

ISLAMIC COMMUNITY CENTER OF LAUREL

CONSTITUTION

Draft August 2017

# Table of Contents

<b>ISLAMIC COMMUNITY CENTER OF LAUREL</b> .....	<b>5</b>
<b>ARTICLE I: Aims and Objectives</b> .....	<b>5</b>
Section 1: Definition .....	5
Section 2: Office of Association .....	6
Section 3: Association Registration.....	6
<b>ARTICLE II: Affiliation</b> .....	<b>6</b>
Section 1: Trustee .....	6
Section 2: Academic Institutions .....	6
<b>ARTICLE III: Membership</b> .....	<b>6</b>
Section 1: Basic Requirements for Membership.....	6
Section 2: Types of Memberships .....	6
Section 3: Application for Membership.....	7
Section 4: Resignation of Members.....	7
Section 5: Membership Dues.....	7
<b>ARTICLE IV: ICCL Assembly</b> .....	<b>8</b>
Section 1: Definition .....	8
Section 2: Term.....	8
<i>Section 3: Qualifications</i> .....	8
<i>Section 4: Election</i> .....	8
<i>Section 5: Exit from Assembly</i> .....	8
Section 6: Responsibility .....	9
<b>ARTICLE V: Board of Directors (BOD)</b> .....	<b>9</b>
Section 1: Definition .....	9
Section 2: Chairman.....	10
Section 3: Term.....	10
Section 4: BOD Responsibilities.....	10
Section 5: Decisions .....	10
Section 6: Resignation.....	11

Section 7: Vote of no confidence.....	11
<b>ARTICLE VI: ICCL Council.....</b>	<b>11</b>
Section 1: Definition.....	11
Section 2: ICCL Council Members.....	11
Section 3: Qualification.....	11
Section 4: Term.....	11
Section 5: Responsibilities.....	12
Section 7: Invitees.....	14
<b>ARTICLE VII: Finance.....</b>	<b>14</b>
Section 1: Membership Dues.....	14
Section 2: Increase of Annual Membership.....	14
Section 3: Contribution to Association.....	14
Section 4: Accounts of Association.....	14
Section 6: Authorization of Expenditures.....	16
Section 8: Nomination of Auditors.....	16
<b>ARTICLE X: Academic Institutions.....</b>	<b>17</b>
Section 1: Purpose.....	17
Section 2: ICCL Sunday School Administration.....	17
Section 3: ICCL Sunday School Principal.....	17
<b>ARTICLE XI: Long-Term Committees.....</b>	<b>17</b>
<b>ARTICLE XII: Special Projects Committees.....</b>	<b>18</b>
Section 1: Appointment.....	18
Section 2: Chairperson.....	18
Section 3: Dismissal.....	19
<b>ARTICLE XIII: Meetings.....</b>	<b>19</b>
Section 1: Annual General Body Meeting.....	19
Section 2: Administration Meeting.....	19
<b><i>Section 3: Assembly Meeting</i>.....</b>	<b>19</b>
Section 6: Quorum.....	20
<b>ARTICLE XIV: Amendments.....</b>	<b>20</b>
Section 1: Proposal Process.....	20
Section 2: Adoption.....	21

Section 3: Unapproved Proposals.....	21
<b>ARTICLE XV: Elections.....</b>	<b>21</b>
Section 1: Election Committee .....	21
Section 2: Nomination Process .....	21
Section 4: Charge of Position .....	22
Section 5: Campaigning.....	22
Section 6: Election Committee’s Right to Vote .....	22
Section 7: Proxy/Absentee Vote.....	22
<b>ARTICLE XVI: Dismissal .....</b>	<b>22</b>
Section 1: Conviction by court of law .....	23
Section 2: Indictment or Arrest .....	23
Section 3: Act of reprehensible nature .....	23
Section 4: Absence or Incompetence.....	23
Section 5: Dismissal of Staff.....	23
<b>ARTICLE XVII: Conflict of Interest .....</b>	<b>23</b>
Section 1: Purpose:.....	23
Section 2: Definition .....	23
<b>ARTICLE XVIII: Arbitration Committee (AC) .....</b>	<b>24</b>
Section 1: Definition .....	24
Section 2: Term.....	24
Section 3: Chairman.....	24
Section 4: Procedure .....	24
<b>ARTICLE XIX: Dissolution .....</b>	<b>25</b>

# ISLAMIC COMMUNITY CENTER OF LAUREL

We, the members of the ISLAMIC COMMUNITY CENTER OF LAUREL, Maryland, hereinafter called the Association, have agreed to and adopted the following constitution.

This constitution ratified on \_\_\_\_\_, supersedes and replaces any and all previous constitutions, bylaws, agreements, and articles of incorporation by the Association.

After this amendment is ratified, initial transition period shall go into effect that shall be executed in accordance with the "Transition Document" attached. Upon successful completion of the transition period, "Transition document" will be retired.

## ARTICLE I: Aims and Objectives

### *Section 1: Definition*

The Association shall be a non-profit, non-political organization. The aims and objectives of the Association are to serve the best interest of Islam and of the Muslims and other communities of Laurel, Maryland and its vicinity, in conformity with Islamic doctrines and beliefs as prescribed by the Quran and Sunni school of thought. Towards this end, the Association shall:

- a. Arrange and hold congregational prayers, events, and activities that meet the needs and requirements of the Muslim community.
- b. Establish educational facilities to meet Islamic educational needs of the Muslims of Laurel and its vicinity, as financially feasible, in strict compliance of local and Islamic laws.
- c. Conduct religious, social, cultural, and other activities in the best traditions of Islam, according to the Quran and Sunnah.
- d. Promote unity and joint action among the Muslims.
- e. Cooperate with other Islamic organizations and their activities in U.S.A., Canada, and overseas.
- f. Promote friendly relations between Muslims and non-Muslims.
- g. Conduct Dawah activities and endeavor to make Islamic teachings known to interested non-Muslims especially neighbors.
- h. Interact with city, county and state officials as well as other like-minded organizations to promote and defend the interests of Islam and Muslims.

## ***Section 2: Office of Association***

The Association shall maintain an office at the premises of the Mosque/Islamic Center located at 7306 Contee Road, Laurel, Maryland 20707 or at its future locations.

## ***Section 3: Association Registration***

The Association shall be registered as a Non-Profit Religious Organization in the State of Maryland, meeting the requirements of the IRS 501(c)(3) designation. It shall be the responsibility of the ICCL Council General Secretary to do all the necessary paperwork, as directed by the Board of Directors (BOD), in order to keep the registration active.

# **ARTICLE II: Affiliation**

## ***Section 1: Trustee***

Real Estate purchased, or donated to the Association shall be entrusted with the North American Islamic Trust. Negotiation with the trustee to reverse the trust can begin after approval of the Assembly and General membership as per approval criteria in Article XIV, Section 2.

## ***Section 2: Academic Institutions***

The academic institutions shall operate as an independent entity but affiliated with the Association for general supervision by and directions from the BOD ONLY.

# **ARTICLE III: Membership**

## ***Section 1: Basic Requirements for Membership***

Membership in the Association shall meet the following minimum requirements:

- a. Must be at least 18 years of age.
- b. Must not have any non-traffic and criminal felony and misdemeanor conviction within past ten (10) years.
- c. Applicants for membership must complete a membership application form and duly sign it.
- d. All new applicants must be approved by the BOD.
- e. Membership must be paid annually per Article III, Section 5.
- f. Members must agree to abide by the constitution of the Association and any other rules, regulations, by-laws passed by the BOD, Council and the Assembly.

## ***Section 2: Types of Memberships***

Membership in the Association shall be of three (3) types - Associate Member, General Member, and Executive Member. Membership shall be conferred by the Chairman of the BOD:

### **a. ASSOCIATE MEMBER**

1. Must fulfill all requirements of basic membership (Article III, Section 1).
2. Member has no voting rights.

**b. GENERAL MEMBER**

1. Must fulfill all requirements of basic membership (Article III, Section 1).
2. Must be a Sunni Muslim.
3. Must be a US citizen or permanent resident.
4. Has completed a minimum of one year of membership as an Associate Member.
5. Must reside in Prince George's, Montgomery, Howard, or Anne Arundel County.
6. Has the right to vote in ICCL Council and ICCL Assembly elections.
7. Has the right to be elected as a Council member.
8. For family memberships, the spouse and unmarried dependent children of the age 18 and above and dependent parents of the age 55 and above, who share the same address, may also vote in ICCL Council and ICCL Assembly elections.

**c. EXECUTIVE MEMBER**

1. Must fulfill all requirements of General membership (Article III, Section 2b).
2. Must have been General member for at least 4 cumulative years.
3. Has completed one of the following:
  - i. Served one or more years on ICCL Council as president.
  - ii. Served two or more years on ICCL Council in any position
  - iii. Volunteered for at least 4 years in an established ICCL Committee or Program.
  - iv. Individuals with exceptional knowledge or experience with a proven ability and commitment to ICCL, if approved by 70% of the Assembly members.
4. Retains the rights and privileges of a General Member.
5. Has the right to be elected to the ICCL Council and ICCL Assembly.

***Section 3: Application for Membership.***

Application for Associate, General, or Executive membership shall be made to the ICCL Council and referred to the BOD on such form as may be prescribed by the BOD. Acceptance of the membership application shall be wholly within the discretion of the Chairman of the BOD. Approval or Rejection of application shall be provided to applicant in writing within sixty (60) days. The Secretary of the ICCL Assembly will keep record of all membership, including eligibility for Executive membership.

***Section 4: Resignation of Members.***

Any member of the Association may resign by sending a written resignation to the Chairman of the BOD.

***Section 5: Membership Dues.***

- a. Annual Membership dues must be paid by January 31st of the calendar year. After that members will be considered delinquent and not eligible to vote until all dues are paid for the missed years.

- b. Membership will be automatically cancelled after 3 consecutive years of non-payment of membership dues.
- c. Payment for dues must be clearly labeled with member name, membership year and single/family designation.
- d. Membership dues will not be deducted from general donations or contributions. All dues must be paid separately. The member is entitled to receive a receipt upon request for all payments. The receipt should capture the name of the member, the amount and the purpose of the payment.
- e. Membership dues will be reduced by 50% for new members who join after June 30<sup>th</sup>.

## **ARTICLE IV: ICCL Assembly**

### ***Section 1: Definition***

The ICCL Assembly (referred to as the “Assembly”) is an advisory, supervisory, and judicial body consisting of up to fifteen (15) Executive members of the Association. All Assembly positions are Volunteer positions and no remuneration of Cash/Kind will be demanded or paid for their services.

The Assembly shall initially comprise members as per “Transition document”.

When vacancies arise in the Assembly, the General Body will elect to fill position(s) during annual general elections.

### ***Section 2: Term***

- a. The term of the new Assembly member(s) shall be three (3) years. At the end of the term, the member may be elected for one more term. After completing two terms (6 years) in Assembly, the member shall not be reelected for one (1) year.

### ***Section 3: Qualifications***

The Assembly member must be an Executive member.

### ***Section 4: Election***

- a. Election of members for open Assembly positions will take place once every year and shall be conducted in accordance with Article XV. The Assembly shall have the discretion to hold elections at times other than the ICCL Council elections if 3 or more vacancies arise in Assembly.
- b. Election of members to the Assembly shall be based on popular vote by the general members.

### ***Section 5: Exit from Assembly***

- a. A member of the Assembly may resign at any time during his/her term by informing the Chairman in writing or via email.
- b. Any non-traffic and criminal felony and misdemeanor charges against an Assembly member will cause his/her immediate suspension from the Assembly, until the matter is decided in the court.
- c. Conviction in a US Court of Law will cause an immediate expulsion from the Assembly. The expulsion



will remain in effect until the conviction is either overturned by a higher court or the affected person has fulfilled the pronouncement of the judgement of the court. After conviction, the affected person shall not be a candidate for election to the Assembly for 10 years.

- d. If an evidence or testimony is brought to the Assembly against any of its members, based upon generally accepted rules of evidence, of an act of extreme reprehensible nature detrimental to the interest of the Association, the Assembly may expel the member, with a minimum of 70% affirmative votes of the Assembly members. Expulsion must be based upon due process in which the affected person is provided all opportunities by the Assembly to present his/her defense.
- e. If an Assembly member fails to attend three Assembly meetings in a calendar year without any convincing health and or personal reasons, then the Assembly member could be eligible for expulsion from the Assembly, with a minimum of 70% affirmative votes of the Assembly members.
- f. If an Assembly member no more meets basic requirements of General membership per Article III, Section b (e.g. relocated to another state), he or she will automatically lose Assembly membership.

## ***Section 6: Responsibility***

The Assembly shall be responsible for:

- a. Electing seven (7) BOD members from within the Assembly.
- b. Conducting all Association elections by appointing an election committee comprising a minimum of three (3) Assembly members. The Assembly shall prepare a standard procedure for conducting elections and oversee the election committee. All disputes shall be resolved by the Assembly and its decision shall be final.
- c. Being available as advisors to the BOD on their request.
- d. Leading Long term committees, Special project committees, etc.
- e. Assisting and co-operating with the BOD and the Council in raising funds for the Association and in new membership drives in a pro-active manner.
- f. Tracking the progress or lack thereof of the BOD without undue interference in the affairs of the BOD.
- g. Appointing from members other than the BOD, a Secretary of the Assembly, by simple majority vote, who will be responsible for organizing Assembly meetings requested by the Chairman and/or by the Assembly membership, preparing agendas and notes for meetings, and maintaining status of the Assembly membership and the list of all Association members. The Secretary shall be elected/re-elected by the Assembly each year by a simple majority vote.
- h. Resolving ambiguities regarding the interpretation or implementation of the constitution at the request of an Assembly member or ICCL Council member. The interpretation of the constitution shall be approved by a minimum of 70% of the Assembly affirmative votes, and shall be final and binding on all.
- i. Resolving disputes of social, educational, electoral, or religious nature including any dispute arising between the elected bodies. If deemed necessary, the Assembly at its discretion may establish an Arbitration Committee as per Article XVIII.
- j. To meet every three months at a minimum.

## **ARTICLE V: Board of Directors (BOD)**

### ***Section 1: Definition***

The BOD shall consist of seven (7) members nominated and elected from the ICCL Assembly by the Assembly members. No member of the BOD shall serve on the ICCL Council, during their tenure on the BOD. The BOD

members shall continue as Assembly members as well.

## ***Section 2: Chairman***

The members of the BOD shall elect a Chairman of the BOD during the first meeting of the calendar year following an election. Maximum tenure of a Chairman shall not be more than two (2) consecutive years.

The Chairman shall have the following responsibilities:

- a. Presiding over the BOD meetings.
- b. Acting as the spokesperson, representative, and correspondent for the BOD' activities.
- c. The Chairman of the BOD himself or a Director designated by him shall maintain a record of the minutes of every meeting of the BOD. These minutes should also be shared with the Assembly, Council and Imam/Resident Scholar.
- d. Forming various Long-Term and Special Projects Committees with the approval of the BOD, as defined in Article XI and Article XII.
- e. To resolve amicably any disputes between various entities of the Association by utilizing conflict resolution methods. If an acceptable resolution is not reached between the parties within 45 days, then refer the matter to ICCL Assembly Secretary for Arbitration.
- f. Working on developing, implementing, and maintaining a privacy policy for the Association.
- g. Taking appropriate steps to ensure security of the Association facility.
- h. Developing and implementing a Volunteer policy.

## ***Section 3: Term***

The term of a Director shall be two (2) years beginning on January 1st of the calendar year following the elections. A Director may not serve more than four (4) consecutive years.

## ***Section 4: BOD Responsibilities***

The BOD shall be responsible for:

- a. Providing guidance and vision with respect to the future of the Association in terms of expansion, development, and growth including budget and fundraising.
- b. Responsible for establishing community outreach programs.
- c. Promoting and admitting the general membership to the association.
- d. Overseeing general activities of the Association to ensure that they are within the framework of the constitution.
- e. May select, hire, and contract positions within the Association as needed. For example Resident Scholar/Imam, Academic institution principal, office manager, etc.
- f. Overseeing and evaluating performance of all employees of the Association.

## ***Section 5: Decisions***

The members of the BOD shall convene in order to render decisions on issues presented before the BOD. The BOD shall come to a consensus regarding said matter. In the event that a consensus cannot be reached, there

shall be vote amongst the members of the BOD. Support by at least four out of seven (4/7) of the members shall be satisfactory to come to a decision when a minimum of five out of seven (5/7) are attending.

In case of purely religious and Jurisprudence (Fiqh) matters, the BOD must consult with Resident Scholar/Imam for guidance and make decisions accordingly.

### ***Section 6: Resignation***

If a Director (or Directors) resigns or leaves office prior to the expiration of his/her term, the ICCL Assembly shall nominate and elect an individual from the ICCL Assembly for the remaining tenure of the exiting Director's term, before the next BOD meeting.

### ***Section 7: Vote of no confidence***

- a. If three out of fifteen (3/15) Assembly members are dissatisfied with the BOD Chairman or a BOD member's performance or decisions, a special Assembly meeting will be called by Assembly Secretary, within 2 weeks of a written notice, to discuss and resolve the issue.
- b. If the matter didn't get resolved, a second Assembly meeting will be called, within 2 weeks to discuss the matter and introduce a no confidence motion.
- c. The Assembly members, excluding the member being debated, will debate and vote on the motion. If 70% or more of the members vote in favor of the motion, the member being debated can be removed from the BOD.
- d. Removed BOD member will remain part of the Assembly and complete his/her term but will not be able to vote or participate in the BOD elections.
- e. Newly open BOD position will be filled by election in next Assembly meeting.

## **ARTICLE VI: ICCL Council**

### ***Section 1: Definition***

ICCL Council shall be responsible for managing the day to day affairs of the Association.

### ***Section 2: ICCL Council Members***

The office bearers of the ICCL Council shall be elected from the General Membership and will consist of the President, Vice-President, General Secretary, Finance Secretary, Assistant Finance Secretary, Event Coordinator, Media Coordinator, and Women's Event Coordinator.

### ***Section 3: Qualification***

For the position of President or Finance Secretary, the candidate must have served at least one year on the ICCL Council in any position.

### ***Section 4: Term***

The term of the ICCL Council shall be two year beginning on January 1st of the calendar year following the elections. No member shall serve more than 4 consecutive years for the same position.

## ***Section 5: Responsibilities***

1. **President:** The President shall be responsible for:
  - a. The general management of all the activities of the Association.
  - b. Directing and coordinating all activities so as to achieve the objectives of the Association.
  - c. Calling and presiding over meetings of the ICCL Council.
  - d. Managing funds and expenses of the Association as defined in Article VII.
  - e. Presenting reports on the state of the Association to the general body at the annual meeting and in its newsletter.
  - f. Being the spokesman, representative and correspondent for the Association in external activities.
  - g. Representing ICCL Council to the BOD.
  - h. Developing/maintaining a Council's procedure manual.
2. **Vice President:** The Vice-President shall be responsible for:
  - a. Carrying out the management of the activities of the Association, in the absence of the President.
  - b. Assisting the President in accomplishing the objectives of the Association.
  - c. Temporarily assuming the functions of the President when requested as such by him, or if the President is incapacitated. In the latter case, the Vice-President shall assume Presidency for the remaining period of his term.
3. **General Secretary:** The General Secretary shall be responsible for:
  - a. Preparing, circulating within thirty days, and maintaining the minutes of all the ICCL Council and General Body meetings. These minutes should also be shared with the Assembly and the Imam/Resident Scholar.
  - b. Preparing agenda for the ICCL Council and General Body meetings as directed by the President and notifying the members of the ICCL Council and the General Body, respectively, of it.
  - c. Maintaining list of the volunteers for various functions of the Association.
  - d. Keeping the Association registration active as directed by the BOD.
  - e. Presiding over the ICCL Council meetings when both the President and the Vice-President are absent.
  - f. Presenting at the beginning of every ICCL Council and General Body meeting, the minutes of the previous meeting for approval by the ICCL Council/General Body.
4. **Finance Secretary:** The Finance Secretary shall be responsible for:
  - a. Maintaining the record of all financial transactions of all bank accounts of the Association. He/she shall be responsible for systematic up-keep of books and writing disbursements, receipts, banking reconciliations and showing of increase of funds in statements to be made public.
  - b. Collecting and depositing all the tuition fee/funds received on behalf of the Association to the appropriate bank accounts.
  - c. Countersigning all withdrawal checks on behalf of the Association in accordance with Article VII, Section 5.

- d. Preparing and presenting to the BOD, the annual budget of the Association for the next fiscal year in consultation with the newly elected ICCL Council no later than February 1<sup>st</sup> of the calendar year.
  - e. Presenting before the BOD a quarterly report on the status of the Association's financial affairs, including in it anonymous donations and total donations received by the Association.
  - f. Preparing and submitting the necessary returns to the Internal Revenue Service.
  - g. Presenting the status of all bank accounts in the Annual General Body meeting as defined in Article XIII, Section 1.
5. **Assistant Finance Secretary:** The Assistant Finance Secretary shall be responsible for:
- a. Working under the guidance of the Finance Secretary and assisting in completing his/her responsibilities.
6. **Event Coordinator:** The Event Coordinator shall be responsible for:
- a. Directing and supervising all arrangements for celebration of religious festivals and social programs such as picnics, dinners, lectures, etc.
  - b. Coordinating use of ICCL resources such as rooms and equipment so as to avoid conflicts between occasional events and scheduled programs.
  - c. Maintaining a list of and relationship with contacts for area hotels, halls, caterers, equipment rental facilities, etc. so as to facilitate rapid event setup and receipt of superior service.
  - d. Informing the members about the time, place and details of the festivals and social events through the Media Coordinator and other means.
7. **Media Coordinator:** The Media Coordinator shall be responsible for:
- a. Preparing circulars, bulletins and newsletters of the Association, in either print or electronic media, and presenting the same before the ICCL Council for their review.
  - b. Editing and publishing literature on behalf of the Association and maintaining the Association's website.
  - c. Managing the institution's Social Media presence to promote events, activities and disseminate other relevant information as agreed upon by the ICCL Council.
  - d. Managing the use and maintenance ICCL media equipment.
8. **Women's Event Coordinator:** The Women's Event Coordinator shall be responsible for:
- a. Representing women's concerns at ICCL Council meetings.
  - b. Looking after the specific needs, if any, of sisters on various occasions such as conventions, social gatherings, etc.
  - c. Working with Event Coordinator to direct and supervise all arrangements for celebration of religious festivals and social programs such as picnics, dinners, lectures, etc.
  - d. Directing and supervising all arrangements for sisters-only events.

## Section 6: Decisions

The decision on each and every matter in the ICCL Council meeting shall be reached by simple majority, with each member of the ICCL Council, present in the meeting, voting on the matter. The President may exercise veto against a simple majority. However, two third (2/3) majority of the members present, not counting the

President or the member presiding in his absence, shall override any presidential veto. The members not attending the meeting shall not be able to vote on any issue.

### ***Section 7: Invitees***

The ICCL Council may invite past ICCL Council member(s) and/or any other member(s) to an ICCL Council meeting in order to know the history of the past decisions and/or to seek their views on the items on the agenda of the meeting. However, none of the invitees shall have a right to vote on any ICCL Council decision.

### ***Section 8: Resignation***

If the ICCL Council President resigns or leaves office prior to the expiration of his term, the Vice-President shall serve as President for the remainder of the term. If any other ICCL Council member resigns or leaves office prior to the expiration of his/her term, the remaining ICCL Council members shall select a community member eligible to serve on the ICCL Council for the remaining tenure of the exiting ICCL Council member's term in its next meeting. If five (5) or more ICCL Council members resign or leave office prior to the expiration of their respective terms, then a new election shall be held to fill those positions within 60 days in accordance with Article XV. In such a case and until the election is held, the ICCL Assembly shall assume the responsibilities of the ICCL Council.

## **ARTICLE VII: Finance**

### ***Section 1: Membership Dues***

Membership dues shall be determined by the BOD. At the time of ratification of this constitution, the dues are \$90 for family and \$60 for individual.

### ***Section 2: Increase of Annual Membership***

Annual membership dues shall not be increased more than 25% (twenty-five percent) in any year without the approval by the simple majority of the voting members present at a General Body meeting.

### ***Section 3: Contribution to Association***

- a. The Association may accept any contribution in any form from any source consistent with the purposes of the Association and with the principles of Islam.
- b. All funds collected for a specific cause shall be used for that cause or project unless the Assembly members and General members authorize its use, per approval criteria in Article XIV, Section 2, for a different purpose within the goals and objectives of the Association.

### ***Section 4: Accounts of Association***

The Association shall maintain the following interest-free separate accounts:

- a. **The Reserve Fund Account:** All of the Association income, receipts, dues, all other incoming checks or cash, box collections, and all general donations shall be deposited in this account. Any check

withdrawals from this account shall only be for deposit into the Expense Account. Two signatures are required for withdrawal from this account. For an online or Electronic Fund Transfer, a paper authorization form for the transfer must be created and the two signatures must be obtained and the form saved.

- b. **Expense Account:** This is a bank account meant for account payable activities such as salaries, bills, utilities and other expenses. Funds are supplied from the reserve account as authorized by the BOD. Any check withdrawal from this account shall be for use as petty cash and for the expenses of the Association.
- c. **ICCL Sunday School Account:** This account shall be used for the income and expenses associated with the ICCL Sunday School. Two signatures are required for withdrawal from this account.
- d. **ICCL Academy Account:** This account shall be used for the income and expenses associated with the ICCL Academy.
- e. **ICCL Zakat Account:** This account shall be used for the collection and dispensation of zakat funds.
- f. **ICCL Janazah Account:** This account shall be used for the collection and dispensation of janazah funds.
- g. **Special Project Accounts:** Special project accounts, such as ICCL Expansion account, can be established as determined by the BOD.
- h. **Petty Cash:** Petty cash will be maintained by the Finance Secretary and updated monthly at the ICCL Council meetings. The BOD will determine, as part of the annual budgetary process, how much petty cash should be kept available.

## ***Section 5: Account Administration***

All accounts held by the Association shall be administered by the Account Administration. The Account Administration shall comprise a body of individuals, wherein a majority of the Account Administration shall be required to make any administration changes to any of the accounts at said accounts' respective banking institution, though any two (2) can approve transactions.

Upon taking office, a member of the Account Administration for each account must immediately execute the steps needed to gain signature authority on the account. Upon exiting the office, the office holder must relinquish immediately (or as soon as reasonably feasible) and transfer any account related documentation or other items to remaining members of the Account Administration.

The Account Administration shall comprise the following individuals for each account:

- a. **Reserve Fund Account:** The Account Administration shall consist of the Chairman of the BOD, a designated director from the BOD, the President, and the Finance Secretary.
- b. **Expense Account:** The Account Administration shall consist of the Chairman of the BOD, a designated director from the BOD, the President, and the Finance Secretary.
- c. **ICCL Sunday School Account:** The Account Administration shall consist of the Chairman of the BOD, a designated director from the BOD, ICCL Sunday School Principal, and ICCL Sunday School Treasurer.
- d. **ICCL Academy Account:** The Account Administration shall consist of the Chairman of the BOD, a designated director from the BOD, ICCL Academy Principal, and ICCL Academy Treasurer.
- e. **ICCL Expansion Account:** The Account Administration shall consist of the Chairman of the BOD, a designated director from the BOD, and the Finance Secretary.
- f. **ICCL Zakat Account:** The Account Administration shall consist of the Chairman of the BOD, a designated director from the BOD, the President, and the Finance Secretary.

- g. ICCL Janazah Account: The Account Administration shall consist of the Chairman of the BOD, a designated director from the BOD, the President, and the Finance Secretary.

### ***Section 6: Authorization of Expenditures***

The President of the ICCL Council has authority to authorize the expenditure of petty cash without prior approval of the ICCL Council or the BOD.

### ***Section 7: Documentation***

Any banking transaction, whether electronic, online, or in-person, shall be memorialized in writing (e.g. e-mail, meeting minutes, etc.). Such documentation shall indicate the names of the two signatories approving said transaction.

### ***Section 8: Nomination of Auditors***

The BOD shall nominate as auditors for the following fiscal year, two members who shall not run for posts in the ICCL Council or the Assembly for the year and who have basic knowledge and understanding of accounting and audit procedures. The auditors shall audit the Association accounts continuously and submit a quarterly report to the BOD and a final report to the General Body.

The BOD shall enter a contract with a professionally certified auditor every five (5) years. Said auditor shall be independent and unaffiliated with the Association. Said auditor shall have no personal, financial, and/or religious bias to the Association and/or any individual holding a position within the Association. Said auditor shall audit the Association accounts and submit a report to the BOD.

## **ARTICLE VIII: Staff**

The Staff (Resident Scholar/Imam, Principal, Office manager, etc.) shall meet below minimum requirements along with what is stipulated in their contract:

- a. Must be at least 18 years of age.
- b. Must not have any non-traffic and criminal felony and misdemeanor conviction within past 10 years.
- c. Must be authorized to work legally in US.

## **ARTICLE IX: Resident Scholar/Imam**

### ***Section 1: Definition***

A Resident Scholar/Imam shall serve the function of managing the religious programs and services of the Association and providing guidance on all religious matters of the Association. His term and responsibilities will be per the contract entered with the BOD.

### ***Section 2: Qualification***

The Resident Scholar/Imam shall be:



- a. A Sunni Muslim
- b. Graduate of an Islamic seminary, or Masters in Islamic studies, or equivalent. Position can be temporarily filled by a less qualified individual, until a more qualified individual becomes available.

## **ARTICLE X: Academic Institutions**

### ***Section 1: Purpose***

The purpose of academic institutions will be to provide our members necessary basic Islamic education under the strict guidelines of Quran and Sunnah as related by Sunni school of thought.

The educational programs at the Association may comprise ICCL Academy, ICCL Sunday School, and other academic projects. The BOD shall provide direction in matters of education and shall oversee the general activities of said educational programs. However, the BOD shall not interfere in the daily affairs of said educational programs.

The structure and administration of these institutions will be similar to ICCL Sunday School as described below.

### ***Section 2: ICCL Sunday School Administration***

ICCL Sunday School will be managed and administered by the ICCL Sunday School Principal, who will be assisted by a body of school staff and faculty. An ICCL Sunday School Treasurer shall also be established in order to maintain the accounts of the ICCL Sunday School.

### ***Section 3: ICCL Sunday School Principal***

- a. The principal will be appointed by the BOD for a term of three years which may be renewed as many times as may be deemed fit by the BOD.
- b. Four out of seven (4/7) members of the BOD may terminate the term of the Principal and appoint a replacement. A Principal for any reason may resign before completion of his/her term by giving notice of one month to the BOD.
- c. The Principal in consultation with the school staff and faculty will set the curriculum for any level of education imparted by the school.
- d. The Principal will establish an administrative body of the school which shall consist strictly of members of the school staff and faculty. This body shall administer the school activities.
- e. The Principal shall have close liaison with the Chairman of the BOD and will seek directions from the BOD whenever necessary.
- f. The Principal will present, in the Annual General Body meeting the "State of the School Report", which shall also include plans for the next school year.

## **ARTICLE XI: Long-Term Committees**

### ***Section 1: Appointment***

- a. The BOD may appoint long-term committees for the purposes of managing Education Institutes, Janazah arrangements, dispensation of zakat, expansion/construction related matters, etc.
- b. The BOD may request Council to help with member selection of these committees.
- c. Notice of each long-term committee and its respective members may be disseminated through the ICCL Council Media Coordinator.
- d. These long-term committees shall have a procedure and guideline document that defines goals and responsibilities of the committee, how decisions of payment and approvals are handled, and how often progress will be reported to the BOD.

### ***Section 2: Term***

The tenure of these committees shall remain permanent until dismissed by the BOD. The individuals serving on these committees shall be added and/or removed at the discretion of the BOD.

### ***Section 3: Religious Guidance***

The Zakat, Janazah, and other similar Committees shall each seek religious guidance from the Resident Scholar/Imam.

## **ARTICLE XII: Special Projects Committees**

### ***Section 1: Appointment***

The BOD may appoint a Special Projects Committee in order to carry out a special project or assignment. The tenure of these committees may vary from fraction of a year to one year or more, depending upon the nature of the assignment. The assignment given to the Special Projects Committee shall be defined in a memorandum from the BOD to the Special Projects Committee. Notice of the Special Projects Committee and its respective members may be disseminated through the ICCL Council Media Coordinator. The limit on the expenditure, if any, which may be incurred in carrying out the assignment, shall be specified in the memorandum.

Any committee whose activities involve matters requiring religious guidance shall consult with Resident Scholar/Imam.

### ***Section 2: Chairperson***

The Chairperson of the Committee shall be selected by the BOD. The Chairperson can then select the committee team members with the approval of the BOD. The Chairperson shall call, preside over, and adjourn the Committee meetings and plan and conduct the Committee's work.

No person shall be the Chairperson of more than two Special Projects Committees at the same time.

### ***Section 3: Dismissal***

The Special Projects Committee shall be dismissed upon completion of the assignment for which it was formed or at the discretion of the BOD.

## **ARTICLE XIII: Meetings**

### ***Section 1: Annual General Body Meeting***

The Association shall have at least one General Body Meeting during the year. This meeting can be called by the Chairman of the BOD or President of the ICCL Council. Mandatory matters of discussion shall include the general state of the Association, finances, employment, expansion, and future plans for the Association. Additional matters of discussion shall be at the discretion of the BOD and ICCL Council. The Chairman of the BOD and the President of the ICCL Council shall jointly conduct the meeting or may elect an appointee from the BOD or ICCL Council, respectively, to conduct the meeting in their place.

### ***Section 2: Administration Meeting***

There shall be at least one common meeting of all ICCL Council members elected and the members of the BOD within one month after the election. The Chairman of the BOD shall conduct the meeting and may elect an appointee from the BOD to conduct the meeting in his place.

### ***Section 3: Assembly Meeting***

- a. The Chairman of the BOD will preside over Assembly meetings.
- b. The Secretary of the Assembly will call Assembly meeting at the request of the Chairman of the BOD and/or minimum of three (3) Assembly members.
- c. The Secretary of the Assembly shall prepare an Agenda of the meeting based upon the propositions of the Chairman of the BOD and Assembly members. The secretary will also record the minutes of the meeting that will be distributed to Assembly members in an electronic format within 10 days of such meetings.
- d. The Secretary of the Assembly shall promptly call and hold an Assembly meeting within three (3) weeks of written request by three (3) or more of the Assembly members.
- e. Any call for a meeting must explicitly specify if voting is to take place on any issue, the details of which must be sent out to all Assembly members at least two weeks prior to the meeting, otherwise the vote in that meeting will not be valid.
- f. All matters of voting and decision placed before the Assembly shall be based upon simple majority unless specified otherwise in this document.

### ***Section 4: BOD Meeting***

The BOD may hold the following meetings:

- a. A meeting in which only the BOD attend, shall be held at least four (4) times a year on a quarterly basis. The Chairman shall select one Director to record meeting minutes and document any decisions and action items from the meeting.

- b. Any member of the BOD may call additional meetings by submitting an agenda to the other members of the BOD. The timing of such meetings shall be determined by the Chairman of the BOD.
- c. A meeting between Chairman of the BOD, President ICCL Council, Resident Scholar/Imam, Academic institute principal(s), etc. shall be held at least every 4 months to discuss issues, progress, suggestions, etc.

### ***Section 5: ICCL Council Meeting***

The ICCL Council may hold the following meetings:

- a. A meeting in which only the ICCL Council shall be in attendance. Meetings shall be held at least twelve (12) times a year on a monthly basis. Any member of the ICCL Council may request additional meetings by submitting an agenda to the other members of the ICCL Council. The timing of such meetings shall be determined by the President of the ICCL Council.
- b. The President of the ICCL Council may request a special meeting with the BOD. The BOD shall meet with the President and/or ICCL Council within thirty (30) days of said request.

### ***Section 6: Quorum***

Quorum shall be required for any meeting in which a matter is brought to the floor for a vote, as per below:

- a. **General Body meeting:** Any matter brought to the General Body meeting for vote must have already been approved by simple majority of the Assembly members, unless a different approval requirement is mentioned elsewhere in this constitution (see Article XIV 2 a). At any general body meeting, twenty five percent (25%) of the total General members present in person shall constitute a quorum for the meeting. Except as otherwise required by this Constitution, a simple majority of all the votes cast at a meeting at which a quorum is present is sufficient to approve any matter which properly comes before the meeting. If at a duly held General Body meeting a quorum is not present, any proposal noticed for consideration at the meeting, can be sent to all the voting members via postal mail, at their recently updated addresses, with a request to vote on the matter within 30 days of the date of transmission of the request. Electronic voting can also be used if a fair and secret ballot can be ensured. A simple majority of the total tabulated votes cast, by at least twenty five percent (25%) of total General members, shall be required to approve the proposal.
- b. **Assembly Meeting:** Any meeting shall be deemed as having established quorum when ten (10) out of fifteen (15) members of the Assembly are in attendance.
- c. **BOD Meeting:** Any meeting shall be deemed as having established quorum when five out of seven (5/7) members of the BOD are in attendance. In the event that quorum is not established at the meeting, the meeting may still be conducted, however, voting will not be binding until quorum is established.
- d. **ICCL Council Meeting:** Any meeting shall be deemed as having established quorum when six of out eight (6/8) members of the ICCL Council are in attendance. In the event that quorum is not established at the meeting, the meeting may still be conducted, however, voting will not be binding until quorum is established.

## **ARTICLE XIV: Amendments**

### ***Section 1: Proposal Process***

Amendments to the Constitution shall be in accordance with the following process:

- a. A proposal for amendment(s) must be signed by at least ten (10) percent of total General Members

and submitted to the ICCL Council General Secretary in writing.

- b. The ICCL Council General Secretary shall then send the proposal to the Assembly for a vote within thirty (30) days of receiving proposal.
- c. The Assembly shall then have thirty (30) days to discuss and conduct a vote to approve or disapprove the proposal.
- d. Once approved by Assembly, the amendment shall be presented to General Membership by the election committee for a vote within 60 days of the Assembly approval.

## ***Section 2: Adoption***

The amendment shall be deemed ratified and fully enforceable, effective immediately after it has been approved by the Assembly and then the General Membership as described below:

- a. Minimum Seventy percent (70%) of Assembly members approve the amendment.
- b. Two third of the general membership shall be required to approve the amendment. All amendment proposals shall be sent to the general membership either by mail or e-mail, if a fair and secret ballot can be ensured, for voting purposes. General membership must vote within 30 days.

## ***Section 3: Unapproved Proposals***

Unapproved proposals cannot be brought for reconsideration for at least 6 months.

# **ARTICLE XV: Elections**

Annual or biennial elections shall be held during the second weekend of December to elect new incoming ICCL Council and the Assembly members for the upcoming year.

## ***Section 1: Election Committee***

The election shall be conducted by an Election Committee comprising three (3) Assembly Members, other than the BOD. The members will choose their Chairman in their first meeting. These members shall not be nominated for ICCL Council positions while on the election committee.

## ***Section 2: Nomination Process***

The nomination process for the election shall be as follows:

- a. The Assembly Secretary shall send out a list of members eligible to serve on the ICCL Council and/or Assembly no later than the last Saturday of October of the election year.
- b. Members shall submit nominations for ICCL Council and Assembly in writing to the ICCL Council no later than second Saturday of November of the election year.
- c. The Assembly Secretary shall notify all pending nominees and obtain their consent to be placed as a candidate on the ballot for the election no later than the last Saturday of November of the election year.
- d. Nominees may only accept one (1) nomination on the ballot.
- e. Candidate's biodata and relevant experience should be made available to the membership prior to

election.

- f. All candidates shall be given an opportunity to introduce themselves to the community prior to election.

### ***Section 3: Election Process***

- a. The Election Committee shall conduct the election on the second weekend of December of the election year.
- b. The Election Committee shall be responsible for conducting the election in a manner which maximizes voter turnout.
- c. The process by which the Election Committee conducts the election shall be submitted in writing to the Assembly for its approval within two weeks of committee's establishment.
- d. The Election Committee shall verify the identity of voters casting their ballot.
- e. The Election Committee shall tabulate the ballots and determine which candidates received the most votes for their respective position.
- f. The Election Committee shall inform the ICCL Council President and the Chairman of the BOD as to the results of the election.
- g. The ICCL Council Media Coordinator shall send out the results of the election to the community.

### ***Section 4: Charge of Position***

The newly elected ICCL Council and Assembly members shall assume the charge of their positions on January 1st of the year following the election.

### ***Section 5: Campaigning***

The members of the Election Committee may not campaign for or against any community member once committee is established. No campaigning shall be allowed on the day of election.

### ***Section 6: Election Committee's Right to Vote***

All members of the Election Committee have the right to vote during the election.

### ***Section 7: Proxy/Absentee Vote***

Proxy or Absentee Vote will not be allowed.

## **ARTICLE XVI: Dismissal**

The authority of discipline and dismissal of any member including ICCL Council, the BOD, and Assembly shall solely rest with the ICCL Assembly.

### ***Section 1: Conviction by court of law***

A conviction based upon criminal offenses in a US court of law, shall trigger an immediate loss of membership and elected offices as well as employment until overturned by a higher court. The member shall lose all rights and privileges in the Association.

### ***Section 2: Indictment or Arrest***

Any member of the Association who has been indicted or arrested for a criminal offense or against whom a criminal trial is pending in a US court of law shall be suspended from his/her duties and cannot participate or vote in the Association's matters. Suspension may be lifted once member has been cleared of all indictments.

### ***Section 3: Act of reprehensible nature***

If an evidence or testimony is brought to the Assembly against any of its member, based upon generally acceptable rules of evidence, of an act of reprehensible nature detrimental to the interest of the Association, the Assembly may expel the member with a minimum of 70% affirmative votes. Expulsion must be based upon due process in which the affected person is provided all opportunities to present his/her defense. After expulsion, the member loses the right of arbitration or a suit in the court of law.

### ***Section 4: Absence or Incompetence***

If an Assembly or Council member fails to attend three (3) meetings in a calendar year or is not performing his/her assigned duties, then the member could be expelled, after due process with a minimum of 70% Assembly member votes in favor of expulsion. This expulsion will be for three (3) years.

### ***Section 5: Dismissal of Staff***

- a. A four out of seven (4/7) BOD members' vote will be required to dismiss a contracted person or not to renew contract.
- b. After dismissal, the contracted person retains the right to bring his/her case to the Arbitration committee, within thirty (30) days of dismissal.
- c. After Arbitration Committee's decision contracted person loses the right to sue the Association or its Assembly/BOD members in a court of law.

## **ARTICLE XVII: Conflict of Interest**

### ***Section 1: Purpose:***

To protect integrity of the Association and its decision making process as well as enable its members to have confidence in the integrity, intentions, and actions of the officer-bearers, staff, and volunteers.

### ***Section 2: Definition***

- a. No member and their immediate family members of ICCL Assembly, the BOD, ICCL Council, or staff member, whether voluntary or paid, shall derive any personal profit, or monetary or financial gain directly or indirectly, by reasons of his/her participation with the Association. This shall include

member's or immediate family member's business of any nature or any non-profit affiliations, employer, or close associates who may stand to receive a benefit or gain. Any such financial and monetary gain by the member or by the member's immediate family shall be subjected to immediate termination of the position or contract held by the member or the staff mentioned above, once BOD makes the decision. Such termination shall not be subject to any appeal or hearing in the Assembly.

- b. Each individual shall disclose to the Chairman of the BOD any personal interests which he or she may have in any matter pending before the Association and shall refrain from participation in any discussion or decision on such matter.
- c. The office-bearers, staff, and volunteers shall refrain from obtaining and using any list of clients or donors for personal or private solicitation purposes.

In case of disagreement with respect to a potential conflict of interest, the matter can be raised to the Assembly Secretary for getting it resolved by an Arbitration Committee.

## **ARTICLE XVIII: Arbitration Committee (AC)**

### ***Section 1: Definition***

The Arbitration Committee (AC) shall comprise three (3) persons of repute, credibility, and legal knowledge, who will be selected by the Assembly members. The AC will be established as needed to arbitrate any dispute between various entities of the Association.

The AC may also serve as the arbitration panel for any member(s) of the community who has a dispute with any other member(s) of the community or with another Muslim organization.

Arbitration by the AC shall be the exclusive mechanism for resolution of any dispute between various entities of the association.

Any decision made by the AC shall be considered final and binding on all parties and shall be enforceable in any court of competent jurisdiction.

The AC will make all decisions in accordance with the Quran and Sunnah.

### ***Section 2: Term***

The term of AC shall be until a written judgement is dispensed and implemented.

### ***Section 3: Chairman***

The members of the AC will select a Chairman amongst themselves in their first meeting.

### ***Section 4: Procedure***

Any controversy or issue will be handled by AC in the following manner:

- a. Chairman of the BOD will bring the dispute, in written format, to the Secretary of the Assembly for arbitration. If the BOD or Chairman of the BOD himself is a party to the dispute then either party may, by written notice to the Secretary of Assembly, request appointment of an AC.
- b. The Secretary of Assembly will, within 30 days of receipt of said request, hold a meeting of Assembly members to select a three (3) member AC.



- c. In case of purely religious and Jurisprudence (Fiqh) matters, the AC shall comprise at least two scholars of Sunni jurisprudential schools of thought, chosen by Assembly members.
- d. The AC will hold an arbitration hearing at ICCL or any other location agreed to by all parties, within 30 days of its establishment. At the hearing, the AC will allow each party to present that party's case, evidences, and witnesses, if any. After conclusion of the hearings, AC will render their decision within fifteen (15) days, but no later than 90 days after establishment of the AC.
- e. The decision of the AC will be reached by majority vote, if not unanimous.
- f. With respect to any dispute or controversy that is made subject to arbitration under the terms of this article, no lawsuit or controversy will be instituted by either party, except to enforce the decision of the arbitrators or on the ground only of malicious, willful, and flagrant violation of law and intentional miscarriage of justice by the arbitrators.
- g. No party to the arbitration will have a right to sue an arbitrator if it is not satisfied with the decision or the manner in which the arbitration was conducted.
- h. All parties to the arbitration will take part in the proceedings of the arbitration in good faith and will abide by the decision of the arbitrators, in the conduct of the arbitration, as well as the final decision and its implementation.

## **ARTICLE XIX: Dissolution**

If a situation arises which makes the dissolution of the Association inevitable, the BOD shall call upon the Islamic Society of North America (ISNA) to handle the process of dissolution. Any assets which are left after meeting all liabilities shall be transferred to North American Islamic Trust (NAIT).

# **“Transition Document”**

## **for**

### **ICCL Constitution Amendment (August 2017)**

This document defines the transition procedure for the Constitution Review Committee (CRC) to hold a general body meeting for approval or disapproval of proposed amendments and transfer of ICCL leadership to a new incoming administration.

- a. The membership list used for this election shall consist of all those who became member on or before September 1, 2016 and who have paid their 2016 dues/donation. If dues have not been paid for 2016, the member will be notified and he/she can pay 2016 dues prior to voting.
- b. The CRC will make draft of the proposed amendment available to the membership. A general body meeting will be announced and held in order to vote on the amendments maximum of six (6) weeks after the proposed amendment is made available. Members will be able to vote during four (4) days of voting, spread over two (2) weeks period, at their convenience. Additional measures may be taken to assure a near 100% participation as circumstances warrant.
- c. The list of eligible voters as defined in (a) above will be electronically mailed to all members. Any omissions or discrepancies will be promptly addressed by CRC.
- d. The approval process of the amendment shall consist of two phases. The first phase shall comprise of the approval by two third (2/3) of the eligible ICCL members. The second phase shall be the final approval by the 90% of the Shura members.
- e. The proposed amendment shall be considered approved by General Body if affirmative votes equal or exceed two third (2/3) of all eligible voters as defined in bullet point (a) above.
- f. The proposed amendment will then be given to the Shura members for their final approval. Approval by 90% or more of Shura members will make the proposed amendment approved.
- g. Based upon approval by General Body and Shura, following procedure for transition of authority will be followed:
  1. All existing voting members shall be incorporated as having general membership status.
  2. All existing Shura members shall be classified as Executive Members.
  3. An Executive members list will be prepared by CRC and posted on notice board.
  4. The first election of the Assembly and ICCL Council will be conducted by CRC about two (2) months after the adoption of the amended constitution.
  5. The Assembly and ICCL Council members will take charge of their positions within one week of elections, even if elected before beginning of the calendar year (2018), but their term will be considered to begin at the beginning of calendar year (2018).
    - h. Establishment of the First ICCL Assembly and BOD will be as follows:
      1. The Assembly will comprise 15 members, all of them elected by the General membership.
      2. Existing Shura members may choose to participate in the Assembly elections.
      3. The Assembly members will elect seven (7) members of BOD from amongst themselves in their first meeting.
      4. BOD will elect Chairman of BOD in their first meeting.
    - i. Staggering of the first Assembly members' term will be as follows:
      1. First five highest receivers of votes will have a (3) year term.

2. Second five highest receivers of votes will have a two (2) year term.
3. Last five members will have one (1) year term.
4. All assembly members are eligible for BOD elections regardless of their votes.
5. Shorter term members are eligible to be reelected until they complete their maximum 6 years in assembly.
6. After the first election the assembly members will be elected for 3 year term.
- j. