

In the name of Allah, the most gracious, the most merciful

BYLAWS OF **AL-TAQWA ISLAMIC CENTER**

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ARTICLE I: INTRODUCTION

Section A: Name

The name of the organization shall be Al-Taqwa Islamic Center, hereafter referred to as "AIC-Omaha".

Section B: Preamble

We the Muslims of Omaha and surrounding areas do hereby establish this Islamic Center for the purpose of preservation of Islam, and for upholding its principles and practices. We pledge to abide by these Bylaws. We testify that there is no God but Allah, and Muhammed (SAW) is His Prophet and final messenger.

Section C: Vision

Our vision at AIC-Omaha is to be a leading Islamic Center that provides a dynamic and welcoming environment for spiritual, educational, and social activities for the Muslims living in Omaha and surrounding areas. We aim to pursue faith, knowledge, justice, and righteousness in a peaceful and caring manner.

Section D: Mission

1. To provide religious resources and services like congregational prayers, lectures, seminars, and other events to our diverse community.
2. We aim to provide a place for people of all ages and backgrounds to connect, learn, pray, and grow in accordance with Qur'an and Sunnah.
3. With love and compassion, we hope to educate, inspire, and build the future generation of American Muslim leaders.
4. To work in harmony with other charitable organizations to substantially contribute to noble causes. To serve the vulnerable and underserved populations by providing resources such as, but not limited to, health care, financial assistance, food, clothing, other essentials.

Section E: Objectives

1. To conduct daily prayers, religious lectures, seminars, and other events.
2. To promote unity and strengthen fraternal bonds among Muslims.
3. To revitalize cooperative endeavors with other Muslim organizations and Islamic centers.
4. Promote friendly relations and understanding between Muslims and Non-Muslims.
5. The activities of this organization shall be governed by the teachings of the Qur'an and the Sunnah as understood by the companions of Prophet Muhammad (SAW).
6. AIC-Omaha aims to provide an inclusive environment with the participation and representation of Muslims of all races, gender, disabilities, national origin, linguistic or ethnic backgrounds, and Islamic schools of Jurisprudence, without giving preference to any group.
7. AIC-Omaha shall strive to create a welcoming environment for adults, youth, and families, to grow spiritually and enhance the practice of Islam in their lives.
8. AIC-Omaha will support various activities like social gatherings, picnics, field trips, tours, and educational classes.
9. AIC-Omaha will ensure that women have the opportunity to lead and participate in all its activities as prescribed by Quran and Sunnah.

ARTICLE II: MEMBERSHIP

Section A: Regular Members

All Muslims living in Omaha who are in full agreement with the vision, mission and objectives of AIC-Omaha shall be eligible to become regular members. Regular members shall have the same rights and privileges as voting members except that they are not eligible to vote or be nominated to the Elected Board of Directors.

Section B: Voting Members

To be eligible to vote and become a voting member, a member must meet the following conditions -

1. Must be a legal adult and a resident of Omaha or surrounding areas.
2. Completes a Membership form and pays the monthly membership dues regularly.
3. Must be committed to donating a minimum of \$50/month towards the affairs and operations of AIC-Omaha.
4. New members shall not have voting rights until 12 months have elapsed since their joining and regular payment of monthly membership dues.
5. If the membership dues are delinquent for more than sixty (60) days, then voting members shall be considered as new members.

- Members can request a waiver of the membership dues only on grounds of financial hardship. Such requests shall be made before the members falls 60 days behind last payment.

ARTICLE III: GENERAL ASSEMBLY

Section A: Composition

The General Assembly shall consist of all members of AIC and meet at least once a year, in the last quarter of the year.

Section B: Functions

- To preserve the ideological integrity of AIC-Omaha and hold the BoD accountable.
- Elect all members of BoD.
- A source of decision-making body in real estate matters of AIC-Omaha.
- General Assembly is the approval body at AIC-Omaha regarding the presentation of annual budget, major changes in the structure of facility, buying/selling of properties, any changes in by-laws.
- Voting members of AIC-Omaha shall have the right to only make a motion to amend the agenda of the General Assembly meeting. The motion must be accepted by the BoD.
- Only voting members of AIC-Omaha have the right to cast vote, through a secret ballot.
- Regular members can attend the General assembly but cannot vote.
- Written or printed notice stating the time and place of the General Assembly meeting shall be delivered to all voting members via email and AIC-Omaha bulletin board, at least 4 weeks before the proposed date of the meeting. The purpose and agenda of the meeting shall be included in all notices.

Sub-section 1: Annual meetings

- The General Assembly shall meet annually and shall be chaired by the President of the BoD.
- The required quorum for annual General Assembly meeting shall be 51% of the voting members. If the quorum is not met, a second meeting shall be announced, and the voting members present at the second meeting will make decisions, with or without the required quorum.
- In annual meetings matters will be decided by a simple majority vote.

Sub-section 2: Special meetings

- Special meeting of the General Assembly may be called by the President of the BoD or by 2/3rd vote of the BoD. Special meetings may also be called by a written petition signed by 2/3rd of the voting members. The General Secretary must verify the signed petition requesting a special meeting within 2 weeks of submission. If the petition is declined for not meeting the required number of signatures, the outcome must be publicly communicated along with the reasons.
- Majority of the Board must attend the special meetings.
- In special meetings matters will be decided by a simple majority vote. The required quorum for all special meetings shall be 51% of all voting members.
- The required quorum for special meeting for purpose of changes in the Bylaws or removal of a BoD member shall be 51% of the voting members and matters will be decided by a 2/3rd majority vote.

ARTICLE IV: BOARD OF DIRECTORS (BoD)

Section A: Structure and Term

- The Board of Directors shall consist of five non-paid voluntary members elected from the voting members of AIC-Omaha. The total number of BoD members may increase up to 7 members if the need arises to manage and coordinate the masjid affairs.
- The Founders of AIC-Omaha reserve the right to be a part of the BoD without the usual election process. The Founders of AIC-Omaha are individuals who have undertaken the formational work needed to create AIC-Omaha.
- The BoD shall be elected for a term of two years.
- The elected BoD may not serve more than three consecutive full two-year terms.
- The elections for the Board shall be completed by December 1st of the election year.
- The new Board shall take office on the 1st of January, the following calendar year.
- The existing Board shall continue to function until the new Board takes office.
- The hired Imam shall be an ex officio voting member of the Board. On all religious matters the BoD shall actively seek input from the Imam who has the final verdict.

Section B: Qualifications

Candidates for the BoD must meet the following criteria -

- Shall be an adult Muslim, 25 years or older.

2. Must be a resident of Omaha or surrounding areas.
3. Must be a voting member of AIC-Omaha for at least 2 years.
4. Have a clear record as evident by a criminal background check.
5. Be a legal resident or citizen of the United States of America and can provide necessary documentation.
6. Have sound Islamic belief and practices, as per the teachings of the Qur'an and the Sunnah.
7. Shall be a regular attendee of the Masjid and an active participant of AIC-Omaha activities.
8. Be committed to supporting AIC-Omaha.
9. Have good people management skills

Section C: Overall Responsibilities

1. The BoD shall hold regular meetings at least once a month, to approve programs, plans, budget and other business that may come before the board. The meeting agenda as well as meeting minutes will be made available to all members except for those items that are confidential including but not limited to the following: Personnel matters, Real-estate negotiations, and Attorney consultations, etc.
2. To organize, manage, and supervise all internal and external affairs of AIC-Omaha.
3. To present the previous and current year's budget at the General Assembly. To maintain record of all transactions.
4. To ensure financial stability of AIC-Omaha.
5. To approve all the announcements and materials posted within the AIC-Omaha facility and other online or media platforms.
6. To provide an annual financial report to the members.
7. To seek guidance on religious matters from scholars of Islam. This should be done in consultation with the Imam of AIC-Omaha.
8. The Board shall be responsible for hiring and removal of all employees. However, the hiring and removal of the hired Imam shall require a 2/3rd majority vote of the BoD.
9. All members of the BoD shall be individually and collectively responsible and accountable for all actions taken by the BoD during their term of office.

Section D: Roles and Responsibilities of each BoD

President:

1. The President shall preside over the meetings of the BoD and the General Assembly.
2. Direct and coordinate all the activities of AIC-Omaha.
3. Present the annual report to the General Assembly.
4. One of the authorized signatories for all financial transactions, contracts, and agreements.
5. The President or a designated appointee is the spokesperson for AIC-Omaha to other Muslim and non-Muslim communities and organizations.
6. Responsible for executing the plans and policies as developed by the Board and/or the General Assembly.
7. Responsible for identifying and contacting chairperson of the election committee for the purpose of starting the election process in a timely manner.

