



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Islamic Center of Little Rock

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CONSTITUTION



December 5, 2003

Total pages including cover: 25

We the Members of the Islamic Center of Little Rock, Inc. (ICLR) Arkansas recognize Islam as a total way of life, based on the Quran and Sunnah of Prophet Muhammad (pbuh) and have pledged to endeavor practicing Islam.

We do hereby adopt and give ourselves these by-laws to govern the affairs of ICLR and run the day-to-day operations of ICLR and pledge to abide by its provisions.

TERMINOLOGY

Islamic Center of Little Rock (ICLR)

ICLR consists of Masjid and The Huda Academy School. It also includes other affiliate programs like Weekend Islamic School.

- The Masjid is the Prayer Hall and its operation located at 3224 Anna Street, Little Rock, AR 72204.
- The Huda Academy School is the School building and its operation located at 3227 Anna Street, Little Rock, AR 72204.

General Body

This constitutes the Muslim residents of Little Rock and neighboring vicinity areas who are registered members of ICLR, have paid their annual membership dues in full and are eligible to vote in ICLR's election.

Board of Trustees (BT)

Elected every three (3) years, this body comprises of five (5) ICLR members who are registered, have paid their annual membership dues in full and are eligible to vote. They shall oversee the Executive committee, The Huda Academy School Board and all other ICLR affiliates.

Executive Committee (EC)

Elected annually, this body comprises of six (6) ICLR members, who are registered, have paid their annual membership dues in full and are eligible to vote. The EC includes the President, Vice-President, Secretary, Treasurer, Maintenance and Buildings Secretary and Social Secretary.

The Huda Academy School Board (HASB)

Elected every two (2) years this body, comprises of five (5) members of ICLR, who are registered have paid their annual membership dues in full and are eligible to vote. The majority of HASB members shall be parents of full-time children of Huda Academy.



ARTICLE 1

Name and Address

- 1.1 The name of this organization shall be Islamic Center of Little Rock, Inc (ICLR), Arkansas.
- 1.2 Presently the principal office of ICLR is located in Pulaski County, Arkansas.
- 1.3 All real estate properties, when acquired by ICLR will be utilized to provide the maximum benefit to the Muslims. The "Board of Trustees" shall determine all acquisitions, utilization, maintenance and operational aspects of these properties.

NOTE: NO PART OF THIS CONSTITUTION WILL BE IN VIOLATION OF ARTICLE 2.
ARTICLE 2 CANNOT BE AMENDED UNDER ANY CIRCUMSTANCES

ARTICLE 2

Purpose and Objectives

- 2.1 ICLR has been formed with the overall objective of practicing Islam as a total way of life (Iqamat Ad-deen).
- 2.2 ICLR has been formed for religious, charitable and educational/social purposes. All of its activities will be in accordance with the Quran and Sunnah of Prophet Muhammad, (pbuh), as documented in the authentic books of hadith and fiqh to provide guidance to Muslims in the Islamic way of life.
- 2.3 ICLR shall strive to strengthen and reinforce the faith of all Muslims in the Oneness of Allah, the Holy Quran and the Sunnah of Prophet Muhammad, (pbuh).
- 2.4 ICLR shall conduct social and religious activities aimed at preserving Islamic values and traditions and shall strive to provide an environment for Muslims that shall strengthen their Islamic beliefs.
- 2.5 ICLR shall promote Islamic environment by collaborating, establishing and/or maintaining Masjids, schools, libraries, community centers, and funeral facilities and other activities considered in the promotion of Islam.
- 2.6 ICLR shall strive to promote good relations and understanding between Muslims and non-Muslims and shall strive to propagate Islam by Dawah (invitation).
- 2.7 ICLR shall work with other Islamic organizations and communities to foster coordination, communication and cooperation among, the Muslim Ummah.
- 2.8 ICLR shall collect and distribute Zakat, Sadaqat and donations in accordance with Quran and Sunnah.



ARTICLE 3

Organization and Affiliation

3.1 ICLR shall be governed by the following branches:

A. Board of Trustees (BT)

Elected every three (3) years, this body shall be comprised of five (5) members of ICLR, who are registered, have paid their full annual membership dues and are eligible to vote. These members shall oversee the Executive committee (EC), The Huda Academy School Board (HASB) and all other ICLR affiliates. The BT members shall also be responsible for strategic and long-term planning, any decisions on the purchase and remodeling of building(s) and/or other movable or immovable assets/properties, fundraising, signing of all deeds and mortgages, providing solutions or settle any dispute regarding interpretation of the constitution between EC members, School Board members and/or general body.

Sale of any ICLR real estate property shall be by approval of two-thirds of the General Body members, who are registered, have paid their annual membership dues in full and are eligible to vote in ICLR elections. A meeting shall be announced for such purpose and explained. Two-thirds (2/3rd) members attending this meeting shall decide on the approval or disapproval of such sale. The BT shall approve sale of small items like old furniture, computers etc.

B. The Executive Committee (EC)

Elected annually, this body shall be comprised of six (6) members of ICLR who are registered have paid their annual membership dues in full and are eligible to vote. The EC includes the President, Vice-President, Secretary, Treasurer, Maintenance and Buildings Secretary and Social Secretary. These members will be responsible for the day-to-day operations of the Masjid of ICLR.

C. The Huda Academy School Board (HASB)

Elected every two (2) years, this body shall be comprised of five (5) members of ICLR who are registered, have paid their annual membership dues in full and are eligible to vote. The majority of HASB members shall be the parents of full-time children of Huda Academy. There shall be four (4) members who are parents of students at The Huda Academy, and one (1) from the general body.

3.2 The BT, EC or HASB may appoint temporary committees and subcommittees in order to accomplish the goals and objectives of ICLR in accordance with **ARTICLE 2**.

3.3 ICLR shall be affiliated with North American Islamic Trust (NAIT).

3.4 No member shall undertake any activity that violates the provisions of the constitution of ICLR.

3.5 ICLR shall not participate in or intervene in any political campaign/activity on behalf of any candidate running for public office.



ARTICLE 4

General Rules

These general rules are applicable to all branches, General Body members, BT, EC and HASB of ICLR. They also apply to all committees, sub-committees, non-members, guests, employees and contractors of ICLR.

