

In the name of Allah, the Beneficent, the Merciful

MUSLIM CENTER OF NEW YORK

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Invite with wisdom and beautiful preaching to the way of your Lord and convince them the best way: (Al-Qur'an: 16:125)

BYLAWS & INTERNAL RULES OF OPERATION

Alhamdulillah,

In addition to the provisions of the Constitution, these Internal Rules of Operation, hereinafter called "Rules", shall provide the guidelines for the conduct of the Executive Committee's meetings, for establishing the Functional Committees, and general policy regarding the Center's activities, programs, usage of the Center's premises and election of Executive Committee members. The executive committee may amend the Rules by simple majority of its members.

I. EXECUTIVE COMMITTEE MEETINGS

1. The code of ethics for all the members shall be as specified in the Qur'an and the Sunnah. Every member should admit this not only as a mere conviction but he shall have to demonstrate it through his conduct
2. All four officers will have a monthly meeting and chalk out the plan and agenda of monthly Executive Committee Meeting
3. Every meeting shall be conducted with a defined agenda prepared in the officers meeting 2nd Sunday of month.
4. The agenda shall be covered within the allocated time.
5. All the members of the Executive Committee are required by the Constitution to attend each and every meeting of the Committee. The Section 7-1 of Article VII of the Constitution shall be strictly observed.
6. If due to unforeseen circumstances, the quorum is not present, the meeting may be conducted in an informal manner.
7. Once the quorum is achieved the meeting shall be considered valid until its conclusion.

8. The Secretary shall present the Minutes of the previous meeting for the approval of the Committee.
9. Financial Report shall be presented by the Treasurer every month and approved by the Committee.
10. Quarterly, *Insha'Allah*, the activities of the Executive Committee and the Functional Committee shall be reviewed to consider if the fixed targets are properly pursued and accomplished.
11. Any members who conduct himself disorderly shall be suspended by the Committee. If such a member continues his misconduct when he returns he shall be dismissed by the majority vote of the committee. (Disorderly conduct may include one/all of the following: Shouting, using abusive language, insulting the chair and/or Executive member, taking the floor without permission, not listening to the Chair when requested to, leaving the meeting abruptly without permission, and any other disruption that prevents the proceedings of the meeting).

II. **ATTENDANCE AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE MEMERS**

1. It is an obligation on all the members of the Committee to attend as many prayers as possible at the Center.
2. They shall at least visit the Center **EVERY SUNDAY**, meet the community and offer the Zohr Prayer & attend the Qur'anic session.
3. All the officers of the Committee shall visit the center as many times as possible and particularly on Sundays to take care of their responsibilities.
4. All members of the Executive and Functional Committees, with their families are expected to attend the family get-together at the Center, as & when it is scheduled.
5. Members, when present in the building, shall feel responsible to check cleanliness, safety, and to see that any of the Center's property isn't abused.

III. **GENERAL POLICY REGARDING ACTIVITIES, PROGRAMS, USAGE OF THE PREMISES AND ITS PLATFORM**

The Muslim Center of New York, *Alhamdulillah*, is an independent Islamic organization. The Center does not represent any individual/individuals, or any Jama'at. Its activities and policies, *Insha'Allah*, shall always remain within the

framework of the Holy Qur'an and the Sunnah of the Holy Prophet (Salla'Allahu Alaihay-wa-sallam). Its constitution & bylaws are its working paper

IV. **CENTER'S ACTIVITIES AND PROGRAMS**

1. All the Center's activities and programs Insha'Allah, shall be conducted either by the Center's program Committee and/or the director, approved by the Executive Committee.
2. All announcements shall be made by the Director or the President or authorized person/persons.
3. Any appeal by an individual or organization for donation from the Center's platform shall be strictly prohibited.
4. Outside organizations may be allowed to conduct programs at the Center with the prior permission of the Executive Committee or, in emergencies, with the permission of the President.
5. All such and other programs shall be in conformity with the Qur'an and Sunnah.
6. Salaat Schedule shall be fixed by the Center, respecting the opinion (within the framework of Fiq Hanafiah) of the regular participants.
7. Center's premises may be used by outside individual/individuals or organization through proper application & approved for specific time & date.
8. Official language of the Center shall be English.

POLITENESS AND WISDOM SHALL BE USED WHEN DEALING WITH THE COMMUNITY

May Allah (SWT) help us all to fulfil our responsibilities.

May Allah (SWT) open our hearts for the cause of Islam.

ELECTION-BYE-LAWS

1. MEMBERSHIP

- a) According to our constitution article IV Section 2-----after filing an application and paying prescribed membership dues with a right to vote and to seek office, hereinafter called "**The Member**".

- b) **Membership Year:**
Start from July 1st and end on June 30th of each year.
- c) **MEMBERSHIP DUES:**
- Active Paid Membership: Annual membership dues are \$180.00, (\$15.00 per month).
 - Executive Committee Membership \$20 Per Month \$240.00 annually.
 - Board of Trustees \$360.00 annually (\$30.00 per month).
- d) **ELIGIBILITY FOR VOTING & CONTESTING 2009 ELECTION AND ONWARD:**
After fulfilling all other conditions required by the constitution:
- According to 1st amendment of the constitution-----A member eligible to vote and to be elected must have paid \$180.00 for current financial year-ending June of the year in which election to take place and a total \$360.00 (previous year \$180.00 and current year \$180.00)
 - Besides financial condition, time is also very important element for voting and contesting. One must have been paid member at least for sixteen months: because election is held in October and membership year is from July to June. Thus to be eligible to vote or to contest will be only those members who meet these condition.
- e) Only paying active members will be invited to Annual General Meeting.
- f) No soliciting. No canvassing and no publicizing, for oneself or for any one to be elected or re-elected.

ELECTION-BY-LAWS

2. Only eligible members' names should be included in the nomination list as received by the Election Committee Chairman Post-Marked one week before election.
3. No nominations shall be accepted from the floor if the numbers of nominations are enough to fill the vacancies.
4. No member shall be elected in absentia. Member nominated for election shall be present in the General Assembly Meeting at the time of election.

5. The duties of the Chairman of the election committee shall be restricted to conducting of the elections and announcement of the results of election.

ELECTIONS

1. The Chairman for the election Committee will be nominated by the Executive Committee to supervise the elections for the Executive Committee members as and when needed.
2. The Chairman will be a Non Executive member

DUTIES OF THE ELECTION COMMITTEE CHAIRMAN

1. To prepare the list from the nominations received from the Community. Obtain the consent of the nominees.
2. Check their eligibility for election according to the constitution.
3. Prepare a ballot including all the eligible nominations.
4. On the day of election, Roll Call all the nominated individuals and exclude the names of the absentees. No member will be elected in absentia.
5. Announce the results of the election.
6. Conduct Executive Committee officer's election and announce the result.