Vice President:

1. Assume the functions of the President of the BoD in the absence of the President, in the event of resignation or when requested by the President.
2. Assume any duties assigned by the President of the board.
3. Responsible for identifying opportunities for improvement in AIC-Omaha operations.
4. Appoint special and standing committees for various functions with the consensus of the board.

Secretary:

1. Handle and keep records of all official correspondence and documents of AIC-Omaha that can be easily accessed by the board.
2. Take minutes of all meetings of the board and the General Assembly.
3. Publish the regular board meetings agenda as well as meeting minutes in the Notice board or through other means approved by the board, in a timely fashion.
4. Coordinate and distribute information regarding membership and activities of AIC-Omaha.
5. Maintain up-to-date membership roster.
6. Be responsible for the legal matters of AIC-Omaha.
7. Responsible for organizing the General Assembly meeting.
8. Responsible for maintaining the official website and other online platforms.

Treasurer:

1. Receive all dues, contributions, donations on behalf of AIC-Omaha.
2. Prepare annual budgets.
3. Present financial reports at the Board meetings and General Assembly.
4. Maintain up-to-date financial records and have it audited annually by an independent Certified Public Accountant (CPA).
5. Be responsible for the banking activities, day-to-day expenses of AIC-Omaha, and be the cosigner with the President of the Board on its bank accounts.
6. Ensure the donations are collected from the donation boxes and provide receipt of donations promptly.
7. Ensure all required forms are filed on time to maintain AIC-Omaha as a registered entity in the state of Nebraska and maintain the 501c (3) status of AIC-Omaha.

Section E: Resignations, Dismissals, Vacancies**Resignations**

1. Any BoD member who fails to attend three consecutive BoD meetings without a legitimate reason given in writing and accepted by the BoD may be considered as having resigned from their position.
2. Any BoD member who has relocated outside Omaha and surrounding areas will be advised to resign and required to do so within 30 days of such relocation.

Dismissals

1. A BoD member who does not conduct themselves with respectful Islamic etiquettes can face disciplinary action including dismissal. Such dismissal must be done by a unanimous vote of the other BoD members.
2. The General Assembly also has the power to remove any office holder for gross misconduct or deliberate violation of the Bylaws of AIC-Omaha. A two-thirds (2/3rd) majority vote of the General Assembly, where quorum is present, shall be required to adopt a "No Confidence Motion" to remove any BoD member. The BoD member under question has the right to defend and present appropriate evidence during the investigation.
3. A BoD member or the Imam is subjected to disqualification and removal if he/she commits actions such as - engage in illegal activity, commit a criminal act, engages in conduct involving material dishonesty, fraud, deceit, or misrepresentation, engages in misuse or misappropriation of the funds of AIC-Omaha.

Vacancies

Vacancies of the BoD may be filled by a unanimous vote of the BoD within sixty (60) days from the date of BoD member/s resignation or dismissal. The selected candidate must meet the qualifications of the BoD (refer to Article IV, section B). If the President of the BoD resigns/was removed from office, the Vice President shall assume the responsibility of the President.

ARTICLE V: COMMITTEES

1. The term of these committees will be 2 years, which will run concurrently with the term of office of the BoD that appointed them. The committee positions are non-paid and voluntary.
2. All committees should seek guidance from Imam on religious matters.
3. The decisions of the committees must be approved by the board.
4. Each committee must include at least one board member except the election committee.
5. Committee members should be residing in Omaha area.

Section A: Arbitration Committee

1. Any member of AIC-Omaha who brings charges of misconduct, misappropriation of funds, fraud, corruption, or any related offences against any BoD member of AIC-Omaha or any of its employees shall do so in writing to the President of BoD.
2. Within two weeks of the receipt of the written charges, the BoD shall form an Arbitration committee to hear the charges.
3. The arbitration committee shall consist of 5 members, one from the BoD, the Imam and 3 voting members, selected by simple majority vote of the BoD.
4. The arbitration committee shall not include the accuser or the accused.
5. The arbitration committee shall investigate in a fair and unbiased manner, and its decision shall be final, binding, and enforceable on all parties.

Section B: Election Committee

1. The BoD shall be responsible for selecting an independent election committee for all voting related matters for the General Assembly. The Election committee shall consist of a chairperson and two other members to conduct the elections at the General assembly. All three members of the Elections Committee must be voting members of AIC and cannot be members of the BoD.
2. The nomination for the election must reach the Election Committee two weeks before the specified time for the election. To qualify as a nominated person, one needs to be nominated by another voting member using the AIC BoD Nomination Form. The nominee must meet the qualifications of the BoD (refer to Article IV, section B).
3. The Elections Committee members shall not campaign in favor of or against any candidate; however, they shall have the right to vote as voting members of AIC. The elections shall be conducted according to the rules laid down in the bylaws, in a fair and unbiased manner.
4. The election of the BoD is held every two years at the General Assembly meeting. Elections for BoD shall be conducted at least thirty (30) days before the expiry of the term of the current BoD (refer to Article III and IV). The results of the elections shall be announced during the same meeting.

Section C: Other Committees

The Board is also encouraged to form and assign due responsibilities to newly established committees. Other committees may include but not limited to - youth group committee, sisters committee, Dawah committee, Education committee, Program committee, interfaith dialogue committee, Masjid maintenance committee, social events committee.

ARTICLE VI: FINANCES

1. All financial transactions of AIC-Omaha shall be recorded in a complete and thorough manner.
2. All expenses/transactions greater than \$2,000 shall be pre-approved by the Board, and shall require 2 signatures (President and Treasurer)
3. The Board shall contact a professional entity without financial conflict of interest with AIC-Omaha administration for an annual audit of AIC-Omaha finances.
4. The Treasurer of the Board shall serve as a contact person for the auditing entity.
5. The Board shall be responsible for presenting the audit report to the General Assembly.
6. All fund-raising activities by inside and outside organizations must be conducted with prior authorization of the board.
7. Any committee that requires funding from AIC must submit a budget to the board for approval.

ARTICLE VII: IMAM

1. The Imam is the leader of the AIC-Omaha community in religious and spiritual affairs.
2. The hired Imam shall have a formal Islamic education with at least a bachelor's or equivalent degree in Qur'an & Sharia law from an accredited Islamic Institution.
3. The Imam shall possess a strong knowledge of Quran and Sunnah.
4. Shall have knowledge in conducting and counseling on marriage, divorce, and funerals.
5. The duties and responsibilities of the hired Imam shall be set by the BoD with a detailed description in the contract.
6. In the event of a vacancy, the BoD may appoint a volunteer/acting Imam, or create a committee for the selection process to hire a new Imam.

ARTICLE VIII: AMENDMENTS

1. Amendments to the bylaws can be proposed by any voting member and shall be submitted in writing to the President of the Board.
2. The President of the Board shall present the draft of the amendment before the BoD for their approval. After such approval, the President shall present the same at the General Assembly meeting.
3. Bylaws may be amended at the annual General Assembly, or a special meeting duly called for this purpose. A two-third (2/3rd) majority vote of the General Assembly shall be required to amend the Bylaws (refer to Article III).

AIC Elected Board of Directors (BoD) - 2022

1. President and Founder - Imam Dr. Mohamad Jamal Daoudi
2. Treasurer and Founder - Dr. Mudasser Mohammed Ibrahim
3. Vice President – Saif Abayazid
4. General Secretary – Owais Juddi
5. Board Member – Dr. Ahsan Qadeer

Bylaws of AIC-Omaha was reviewed and approved by (2022) –

1. Dr. Mudasser Mohammed Ibrahim
2. Imam Dr. Mohamad Jamal Daoudi
3. Dr. Ahsan Qadeer
4. Owais Juddi
5. Saif Abayazid
6. Dr. Hussain Sakeer
7. Iman Abdalla
8. Dr. Maher Abdalla
9. Osman Alvi (Attorney at law)
10. Safaa Atasi
11. Rana Kielani
12. Naushad Quraishi
13. Dr. Hina Quraishi
14. Moussa Youm
15. Wendpanga 'Aboubakar' Ouedraogo
16. Fadia Alcharabi
17. Dr. Asma Daoudi
18. Lorraine Barlett (Attorney at law)
19. Aladien Fadel
20. Amy Bruce
21. Dr. Sawsan Abulaimoun
22. Yazan Abulaimoun
23. Ahmed Alazizi
24. Alex Killeson
25. Zain Shehadeh
26. James Kidd
27. Graciela Sharif
28. Nasim Husain

