HEA and his team, with consultation with the Imam, shall ensure there is always a platform for the children of the Majlis-e-Aam to learn the Holy Qur’an and Sunnah of Prophet Muhammad ﷺ – peace and blessings be upon him.
9. The HEA may assist Imam or any voluntary Khatibs in selecting topics for drafting Jum’ah khutba (sermon) and provide research material if needed. The HEA may also procure, organize, and manage any external speakers as Khatib occasionally.

## Khatib Volunteers

1. All Khatib, excluding the Imam, shall be volunteers from Majlis-e-Aam of <ORG>.
2. The Khatib shall be responsible for drafting and delivering Friday khutba (sermon) within the parameters set in Article 2.

## Office of Technology Affairs

1. The Shura, with consultation and consensus, shall appoint one of the qualified registered members of <ORG> as Head of Technology Affairs (HTA). The HTA is recommended to be one of the Shura members, if no member from the Shura is a qualified engineer, then HTA shall be from broader Majlis-e-Aam.
2. The HTA shall maintain a team of volunteer software engineers, programmers, and IT specialists among the Majlis-e-Aam to work towards the technology goals of <ORG> as the Office of Technology Affairs. The HTA may hire developers and designers if needed and justifiable. The approval of the Shura is required before creating a new position.
3. The HTA and his team shall be responsible for maintaining the website, payment gateways, and technology infrastructure of <ORG>. All applications and their codebase created by the Office of Technology Affairs shall be intellectual property of <ORG>. All infrastructure and hardware procured by the Office of Technology Affairs are physical properties of <ORG>.
4. The HTA and his team shall be responsible for working on projects for the betterment of the community and the affairs of <ORG>. The projects can range from improving methods of receiving donations, to creating applications to assist the community. Any project developed shall have proper documentation and branching strategy, and the code structure shall be readable and follow established standards.
5. The HTA shall obtain approval of the Shura before provisioning technology infrastructure and assets that cost more than $50 one-time or have a subscription greater than $1 per month.
6. The HTA shall hand over all technology asset hardware, accounts, and root level accesses of <ORG> in the presence of the Shura to the succeeding HTA at the end of term or upon leaving the office.

## Office of Social and Public Affairs

1. The Shura, with consultation and consensus, shall appoint one of the Shura members as Head of Social and Public Affairs (HSPA). The HSPA shall appoint a team of maximum two (2) volunteer members from Majlis-e-Aam to aid in his responsibilities under the Office of Social and Public Affairs.
2. The HSPA and her/her team shall be responsible for the social media presence of <ORG> as well as activities that are within the parameters defined in Article 2, Clauses 6 and 7.
3. The HSPA and his/her team shall identify opportunities in public domain to present Islam in a good light and create opportunities for <ORG> to perform Dawah by organizing activities or participating in any event or expo, where applicable.
4. The HSPA and his/her team shall protect the external image of <ORG> and its community from misinformation due to Islamophobia or any other source.
5. The HSPA shall assist or the Shura and appropriate fundraising committees in setting up meetings with other Islamic Centers and Masajid or procure appointments for them in order to facilitate collaboration in fundraising for <ORG> and its causes.
6. The HSPA shall hand over all admin level access to the social media accounts of <ORG> in the presence of the Shura to the succeeding HSPA at the end of term or upon leaving the office.

## Committees and Subcommittees

1. Committees and subcommittees may be established or dissolved by the Shura in the respective areas. The responsibilities of all committees shall be within the framework of this Constitution.
2. No committee shall have authority to take any action outside the scope of authority delegated to it by the Shura.
3. All committees shall be composed of at least three (3) members including a Chairperson. It is recommended that the Chairperson be one of the Shura members but can be from broader Majlis-e-Aam as well.
4. All members of the committees and subcommittees shall be residents of Dallas-Fort Worth Area and a registered member of <ORG>. This condition can be waived by the Shura for a committee formed for fundraising or special events benefiting Muslims of other areas.

## Community

1. Individual members of the Shura, Majlis-e-Aam, and non-registered Muslims from the community shall safeguard <ORG>’s assets and facilities.
2. Each community member shall observe the Islamic code of conduct in dealing with each other and respect the authorities. The sanctity of the Mihrab, the prayer hall, and other facilities shall be observed in accordance with the injunctions of the Qur’an and Sunnah of Prophet Muhammad ﷺ – peace and blessings be upon him.
3. For any member or group found in violation of the Islamic code of conduct and rules of behavior or disturbing the peace and harmony in the Masjid / Musallah, or abusing <ORG>’s assets, or insulting the <ORG> authorities; the Shura in consultation with the Imam, may take an appropriate disciplinary action against such individual or group.

# Article 9 – Finances

1. The Shura shall maintain a non-interest-bearing account of <ORG> at a bank in Dallas-Fort Worth Area, or surrounding areas. This account shall be operated under the treasurer and Amir’s signatures.
2. The annual budget of <ORG> should be prepared before the annual meeting and must be presented in the annual meeting. Majlis-e-Aam can has the right to question and object to the annual budget.
3. Separate ledgers shall be maintained for separate financial activities, including but not limited to Zakaat-al-Maal, Zakaat-al-Fitr, Sadaqah, donations for upkeep and operations, donations for any special projects.
4. The Shura shall appoint a certified public accountant (CPA) to audit <ORG>’s accounts annually.
5. Donations and charitable contributions made to <ORG> shall be treated as final and irreversible to the extent permitted by law and in accordance with established ethical guidelines. <ORG> reserves the right to assess any potentially problematic conditions attached to a donation and may decline acceptance based on such concerns.
6. The validity of any loan or grant extended to <ORG> shall be contingent upon the formal execution of a written agreement that explicitly identifies the financial transaction as a loan or grant, respectively.
7. All financial information including ledgers and receipts shall be transparent and available for every individual members of Majlis-e-Aam for review at all times.

# Article 10 – Meetings and Quorum

## Basic Meetings

1. All meetings shall with a recitation from the Holy Qur’an and must end with a Du’a (prayer). The meetings shall be conducted in accordance with the Islamic code of conduct and ethics. All parties shall respect each other’s rights and obligations and any dispute shall be resolved in accordance with the arbitration procedure outlined in Article 10, Clause 8. Each meeting shall assign person from among the Shura to write minutes of meeting.
2. Minutes of these meetings shall be maintained and made available to all registered members for review within 5 working days after the meeting. The minutes of the meeting shall also be archived for future references.

## Annual Meetings

1. There shall be an annual Majlis-e-Aam meeting of <ORG> at the Islamic Center (if available) or at an appropriate place determined by the Shura to be held on the last weekend of December each year. The purpose of this meeting is to disseminate information to the community. The meeting shall be held after Zuhr prayer and shall be chaired by the Amir of the Shura. In the absence of the Amir, a Shura member designated by the Amir shall conduct the meeting. The following activities shall be conducted at this meeting:
   1. The annual report including the financial status shall be presented by the Amir or his designee.
   2. A budget for next year shall be presented.
   3. An update on the six (6) year plan shall be provided.
   4. No quorum is required, and no approval of any issue is required at this meeting.
   5. Non-registered members may attend the Majlis-e-Aam meetings as observers.
   6. Notification of meetings, including date, time, and place of the meetings shall be notified to all registered members by the best possible communication mediums: emails, letters, SMS, WhatsApp group, online portal, etc. It is the responsibility of the Shura and the Amir to ensure that Majlis-e-Aam is receiving these notifications.

## Special Meetings

1. The Amir is authorized to call for a special Majlis-e-Aam meeting, if (a) requested by signatures of twenty percent (20%) registered members or (b) through a resolution passed in the Shura meeting.
2. The Majlis-e-Aam is authorized to call for a special meeting to vote for no-confidence of any Shura member, including the Amir.

## Meeting Quorums

1. At least twenty percent (20%) registered members of Majlis-e-Aam of <ORG> constitute the quorum for Majlis-e-Aam meetings.
2. At least thirty percent (30%) registered members of Majlis-e-Aam of <ORG> constitute the quorum for an amendment to the Constitution as detailed in Article 12, Clause 3.
3. Meetings adjourned for lack of quorum must be reconvened within a reasonable time, not exceeding thirty (30) days.
4. A reconvened meeting does not need a quorum. However, the date, time, and place for the reconvening meeting shall be determined before adjournment of original meeting.

# Article 11 – Dissolution of <ORG>

1. At least fifty-one percent (51%) of the registered members of Majlis-e-Aam of <ORG> shall request the Shura in writing to call for a meeting to dissolve <ORG>. The Shura shall call for a meeting within sixty (60) days from the requested date. At least seventy-five percent (75%) of the registered members must be present and two-thirds (2/3) votes of the members of the Majlis-e-Aam present are required to dissolve the <ORG>.
2. Upon dissolution of the <Islamic Center / Organization Name>, the Shura shall dispose off all assets of <ORG> after paying or making provisions for the payment of all liabilities of <ORG>. In order to keep all the remaining assets locally where the members at large may benefit, the disposal of assets shall first be made to a local approved tax-exempt Islamic organization organized and operated exclusively for religious, charitable, and educational purpose.

# Article 12 – Amendments

1. Article 2 of this Constitution shall not be amended.
2. Other Article(s) and Clause(s) of this Constitution may be altered, changed, or amended under a special Majlis-e-Aam meeting specifically called for this purpose. Thirty (30) days written notice and an agenda including the text of the proposed Constitutional provision, as well as the text of any existing provisions proposed to be altered, amended, or repealed, must be made available to all registered members of Majlis-e-Aam of <ORG>. The annual meeting of the Majlis-e-Aam may also be utilized for this purpose provided that the registered members are notified in advance with details stated in this Clause.
3. At least thirty percent (30%) registered members of Majlis-e-Aam of <ORG> constitute the quorum for an amendment to the Constitution. A two-thirds (2/3) majority vote of members is required to adopt any amendment to the Constitution of <ORG>.
4. The amendment process may be initiated by the signatured of twenty percent (20%) registered members of the Majlis-e-Aam of <ORG>.
5. The proposed written amendments shall be reviewed by a Constitution Committee appointed by the Shura. The recommendations of this committee shall be made to the Majlis in writing.
6. The <ORG> Constitution must be reviewed every five (5) years by a Constitution Committee appointed by the Shura in order to adopt any changes, if needed.
7. This Constitution document shall not be altered with the adopted amendments and shall be left in its original form. All amendments adopted shall be attached to this original document. The adopted amendments shall reference the proper Article number, along with Clause(s), and shall be made part of this Constitution document.
8. If the solution to any problem is not available in the Constitution, and if a permanent change in the Constitution as an amendment is not required, a rule may be adopted or passed by a simple majority vote of the Majlis-e-Aam. And business may be carried out as usual. Such a rule may be adopted for a fixed period of time after which the rule shall be abolished automatically. The rule so adopted shall not conflict with the Constitution, particularly Article 2.
9. The Shura may appoint a Constitution Committee to interpret the Articles and Clauses of this Constitution to further clarify the purpose and intent. It is strongly recommended that at least one (1) member of the original Constitution Committee, if available, be involved in future Constitution Committees due to prior knowledge or the purpose and intent of each Article and Clause.

# Article 13 – Arbitration

1. In case of any dispute before persons concerning activities of <ORG>, or on the premises of any <ORG> facility, all parties involved shall cooperate in good faith to resolve the dispute.
2. If the parties cannot resolve the dispute between themselves, the concern or complaint may be brought in writing to the Shura. The Shura shall acknowledge such complaint, in writing, within fifteen (15) days and try to resolve the dispute.
3. If this dispute is not resolved by the Shura within thirty (30) days to the satisfaction of the complainant, and the complaint is of religious nature, it shall be automatically referred to the Imam, if available. Decisions of the Imam shall be binding upon all parties involved.
4. For any other dispute, the complainant shall seek to redress it through a special Majlis-e-Aam meeting under Article 10, Clause 3.

# Article 14 – Ratification

All praise is for Allah, Lord of all worlds, the Most Compassionate, Most Merciful. May He pardon us and forgive us if we have transgressed our duty, guide us towards a straight path to better serve the community. Aameen.

1. This Constitution shall be established by a vote of a two-thirds (2/3) majority among First <ORG> Constitution Committee formed with agreement of at least fifty-one percent (51%) of registered members of <ORG> presently.
2. The members of the First <ORG> Constitution Committee presently assembled to establish this Constitution must be residents of Dallas-Fort Worth Area and must be registered with <ORG>.
3. The members of the First <ORG> Constitution Committee attest this document with signatures as witnesses in front of Allah سبحانه و تعالى – Glorious and exalted is He, that this Constitution document of <Islamic Center / Organization Name> consists of thirteen (14) Articles and is presented to the Majlis-e-Aam for approval within the framework of present rules. The Majlis-e-Aam has blessed and approved the Constitution to govern the affairs of <ORG> on (the agreed upon day, date, and time of signing the final version of this document - to be typed before printing)
4. Anyone who willfully consciously or knowingly or unconsciously or unknowingly violates the adopted Clauses of this Constitution shall be responsible for his actions from this time onwards.
5. Each amendment document shall have its own similar Clauses and statements of ratification.

Constitution Committee Signatures:

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| Name: | Name: |
| Name: | Name: |
| Name: | Name: |
| Name: | Name: |
| Name: | Name: |