- 4.1 The official medium of communication of ICLR shall be English. All lectures and Khutbas shall be in English. If Arabic or any other language is used, it must be translated in English.
- 4.2 The BT, EC and HASB are authorized to accept on behalf of ICLR any property, real estate or personal property, by way of gift, bequest from any person, firm, trust or corporation; such property shall be subject to approval by majority of BT members and shall be held, administered, and disposed of in accordance with and pursuant to the provisions of this constitution.
- 4.3 No gift, bequest of any such property shall be received or accepted if it is conditional or limited in such a manner so as to require disposition of the income or property for any purpose(s) other than the purpose(s) set forth in **ARTICLE 2** or in violation of any local, state or federal law(s).
- 4.4 No employee or member of ICLR, including the BT, EC or HASB including their immediate family member(s) shall attempt to sell any personal or real estate property to ICLR without first disclosing it to the General Body. All sale proceedings must be made public to the General Body.
- 4.5 BT, EC or HASB members shall not receive salaries, remuneration, compensation, or wages for their services to ICLR and its affiliates.
- 4.6 To avoid conflict of interest, BT, EC and HASB members, ICLR employees or any immediate family member(s) of these groups, shall not do business with or participate in any competitive bidding to render any paid services to ICLR and its affiliates. If a situation ever does occur, then it shall be fully disclosed with all the terms and conditions to the BT members. Approval from majority of the BT members shall be required before any such transaction takes place. However volunteer and free service(s) to ICLR may be provided but also with the prior approval of BT.
- 4.7 All legal documents of ICLR shall be kept with the President of EC and/or Chairman of BT. The President of EC and Chairman of BT and their designee shall have access to these documents at all times. Such documents shall be made available to the registered members of ICLR for general viewing within a reasonable time of a written request and disclosing the purpose for which it is required.
- 4.8 All members shall observe the Islamic code of conduct and ethics in all proceedings, meetings and activities of ICLR.
- 4.9 A Memorandum of Understanding (MOU) shall govern the relationship between ICLR and other organizations pursuing similar objectives as specified in **ARTICLE 2**. The



- authorized representatives of both organizations shall sign the MOU and implement it thereafter. The purpose of the MOU is to allow the members of each organization to enjoy the benefits of the other organization without becoming a member of that organization. Such benefits shall NOT include voting rights or being part of the Board of Trustees, Executive Committee, Huda Academy School Board and any other committees.
- 4.10 The President of the EC who has served more than two (2) consecutive terms shall not be eligible for that position for a period of one (1) year.
 - 4.11 ICLR shall carry liability insurance. The Board of Trustee, Executive committee and The Huda Academy School Board members are not individually or collectively liable for the actions of the General Body.
 - 4.12 Any legal action against ICLR shall only be instituted in Pulaski County, Arkansas.
 - 4.13 The EC shall nominate a moon sighting committee every year for Ramadhan, Eid-ul-Fitr. If the moon is not seen locally then the EC shall follow the decision of the Islamic Society of North America (ISNA).
 - 4.14 The official hours of operation of Masjid shall be from Fajr to Isha salat (thirty minutes before Fajr and sixty minutes after Isha).
 - 4.15 No employee(s) or member(s) of ICLR shall use the ICLR premises to conduct personal business.
 - 4.16 Only the EC shall authorize the use of the Masjid premises for any functions and/or meetings to individual(s) or organization(s).
 - 4.17 Only the HASB shall authorize the use of School premises for any functions and/or meetings to individual(s) or organization(s).
 - 4.18 The EC or HASB shall inform the BT and coordinate to authorize the use of ICLR facilities.
 - 4.19 Unauthorized use of mailing addresses, email addresses of ICLR members by any member, employee, or individual may lead to legal action against such individual(s).

ARTICLE 5

Membership, Dues and Finances

- 5.1 ICLR membership is open to Muslims who subscribe to the purpose and objectives set forth in **ARTICLE 2**. Members will also agree to abide the constitution of ICLR.
- 5.2 Muslims who are US citizens or legal permanent residents and reside in Little Rock and neighboring vicinities shall register with ICLR. Dependents over eighteen (18) years of age and full time students may register under Family membership. (USA residents are defined as US citizen, legal permanent resident, and those who have a valid US visa.)



- 5.3 Registered members can apply for Individual or Family membership of ICLR by paying annual membership dues. Nine months or more paid membership dues shall make the member eligible to vote, however voting rights shall not be acquired unless membership dues are paid in full, two (2) weeks before the elections.
- 5.4 ICLR may also have honorary members. An honorary member is a non-Muslim who is interested in Islam. Such a member shall not be eligible to vote in the election or interfere in the operations of ICLR.
- 5.5 Full-time students may register and apply for Individual membership at a reduced ICLR membership dues after showing their school identification card.
- 5.6 The EC shall propose to the General Body members any increase/decrease in membership dues. The General Body members who are registered, have paid their annual membership dues in full and are eligible to vote shall decide on increase or decrease of membership dues for ICLR, during any of the two (2) main general body meetings. **(See Article 10.2)**
- 5.7 Membership and voting rights shall be automatically cancelled if the member has not paid his/her membership dues for three (3) months. In case of financial hardship a formal letter from the member has to be approved by the majority of BT members.
- 5.8 Annual ICLR membership dues shall be paid in full two (2) weeks before annual election.
- 5.9 ICLR and its affiliates shall maintain its finances in a local financial institution. Two signatures are required for withdrawals. The President and Treasurer of the EC shall be the authorized signatories. In the absence of any one of the above-mentioned signatories the Vice-President shall be the other signatory. In case of The Huda Academy, the signatories shall be the Chairman and the Treasurer of HASB. In absence of any one of the signatories of HASB, the Vice-Chairman shall be the designated signatory. The HASB may determine with mushawara that on payroll checks and checks up to a certain limit, one of the signatories may be the Principal of the school.

ARTICLE 6

Elections

Eligibility Criteria

- 6.1 Registered members shall be at least eighteen (18) years of age.
- 6.2 No candidate shall be eligible for office if they have not paid their current annual ICLR membership dues in full two (2) weeks prior to the election and also fulfilled the criteria set in **Articles 6.9- 6.11**
- 6.3 No member shall acquire voting rights or be eligible to vote if annual ICLR membership dues are not paid in full, two (2) weeks before the election.
- 6.4 Only members who are registered with ICLR for at least nine (9) months and have paid their annual ICLR membership dues shall be eligible to vote in the election.



- 6.5 If a member holds a position in any another Islamic organization or Board, that can conflict of interest with ICLR, they shall not be eligible to be nominated for any position on the BT, EC or HASB unless they give up that position, as evidenced in a written letter to the existing BT.
- 6.6 Member(s) of another organization are NOT eligible to have voting rights in ICLR, if they are not registered and paying full annual ICLR membership dues of ICLR.
- 6.7 No member shall declare his/her own candidacy for any office. The nominations for the BT, EC and HASB must be proposed by a registered member eligible to vote and seconded by another member also registered and eligible to vote.
- 6.8 A list of eligible voters shall be made available or posted thirty (30) days before the elections by the EC Treasurer and duly approved by the EC members. Members who have paid their full annual membership dues two (2) weeks before election will be included in the voting list.
- 6.9 The individual(s) nominated for the BT shall be registered and have paid in full, their annual membership dues of ICLR, for five (5) years.
- 6.10 The individual(s) nominated for the EC shall be registered and have paid in full, their annual membership dues of ICLR for three (3) years.
- 6.11 The individual(s) nominated for the HASB shall be registered and have paid in full, their membership dues of ICLR for three (3) years. At least four (4) of these members shall have their children attending the Huda Academy. For the first election of HASB the requirement of three (3) years membership is waived.
- 6.12 Members paying reduced membership dues are NOT eligible to vote or run for any office at ICLR.
- 6.13 Full time students shall be NOT eligible to run for any positions in BT, EC and HASB during ICLR elections unless they have fulfilled the criteria set in **Article 6.6 - 6.12**

Election Process

- 6.14 Elections shall be held in December (2nd Saturday) every year. The results shall be announced within two (2) days of completion of ballot and shall be posted. Votes shall be cast thirty minutes before and after Asar, Maghrib and Isha Salat (prayers). The newly elected Board of Trustee and Executive committee shall take over in January (2nd Saturday). The Huda Academy School Board elected members shall take charge in the last week of May. The newly elected HASB member(s) shall attend all HASB meetings till they take over, but will not be eligible to vote on issues in those meeting.
- 6.15 The BT shall be responsible for conducting the election of EC and HASB. The BT shall appoint an Election Committee.
- 6.16 The Election Committee shall be comprised of five (5) ICLR members that are registered, have paid their annual membership dues and are eligible to vote in ICLR elections. They may be BT members if not running for office that year. Two (2) of the five members must be women to conduct the election on the sisters' section.



- 6.17 During the year that Board of Trustees election takes place, then the incumbent EC President and Chairman of the BT shall appoint an election committee, with the same conditions set forth as in **Article 6.16**
- 6.18 The members of the Election Committee shall not be eligible to run for any office during that election year.
- 6.19 The Election Committee shall be given the final list of nominated candidates two (2) weeks before the election. The reason(s) for ineligible candidate(s) shall be given to the Election Committee. The final voters list shall also be posted on the ICLR bulletin board at the same time.
- 6.20 The only role of the Election Committee is to ensure free, fair and impartial elections and counting of votes.
- 6.21 The Election Committee shall not make any decision(s) or recommendation(s) regarding the newly elected member(s) of the BT, EC or HASB.
- 6.22 Within two (2) weeks of the election results, the BT shall conduct a meeting with the previous and newly elected EC or HASB and hand over all relevant papers, information and inform about issues regarding ICLR.
- 6.23 Any employee(s) including Imam or contractor(s) of ICLR are ineligible to declare candidacy or be nominated in an election.
- 6.24 Any employee(s) or contractor(s) whose contract has been terminated for any reason shall be ineligible to declare candidacy/nomination in an election for a minimum of three (3) years.
- 6.25 Absentee ballot is only allowed if a registered member eligible to vote has a genuine and reasonable excuse for not being able to vote on Election Day. The reason should be given in writing to the Election Committee. The Election Committee may then allow the person to cast the vote in the presence of at least one Election Committee Member. In case of sickness or being out of town the ballot may be faxed or mailed to the general body member and sent back addressed to any Election Committee member.
- 6.26 Any registered member who is eligible to vote must bring at least one form of picture identification (e.g. driving license, state ID, School ID, etc.) on Election Day.
- 6.27 The election results announced, declared and posted by the Election Committee shall be final. The Election Committee shall cease to exist after the announcement of election results.
- 6.28 In case of a dispute regarding election result, the incumbent BT and EC shall resolve the issue within two (2) weeks period.
- 6.29 The BT and EC shall maintain all election ballots (including HASB) and records for a period of two (2) years.
- 6.30 If the election is postponed, due to unforeseeable conditions (inclement weather, community emergency, unforeseeable events) that are beyond the control of the Election Committee, then it shall be postponed for the next week. If circumstances warrant that



the election be postponed once again, then the election shall be held the week after. Under no condition shall the elections be postponed for more than four (4) weeks from its original date.

- 6.31 *In case of a vacancy for any position in the BT, EC or HASB:* If there is less than six (6) months left for the annual elections, the respective elected body with mushawara (consensus) among themselves shall decide whether to refill the position or not. The position may stay vacant and shall be filled during the annual election. If there are more than six (6) months left for the annual elections then vacant position shall be filled “temporarily” by appointing a general body member through mushawara (consensus) from the respective body. The vacant position must then be filled during the annual election.
- 6.32 If an ICLR member who is registered and eligible to vote has been disciplined in writing by a majority of the members of the BT, EC or HASB, then that member shall not be eligible to run for a position in elections or be a member of the BT, EC or HASB or any committee or sub-committee for a one-year period. The one-year period starts from the day of the disciplinary action.
- 6.33 If any elected member of ICLR (BT, EC or HASB) is convicted of a felony or any other crime, then that member shall not be eligible to run or hold a position and shall have to resign immediately and shall be automatically terminated from the elected position.

ARTICLE 7

Qualifications, Structure and Terms of Board of Trustees, Executive Committee Members and The Huda Academy School Board

General Rules

- 7.1 All candidates for the BT, EC and HASB shall be practicing Muslims. They must be fully committed to work with the other members of BT, EC and HASB.
- 7.2 The candidates for the BT, EC and HASB shall not hold or accept any position in other Islamic Center(s) during their term of office.
- 7.3 The BT, EC, and HASB members shall be registered members of ICLR, paying their membership dues in full and eligible to vote in ICLR elections.
- 7.4 No BT, EC or HASB member shall be an employee of ICLR.
- 7.5 The General Body shall elect the BT for a period of three (3) years, the EC for a period of one (1) year, and HASB for a period of two (2) years.
- 7.6 No elected member of ICLR shall be eligible to serve on another elected body of ICLR.
- 7.7 The BT, EC, HASB, any other committee, sub-committee or any affiliate of ICLR shall only charge each other the actual cost of usage of these facilities, that is above their normal cost for the operation of these facilities.



- 7.8 No member(s) of any elected body of ICLR (BT, EC or HASB) shall make an individual decision(s) that represents the elected body without mushawara (consensus) and having a simple majority among its respective members. All elected members shall respect the decision of the majority.

Board of Trustees

- 7.9 The General Body shall elect five (5) members of Board of Trustees for a period of three (3) years. The BT shall select through secret ballot (3 out of 5 minimum) a “Chairman” who would lead the Board of Trustees for a period of one (1) year.
- 7.10 The new Chairman shall be selected again at the end of the year through secret ballot.
- 7.11 The Vice-Chairman shall also be selected by secret ballot after the selection of the Chairman for one (1) year.
- 7.12 The BT reserves the right to recall the “Chairman or Vice-Chairman” through a simple majority vote of the Board of Trustees, if a “*vote of no-confidence*” is called by them.

Executive Committee

- 7.13 The General Body shall annually elect the members of the EC. The candidate with the most votes for the position of President shall be elected to that position. The Vice-President shall be the one with the second highest votes.
- 7.14 The President who has served more than two (2) consecutive years shall not be eligible for that position for a period of one (1) year. The EC shall be comprised of six (6) members: the President, Vice-President, Treasurer, Secretary, Building and Maintenance Secretary and Social Secretary.

The Huda Academy School Board

- 7.15 The General Body shall elect five (5) HASB members for a period of two (2) years. The majority of HASB members shall be the parents of full-time children of Huda Academy. There shall be four (4) members from parents of full time students attending The Huda Academy, and one (1) from the general body.
- 7.16 The HASB members shall select their Chairman through secret ballot (3 out of 5 minimum) who would lead the Board for a period of one (1) year. At the end of the year the Chairman shall be selected again through secret ballot. The Vice-Chairman shall also be selected by secret ballot after the selection of the Chairman for one (1) year. A Treasurer shall be appointed by consensus of the HASB members.
- 7.17 The HASB members must have academic qualification equivalent to four (4) years of college degree and preferably be academic professionals.
- 7.18 The HASB reserves the right to recall the “Chairman or Vice-Chairman” through a simple majority vote of its members, if a “*vote of no-confidence*” is called by them.

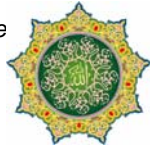


ARTICLE 8

Responsibilities

8.1 General Body

- 8.1.1 General Body comprises of ICLR members who have registered, paid their annual membership dues in full and are eligible to vote in ICLR elections.
- 8.1.2 The General Body shall elect the BT, EC and HASB and authorizes them to administer the affairs of ICLR on their behalf in accordance with Islamic principles and provisions of this constitution, including but not limited to contractual negotiation of prospective employees including the Imam, hiring and firing decisions of any employees of ICLR including the Imam.
- 8.1.3 All General Body members, BT, EC or HASB shall be responsible for the safeguard of ICLR and its affiliates.
- 8.1.4 Each member shall observe the Islamic code of conduct in dealing with each other; respect the sanctity of mimber (platform), prayer hall, other facilities of ICLR and the authority of elected members in accordance with the teachings of Quran and Sunnah.
- 8.1.5 Only member(s) that are registered, have paid their annual membership dues in full and are eligible to vote in ICLR can initiate a “*vote of no confidence*” or a “*petition*” against any BT, EC and HASB member(s) based on solid religious grounds with evidence against that member(s).
- 8.1.6 For a “*vote of no-confidence*”, or a “*petition*” a special General Body meeting shall be called if (a) requested by 51% signatures of registered ICLR members, who have paid their annual membership dues in full and are eligible to vote or (b) through a resolution passed by a majority of BT, EC or HASB members in a combined meeting. The President or Chairman of the BT shall be responsible for announcing the time, date and place of the meeting within four (4) weeks of receiving such a notice.
- 8.1.7 The “*vote of no-confidence*” or “*petition*” for removal of any BT, EC or HASB member(s) shall contain reason(s) for the motion and each member who signs the petition shall have the opportunity to read, understand and sign the petition without coercion, threat, force or fear of repercussions.
- 8.1.8 Any “*vote of no-confidence*” against an elected BT, EC or HASB member(s) must be approved by a simple majority of ICLR members who are registered, have paid their annual membership dues in full and are eligible to vote.
- 8.1.9 If any member informs the BT, EC or HASB members that the above requirements were not met, the BT shall review the entire petition. The petition or motion may become invalid. The BT shall make the final decision within four (4) weeks about the validity of the petition or motion.
- 8.1.10 All ICLR members shall be responsible for the actions of their children. They must teach their children the Islamic etiquettes and encourage them to pray with/beside them at prayer times and minimize disturbances especially during prayers.



- 8.1.11 No member(s) of the general body shall give an interview with the media representing the views of ICLR without prior permission from the BT, EC or HASB. If any such interview is given, then the BT reserves the right to deny that as the official response or stand of ICLR on the issue(s). The member(s) may also face disciplinary action. **(Article 8.2.7)**

8.2 Board of Trustees, Executive Committee and The Huda Academy School Board

General Rules

- 8.2.1 The BT, EC and HASB members shall make all decisions by mushawara (consensus), however a majority vote in the BT, EC or HASB shall always prevail. The EC or HASB may request a combined meeting with the BT, if majority of members feel that in the interest of time a decision may be reached quickly, by mushawara (consensus) e.g. amendments or changes in constitution, development of by-laws, contracts etc. The majority vote in a combined meeting shall always prevail.
- 8.2.2 No member of the BT, EC or HASB who disagrees or has a different opinion has the right to unilaterally affect the decision of the majority. The member(s) may face disciplinary actions by the other majority members including removal from BT, EC or HASB.
- 8.2.3 All BT, EC and HASB members are responsible for maintaining records and documentations of ICLR including but not limited to financial records, deeds of trust, leases and marriage of registered members. They may however designate a person responsible amongst themselves.
- 8.2.4 The succeeding BT, EC or HASB members shall implement the written commitments of the previous BT, EC or HASB members.
- 8.2.5 Any BT, EC or HASB member who is absent without prior notification for three (3) consecutive meetings without a valid reason, shall be considered for removal by the elected body. If majority of the members in the respective body agree then the concerned member shall cease to be a member of that elected body and shall lose the office. The vacancy created shall be filled in accordance with rules set in **ARTICLE 6.31**.
- 8.2.6 The BT, EC and HASB members shall be authorized to obtain bids, execute and award contracts. Any contract work over \$1,000 shall require at least three (3) bids. If there is only one bid then that contract or award shall be given to that party by the respective elected body. The respective elected body reserves the right to reject all bids. However if a project is being done without cost to ICLR, then bids or contract do not apply. **(Also see Articles 4.4- 4.6)**
- 8.2.7 If any ICLR member(s) found to be violating the Islamic code of conduct or behavior, like disturbing the peace and harmony of ICLR, insulting ICLR authorities, abusing ICLR assets; the EC and HASB, has the right to disapprove, deny, expel the member(s) from ICLR or can have restraining order against the member(s). This decision shall be made by mushawara (consensus) by a majority of elected members in the respective elected body and based on sound judgment to preserve the aim, integrity and security of ICLR.
- 8.2.8 The EC and HASB members shall have the right to determine the length of expulsion of member(s) and whether the membership should be reinstated.



- 8.2.9 Expelled member(s) shall not be eligible to be nominated for BT, EC, HASB or any other committee position for a period of three (3) years.
- 8.2.10 The expelled member has the right to appeal to the BT in writing and the situation shall be discussed in a special meeting called by the relevant body and the BT within two (2) weeks. The decision of the majority of the members shall be final.
- 8.2.11 The General Body members of ICLR may also discuss and recommend in writing to the BT, EC and HASB members, further course of action or provide alternatives regarding the expelled member. The BT, EC, HASB reserve the right to follow or reject these recommendations keeping the interests and security of ICLR in mind.

Board Of Trustees (BT)

- 8.2.12 The BT shall be composed of five (5) trustworthy, knowledgeable Muslims who are registered, have paid annual membership dues in full for five (5) years and eligible to vote in ICLR elections. Their term of office shall be three (3) years. The Board of Trustees is the highest policy making body, and conducts its affairs through mushawara (consensus). The Chairman, Vice-Chairman, and other Board members have equal voting rights and equal authority.
- 8.2.13 The main function of the BT is to govern and protect the interests of ICLR and serve as the umbrella organization for the Executive Committee, The Huda Academy School Board and any other committee or affiliates of ICLR.
- 8.2.14 The BT shall have the final approval for any major decision concerning buildings and properties, e.g. remodeling existing properties, purchasing or construction of new buildings etc. **(See Article 3.1 A)**
- 8.2.15 The BT shall formulate strategic and long-term plans for ICLR (Masjid, The Huda Academy School, and other affiliates). An integrated two (2) year plan detailing the activities and resource requirements shall be presented annually during the monthly meeting on the 2nd Saturday of November.
- 8.2.16 The BT shall meet at least every quarter or more if necessary. Minutes of all meetings shall be recorded by the Vice-Chairman or a designee, and shall be posted on ICLR bulletin board within a reasonable amount of time of the conducted meeting and before the next meeting. The Chairman shall announce the meeting dates of at least the four (4) meetings in January to all BT, EC and HASB members.
- 8.2.17 Any BT member may announce the date, time and place of the meeting other than the four (4) scheduled meetings to all BT members at least a week in advance.
- 8.2.18 BT shall conduct fund-raising for ICLR (Masjid, The Huda Academy School, and other affiliates), make strategic and long-term plans and policy making. At least two (2) fund raising events shall be in the month of Ramadhan, one each for the Huda Academy and the Masjid.



- 8.2.19 The EC and HASB members shall consider and adopt strategic and long-term recommendation plans of the BT after mushawara (consensus) and having a simple majority among its respective members. The decision of the majority of the members of the elected bodies shall prevail.
- 8.2.20 The BT shall adopt administrative procedures proposed by the EC if agreed upon by the majority of BT members.
- 8.2.21 The BT shall serve as a guardian of the ICLR constitution and settle any dispute regarding the interpretation of any article. Such interpretations or resolutions shall be in writing and approved by the BT.
- 8.2.22 The BT shall provide solutions to challenges or issues arising between members of the EC, HASB of ICLR (Masjid, The Huda Academy School, Weekend Islamic School and other affiliates).
- 8.2.23 The Treasurers of EC and HASB shall provide all financial statements to the BT every month and also report a brief summary to the community in monthly meetings. These financial reports shall also be posted monthly both in the ICLR bulletin Board and at the Huda Academy. This financial report may not disclose confidential information.
- 8.2.24 The BT, EC and HASB members shall have an open forum in an organized manner in the monthly meetings with general body to discuss any concern(s).
- 8.2.25 The responsibilities of the Chairman and vice-Chairman of the BT are the following:
- Conduct and facilitate the BT meetings and designate a person to take minutes.
 - Announcing and coordination of fund-raising activities.
 - Schedule four (4) BT meetings for the entire year in January and announce the dates to the other BT members.
 - The Vice Chairman shall assume responsibilities in the absence of the Chairman.

Executive Committee (EC)

The following are the responsibilities of the elected EC members

- 8.2.26 The President shall:
- Conduct and preside over all meetings of the General Body.
 - Sign necessary documents on behalf of the EC.
 - Implement all decisions of the EC.
 - Communication with other Islamic Centers and organizations.
 - Promotion of Interfaith Dialogue.
 - Public and Media Relations after consultation with BT.
 - Assign sub-committees including the women sub-committee.
 - Work with community leaders.



8.2.27 The Vice President shall:

- Coordinate the monthly and any emergency meetings, Jummah Prayers, schedule of khutbas (sermons).
- Announcements and supervising Halakah.
- Inviting speakers and maintaining schedule.
- All duties of the President in his absence.

8.2.28 The Treasurer shall:

- Maintain all financial aspects of Masjid (deposits, receipts, payroll, monthly and annual budget).
- Dispensing and distributing Zakat and Sadakah after identifying the needy.
- Responsible for ICLR store and inventory control.
- Check Donation boxes and turning deposits in the designated financial institution.
- Inventory control of Masjid.
- Receiving mail and update mailing list with email addresses.
- Receive and give receipts for monies due and payable to ICLR from any source provided they are consistent with **ARTICLE 2** and local state and federal laws. Receipts issued for non-cash items shall not exceed the fair market value of the item(s) donated.
- Write checks and distribute funds to discharge obligations of Masjid.
- Monthly financial statements shall be put on ICLR's bulletin board and provide to the BT members.
- Be responsible for filing fiscal year tax returns (January 1-December 31).

8.2.29 The Social Secretary shall:

- Promote and encourage participation in membership.
- Develop a quarterly newsletter.
- Maintain answering machine and changing the security camera tapes regularly.
- Maintain website.
- Work with treasurer to keep updated email list of members.
- Social gatherings and monthly potluck, Ramadhan, Iftar and both Eid functions.
- Media and Public Relations.
- Actively arrange and promote interfaith dialogues.
- Promote, encourage and improve membership.
- Assist President with Media.

8.2.30 The Secretary shall:

- Prepare agenda and notifying EC members of meeting schedule.
- Take minutes, typing and mailing letters.
- Ensuring bulletin boards & library material with approved ICLR material.
- Ensure only ICLR stamped material will be posted on boards.
- Inventory supplies and inform the EC and Treasurer of what is needed.
- Ensure restrooms and kitchen is well stocked and clean.



- 8.2.31 The Security and Maintenance Officer shall:
- Maintain, oversee ICLR and its properties, and its entry and exit points.
 - Post notices regarding illegal parking & make fire lanes.
 - Ensure the physical properties of ICLR in good condition.
- 8.2.32 The EC shall meet at least once a month and plan out the day-to-day operations of Masjid.
- 8.2.33 The EC shall meet with BT at least four (4) times every year and discuss present and future plans and/or agenda with BT members. These meetings shall coincide with the four (4) scheduled meetings of the BT.
- 8.2.34 The President of the EC or Chairman of BT or HASB may call a combined meeting of all Boards (if necessary) to discuss an issue affecting ICLR, giving one (1) weeks notice.
- 8.2.35 The EC may request a meeting of the BT if it feels that in the interest of time; a decision may be reached quickly by mushawara (consensus), e.g. amendments or changes in constitution, development of by-laws or contracts. A majority decision shall prevail.
- 8.2.36 The EC with mushawara (consensus) is responsible for negotiating, writing the contract for the Imam and present it to the BT for approval.

The Huda Academy School Board (HASB)

- 8.2.37 The HASB shall meet with BT at least four (4) times every year and discuss the plans and agenda with BT members. These meetings shall coincide with the four (4) scheduled meetings of the BT.
- 8.2.38 The role of the HASB is to ensure that curriculum of the Huda Academy is at par with other schools.
- 8.2.39 The HASB shall be open to feedback from all parents to improve the school academically and environmentally.
- 8.2.40 HASB members shall be present at all monthly meetings to discuss issues with parents and to present the treasurer report.
- 8.2.41 Identify, and recommend to the BT a qualified Principal for the school. The HASB and BT members shall meet and select the best candidate through mushawara (consensus) in a combined meeting. Recommendations of HASB shall be approved by a simple majority all HASB and BT members (**See Article 9.22**). The HASB is also responsible for negotiating and writing the contract for the Principal.
- 8.2.42 The HASB with consensus among themselves and feedback from the Principal, are authorized to hire qualified teachers for the school. However they shall inform the BT about all the details of the contracts with any employees they hire. (**See Article 9.22**)



ARTICLE 9

Selection, Role, Responsibilities and Duties of Imam and other ICLR employees

- 9.1 The office of the Imam is to lead the community in religious and spiritual affairs. All religious activities and programs in the prayer hall shall be carried out according to Quran and Sunnah.
- 9.2 Imam shall possess strong knowledge of Quran and Sunnah. He shall preferably be a Hafiz, fluent in Arabic and English and shall provide two written references for any previous experience and training.
- 9.3 The Imam shall perform all religious rituals, ceremonies and duties including but not limited to leading the five daily prayers, Jummah (Friday) prayer, Taraweeh prayers, Eid prayers, fund raising, funeral prayers, marriages and any other duties pertinent to the office of the Imam or designated by the EC.
- 9.4 The BT and EC shall appoint an "Imam" search committee of at least three (3) registered voting community members who shall make final recommendations to the BT and EC. This committee shall comprise of ICLR members who are registered, have paid their annual membership dues in full and are eligible to vote, like President, Board or ex-Board members or senior community members knowledgeable in Quran and Sunnah.
- 9.5 The Imam search committee shall seek applicants, make announcements, advertise, interview applicants, and check references and credentials of applicants and short list at least three (3) prospective candidates.
- 9.6 The EC shall invite at least three (3) candidate(s) separately to interact with the community by hosting lectures and/or Jummah (Friday) khutbas. The General Body shall be informed and the candidate shall be introduced to the General Body at the lecture or khutba.
- 9.7 Within a week of the lecture or khutba from the last candidate(s), the EC and BT members shall meet and select the best candidate through mushawara (consensus) in a combined meeting. A decision regarding the best candidate shall be reached through agreement of simple majority of all the EC and BT members.
- 9.8 The Imam shall be punctual and lead the prayers on time.
- 9.9 The Imam shall be supervised by the EC and shall not interfere in the administration and operations of ICLR.
- 9.10 The EC shall provide the Imam, an alternate list of khateebis in case the Imam is absent due to an emergency.
- 9.11 The Imam shall be present and interface with the community at monthly meetings and any other events like fund raising and school graduations hosted by ICLR.
- 9.12 The Imam shall not attempt to create grouping and ethnicity among the community and shall remain neutral in all conflicts and matters pertaining to ICLR. The Imam may provide guidance to the BT and EC to arrive at a solution if so desired by the BT or EC. Infraction of this article shall lead to immediate termination of his contract.



- 9.13 The Imam shall not improperly use ICLR platform (mimber) to further his own personal interest(s) or to use it against community member(s) with whom he may have personal disagreements. The Imam shall not disclose any personal matters of individuals who have sought counseling from him. Infraction of this article shall lead to immediate termination of his contract.
- 9.14 The Imam shall decide the times for Adhan and Iqamah after mushawara with the community members.
- 9.15 If someone other than the Imam wishes to give the khutba, it shall be the week following the request and the following criteria shall be fulfilled:
- EC members should be informed about the Khateeb.
 - Topic of the khutba shall be announced a week before.
 - Khutba shall start and finish on time.
 - Khutba must also be in English.
- 9.16 In case of an issue affecting ICLR or its affiliates e.g. fund raising, the EC can inform the Imam, that an invited guest can give the khutba in his place on short notice.
- 9.17 If any employee of ICLR including the Imam violates or fails to execute any of his/her duties, he/she shall be given a warning letter, citing the lapses. If those are not rectified the EC or the relevant elected body like HASB reserves the right to put him/her on probation. If the situation is not resolved then a simple majority vote of the EC members or the relevant elected board (like HASB) members can recommend termination of services to the BT. The process of probation may be omitted for serious infractions and termination may be effective immediately.
- 9.18 ICLR may terminate the contract of an employee including the Imam, if a simple majority of the relevant elected body (EC, HASB) agrees and give their recommendation to the BT members. A notice of two (2) weeks shall be given. The BT shall not have the right to go against the recommendations of the elected body.
- 9.19 ICLR reserves the right to terminate any employee's contract including the Imam's contract immediately if majority of BT and EC or HASB considers that his/her action(s) have put ICLR and its interests at risk.
- 9.20 Any employee including the Imam can terminate his/her contract with a thirty (30) day notice.
- 9.21 If anyone has a complaint against the Imam or any employee of ICLR, it must be put in writing and addressed to preferably the President or the Chairman of the HASB. The EC or the relevant elected body (HASB) shall invite the Imam or the employee to resolve the complaint before the EC or HASB recommends a solution.



- 9.22 No member of the BT, EC, and HASB shall make an offer or a contract with any employee of ICLR including the Imam, without mushawara (consensus) with the rest of the respective elected body members. If such an offer is made, it shall be null and void. In case of the Imam approval is required from BT. Similarly no member of any respective body alone shall decide on pay increases for any employee(s). Job description criteria shall be developed and pay increases shall only be given by consensus of the majority of the respective elected body members keeping the financial situation of ICLR and job performance in mind. In the case of the Imam and the Principal, any change in contract shall also be approved by the BT. If there are no changes in the renewal of contract, then formal approval of BT is not required. However a copy of the contract or any changes in the contract shall be given to the BT **(See also Articles: 8.2.41; 9.7)**
- 9.23 No employee including the Imam shall interfere in the meetings of the BT, EC and HASB. If a religious opinion is needed, the Imam shall be consulted. Consultation does not mean approval or permission.
- 9.24 The Imam does not have a voting right for any decisions made in ICLR.
- 9.25 The Imam or any employee of ICLR shall not be eligible to run for election for any office of ICLR.
- 9.26 All employees of ICLR including Imam shall strive to work to promote ICLR and its affiliates and maintain the Islamic code of etiquettes.
- 9.27 Contract of any employee including the Imam and The Huda Academy Principal shall not extend a period of one (1) year, renewable for the same period by the EC and HASB. In case of any changes in the contract including but not limited to salaries, pay raises etc. for the Imam and/or The Huda Academy School Principal, approval from BT is required. For any other employees, the BT shall be kept informed.
- 9.28 The Imam shall obtain a state marriage license to perform marriages according to Islamic Law and state and federal regulations. To issue a certificate of marriage from ICLR the bride and groom must register in the County Courthouse. No certificate shall be given if registration papers are not submitted.
- 9.29 If the Imam issues a certificate of marriage, a copy shall also be given to the Chairman of the Board of ICLR. A proper register and record will be kept by both the Imam and the Chairman.
- 9.30 Before and after negotiating any offer with other ICLR affiliate(s), the Imam and the relevant ICLR affiliate (like Huda Academy) shall inform the EC of the working relationship. The BT shall approve any financial arrangements between the affiliates.
- 9.31 The Imam shall teach a class in Weekend Islamic School. Details shall be communicated and provided by the Principal of Weekend Islamic School to the EC.
- 9.32 No employee(s)/contractor(s) of ICLR or its affiliates including Imam shall meet or give interviews with the media alone representing ICLR or any of its affiliates. The President of the EC or a member designated by the President shall be present during the meeting with the media. In the case of HASB, Chairman of the HASB or a member designated by the Chairman shall be present during the meeting with the media. ICLR reserves the right to deny the views expressed if the majority of members of the respective elected body

feel that the comments have put ICLR or its affiliates at risk. The employee(s) including the Imam may face disciplinary action, including termination, if the majority of elected members of the relevant body feel that the views expressed have put the ICLR or its affiliates at risk.

ARTICLE 10

Meetings and Quorum

- 10.1 All meetings shall start with the recitation from the Holy Quran and must end with Du'a. The meeting shall be conducted in accordance with the Islamic code of conduct, ethics and etiquettes. All members shall conduct themselves professionally; respect each other's opinion(s), right(s) and obligation(s).
- 10.2 In addition to the regular monthly meetings, the General Body shall meet at least twice each year preferably on the 2nd Saturday of March and September to discuss special needs or issues of ICLR. No special speaker shall be invited during these meetings.
- 10.3 The President or Vice-President of EC shall be responsible for announcing the date, time and place of all relevant ICLR meeting(s) verbally or by mail, fax, e-mail etc. at least a week in advance. Similarly the HASB Chairman or Vice-Chairman shall be responsible for calling their respective meetings. Any HASB member may request the HASB Chairman to call a meeting in case a need arises.
- 10.4 Non-Registered members can attend these meeting only as observers by invitation and/or permission of President of EC.
- 10.5 The President of the EC is authorized to call for a special general body meeting if (a) requested in writing by 20% of registered ICLR members who have paid their annual membership dues in full and are eligible to vote or (b) requested in writing by a majority of BT, EC and HASB members.
- 10.6 This shall be separate from the "vote-of-no-confidence" or "petition" meeting as delineated in **ARTICLE 8.1.6**
- 10.7 The date, time and place for this meeting shall be announced by the President of the EC and put on the ICLR notice board or web page.
- 10.8 Fifty One percent (51%) of ICLR members, who are registered, have paid their annual membership dues in full and are eligible to vote in ICLR election shall constitute a quorum for the General Body meeting.
- 10.9 If a quorum is not present, then the meeting shall be adjourned and NO decision shall be made that affects ICLR or its affiliates.
- 10.10 Any meeting adjourned because of lack of quorum must be reconvened within thirty (30) days. However if a quorum is still not present, then the issue(s) shall be resolved and a decision reached by mushawara (consensus) between majority of the members of the BT and EC or HASB, if Huda Academy is involved.



- 10.11 All regularly scheduled meetings of the BT, EC and HASB are closed meetings unless otherwise specified. There shall be no interference from general body member(s). The presence of simple majority of elected members from the BT, EC or HASB shall constitute a quorum for the respective elected body. Any decisions made when quorum is present are binding and shall reflect in the minutes.
- 10.12 Only member(s) who are registered, have paid their annual membership dues and are eligible to vote have the right to attend a meeting if invited. If a member of BT, EC or HASB invites general body member(s), then the rest of the BT, EC or HASB members shall be informed prior to the meeting and the reason(s) for the person being invited. The BT, EC or HASB shall conduct mushawara (consensus) and decide to allow the person to attend the meeting as an observer.
- 10.13 The invited member(s) shall not interfere in the proceedings of the meeting and do not have the right to vote during the meeting.
- 10.14 The approved minutes of all meetings including minutes of committees, sub-committees, of BT, EC and HASB shall be posted within a reasonable amount of time, preferably before the next scheduled meeting on the respective bulletin board to keep the community informed, as long as the minutes do not contain confidential information.
- 10.15 To keep the community informed, during each monthly meeting and General Body meetings, the agenda shall contain a minimum of the following:
- Summary Treasurer's Report of ICLR, Huda Academy and Sunday School
 - EC and HASB Report
 - Questions and Answers

ARTICLE 11

Committees and Sub-Committees of ICLR

- 11.1 No committee, sub-committee of ICLR affiliates (Masjid, The Huda Academy School) shall have the authority to take any action outside the scope of authority delegated to it by the BT, EC or HASB.
- 11.2 Each committee, sub-committee shall be comprised of a minimum of three (3) ICLR members who are registered, have paid their annual membership dues in full and are eligible to vote in ICLR elections.
- 11.3 The designated members of these committees or sub-committees shall communicate, inform, educate, and update the respective elected body of their activities e.g. new construction efforts of school, issues, challenges of school, Masjid etc.
- 11.4 If there are any criteria for selection or recruitment of members for these committee(s) or sub-committee(s), it shall be announced during the regular monthly meeting.



- 11.5 The terms of these sub-committees shall coincide with the terms of the respective elected body (EC, BT or HASB). No one shall arbitrarily decide membership or terms of these members.
- 11.6 Before a new member is added to the committee or sub-committee, the new member shall be introduced to the respective elected body for approval. After approval the elected body shall inform the member of his/her acceptance in the committee or sub-committee in writing.

ARTICLE 12

Amendments

- 12.1 This constitution may be amended by two-thirds of ICLR General Body members who are registered, have paid their annual membership dues in full and are eligible to vote in ICLR's elections.
- 12.2 The proposed amendment(s) shall be given in writing to the President of the EC or Chairman of HASB if affecting The Huda Academy, signed by (1) at least twenty percent (20%) of ICLR members who are registered, have paid annual membership dues in full and are eligible to vote in ICLR's election or (2) by the majority of the respective elected body members.
- 12.3 The amendment(s) shall be reviewed by all members of the EC or the HASB if affecting The Huda Academy. They may be approved or rejected after mushawara (consensus) of the majority of the members of the relevant elected body. If the majority of the elected members of the respective elected body approves the amendments then they shall be forwarded to the BT.
- 12.4 The BT after mushawara (consensus) amongst them shall have right to approve or reject the amendment by simple majority of their members.
- 12.5 If the majority of the BT members agree with the amendment(s), the General Body shall then vote on the amendment(s) during the regularly scheduled monthly meeting.
- 12.6 The result of the vote for the amendment(s) shall be posted within a week. Only those votes of members, who have registered with ICLR, have paid their annual membership dues in full for the previous year and are up to date for the current year's membership dues will be counted.
- 12.7 If Quorum (51%) is not present then the **ARTICLE 10.9 - 10.10** shall be followed.
- 12.8 The Secretary of the EC, and person designated by the Chairman of the BT or HASB shall be responsible for the minutes of these meeting which shall also be posted on the ICLR bulletin Board within a reasonable number of days of conducting the meeting, preferably before the next regularly scheduled meeting.



- 12.9 With the approval from BT, by-laws may be made by the EC or HASB without changing the intent of any article(s) in this constitution and only if a majority of the members of the respective elected body agrees.

ARTICLE 13

The Weekend Islamic School (WIS)

The mission of the Weekend Islamic School of the Islamic Center of Little Rock is to provide Islamic education to the Muslim children of Little Rock and its surroundings areas. A defined curriculum based upon the learning of Quran and Islamic teachings shall be used.

- 13.1 The Weekend Islamic School (WIS) shall be a separate program independent of the full-time Huda Academy School. The WIS shall be primarily housed in The Huda Academy buildings and utilize its facilities on weekends or whenever needed in consultation with the HASB.
- 13.2 The WIS shall be open to all children.
- 13.3 The EC shall appoint the Principal of the WIS. WIS Principal shall report to the President of the EC and provide update to the community during monthly meetings. He/She shall supervise the weekend school activities.
- 13.4 The Principal of the WIS shall prepare and annual budget for approval by the EC

ARTICLE 14

The Huda Academy

The Huda Academy is established exclusively for non-profit, religious, educational and scientific purposes. The mission of the Huda Academy is to identify and establish an academic curriculum, which meets or exceeds the standards of the Little Rock School District and is based on Islamic principles and lead to the accreditation of the School by the Arkansas State Board of Education.

- 14.1 The Huda Academy shall observe all the articles of the ICLR's constitution.
- 14.2 No part of the earnings of The Huda Academy shall benefit or be distributable to its members, trustees, officers or any private persons including family members of the elected representatives, except to pay reasonable compensation for services rendered or to make payments and distributions to further the purposes of the organization.
- 14.3 The Huda Academy shall not participate in or intervene in any political campaign/activity on behalf of any candidate running for public office.

14.4 In addition to the activities of the HASB mentioned in other articles of this constitution, the HASB has the following responsibilities:

- Make decisions about day-to-day operations of the Huda Academy
- Set general policies, strategic and long term planning with the approval of the BT
- Delegate discretionary powers to the Principal and appoint committees as necessary to conduct the day-to-day business of the Academy
- Working with BT to confirm selection of principal and other relevant employees like teachers etc. and approve budget and fund-raising activities.