

BY LAWS OF MASJID AL NUR

SECTION I-OBJECTIVES

To preach and teach Islam and to promote educational and dawah programs in the media if possible or any other way and work diligently to unite the various Masjids and Jammats in PA there will be no membership fees and no voting but members will be encouraged to donate freely to support the organization.

SECTION II -ROLE OF WOMEN

Muslim Women are invited to participate in a women's group(preaching,teaching,cooking etc) and they should uphold the QURAN guidelines on dress and conduct as stipulated in the Quran

SECTION III-DIRECTOR(AMIR)

Definition

The Director is the leader of the Jammah, the chairman of the Board of Directors and the head of the Majlis AL Shurah

Qualifications

He must be a good character and reputation,honest,truthful,trustworthy,reliable and is expected to practice the five pillars of Islam.

Leadership

He should possess the good leadership qualities to uphold the Shurah(Quran and Sunnah)and also process managerial organizational and planning Skills. He Should be modest,humble,kind affectionate, patient and able to give good counsel and sound judgement.He should seek and appoint honest,knowledgeable,committed Muslims to the majlis al Shurah and position of responsibilities within the masjid.He should also appoint the assistant director(wazir) with the above mentioned qualities.He should display his leadership abilities with the Majlis al Shurah and work closely with the imams to foster peace and unity within the jamaat as well as with other Masajids and to promote goodwill and peace to people of other faiths.

SECTION IV-ASSISTANT DIRECTOR(WAZIR)

Definition:

The Wazir is the Assistant Director or Vice President appointed by the Amir.His credentials should be like that of the Amir and his duty should be to work closely with the Amir, the Imam

and the Majlis As Shurah. He should strive to promote an effective dawah program and a good rotation of imams. He must be able to act for the Amir if the need arises.

Selection

The Amir will search for someone from within the jamaat to appoint and he will present that person to the majlis as Shurah. If he is appointed by the membership he must be ratified by the jamaat after the next Jummah Salah.

SECTION V: MAJLIS AS-SHURAH (EXECUTIVE COUNCIL)

Qualifications

The Majlis As-Shurah is the Council of the members of the Board or Executive Council serving under the Amir and Wazir. These members should all possess qualities similar to those of the Amir and Wazir in addition to their respective knowledge and skills for their particular positions so that they may be able to hold council and give good advice to the Amir and Wazir.

Selection

The Majlis As-Shurah will be selected in a similar manner as the Wazir by the Amir and then be ratified by the Jamaat on the next Friday after Ju'muah Salah.

SECTION VI- OFFICERS OF THE CORPORATION

A. PRESIDENT

The title of "President" shall be used only for the purposes of incorporation under the laws of the State of PA. The title shall be used only in legal correspondence relative to corporate matters dealing with legislative, regulatory, or judicial authorities or other non-Muslim corporations.

The Amir holds the position of president of the Corporation. There is no time limit nor term limitations for the position. Presidential duties are limited to the official duties imposed on the position of president by common business practice or statutory law.

B. VICE PRESIDENT

The title of "Vice President" shall be used for the purposes of incorporation under the laws of the State of Pennsylvania. The title shall be used only in legal correspondence relative to corporate matters dealing with legislative, regulatory, or judicial authorities or other non-Muslim corporations.

The Wazir holds the position of Vice President of the Corporation. There is no time limit nor term limitations for the position. Vice presidential duties are limited to the official duties imposed on the position of vice president by common business practice or statutory law.

C. SECRETARY

The secretary shall be appointed by the Amir and ratified by the Majlis As-Shurah.

Qualifications

1. Honest, reliable, dependable, and trustworthy,
2. Professional writing and/or word-processing skills,
3. Knowledge and experience with administrative record-keeping and file maintenance and management,
4. Able to devote minimum six hours per week to Jamaat business,
5. Well organized and computer literate.

Duties

1. Take minutes of all Majlis meetings; distribute copies of minutes to members at subsequent meetings.
2. Provide agenda of topics to be discussed on a weekly basis.
3. Record and coordinate responses to all telephone messages and correspondence to Masjid.
4. Handle all filing and registration forms for the Corporation including state and federal.
5. Process all official documentation for the Masjid.
6. Maintain an adequate and secured filing system.
7. Keep the Amir and Majlis updated on necessary administrative tasks and functions

D. Treasurer

The treasurer shall be appointed by the Amir and ratified by the Majlis as-Shurah.

Qualifications

1. Honest, reliable, dependable, and trustworthy.
2. Competent knowledge and experience with accounting principles and financial record-keeping systems.
3. Able to devote minimum of six hours per week to Masjid.
4. Well organized and computer literate.

Duties

1. Keep official records of all funds collected and spent.
2. Ensure that all bills are paid properly and on time.
3. Maintain all Masjid checking accounts (NO RIBA!).
4. Publish a monthly financial report to be posted in the masjid in a prominent location for the members to see.
5. Publish an annual income statement and balance sheet.
6. Secure the services of a certified public accountant to audit the Masjid books annually.
The C.P.A must be approved by the Majlis As-Shurah.

E. OTHER OFFICERS AND COMMITTEES

The Amir and Majlis As-Shurah may establish other positions and committees as needed to carry out the affairs of the muslims. Such committees may include but are not limited to the following:

- Fund-raising Committee
- Bayt Ul Mal (treasury for distribution of Zakat and Sadaqa)
- Social Activities Committee
- Education Committees
- School Organization Team
- Public Relations Coordinator
- Prison Dawah Team
- Property Acquisition Committee
- Property Development Committee
- Community Liaison
- Department of Intra-Muslim Affairs

In all situations, the Majlis as-Shurah shall establish the goals, objectives, guidelines, and selection criteria for each such entity. All committees or officers or departments must conduct their affairs according to the Quran and Sunna. All committees or officers or departments are answerable to the Amir and the Majlis As-Shurah. Every effort shall be made to secure maximum participation of all the Muslims to work within the various teams and committees.

SECTION VII- SELECTION AND REMOVAL OF OFFICERS

SELECTION

Masjid Al-nur will not hold “elections” now allow “election campaigns” for the purpose of selecting leaders or officers. However, the members of the Jamaat will approve or disapprove of choices for leadership via the process of Shurah and Bay’ah as defined in the Qur’an and authentic Sunna. The masjid will conduct its affairs by the process of Surah as defined in the Qur’an. The model for governance of this organization is that of Majlis As-Shurah as outlined in the constitution and these By-laws.

Appointments

The Amir has the responsibility of appointing all Majlis members who will be ratified by the Jamaat. The Amir also has the responsibility of appointing all officers, who must also be approved by the Majlis. All appointments must proceed according to the provisions of these By-laws and all appointees must exemplify the minimum requirements for the position(s) as specified in these By-Laws.

Terms of Office

There will be no set limits on the term of office for any of the official representatives of the organization including Amir, Imam, Majlis members, and other officers. Individuals may continue in the designated office as long as the following conditions are met:

1. The individual has made no gross violations of Islamic laws or principals.
2. The individual fulfills their position’s responsibilities.
3. The individual attends meetings consistently and punctually.

4. The individual does not betray the trust of Islam.
5. The individual does not abuse their authority.
6. The individual continues to enjoy the confidence of the Jamaat.

Removal of Officers

Any officer, including the Amir, Imam, Majlis members or other officers, may be removed from office if they are found to have committed the following offenses during the time period of serving as officer:

1. Commission of major sins in Islam (Murder, Zina, etc).
2. Embezzlement of Masjid funds or misappropriation of Masjid resources for personal use.
3. Abuse of Masjid authority for personal or economic gain.
4. Treason against Islam.
5. Creating or promoting schisms, cliques, sectarianism, or making mischief.

The Amir is responsible for arbitration and decisions on resolution of conflict between Muslims. The Amir must resort to Qur'an and Sunna and must follow the order of authoritative sources as pointed out in Section VIII.

SECTION XI- AMENDMENTS TO THE CONSTITUTION OR BY-LAWS

Proposed amendments must not conflict with the Qur'an nor authentic Sunna and they must be presented to the Amir in writing. The author of the proposed amendment will present said amendments to the Majlis As-Shurah at a regularly scheduled or special meeting.

The proposed amendment will be critiqued and checked for Islamic validity, value to the organization, anticipated impact (negative or positive), and other factors.

The Amir shall then solicit feedback and opinions from the members of the Majlis As-Shurah on whether or not the amendment should be accepted. The Amir shall make the final decision on the acceptance or rejection of the amendment based on the Islamic rationale.

SECTION XII- PROHIBITED ACTIVITIES

The following activities will not be allowed on the property of Masjid Al-nur:

- The use of alcohol, intoxicants, narcotics, cigarettes, or any other self-destructive or haram items.
- Fighting, wrangling, loud arguments, name-calling, and/or cursing.

The procedures for handling disagreements are expressly defined in Section X of these By-Laws. Individuals who are disruptive or make trouble or fitna must immediately cease those activities and conform to proper conduct as defined by these By-Laws. Individuals who fail to cease the above activities must leave the Masjid premises and will be barred from all activities (except Salat) at the Masjid until they return to proper conduct and right guidance.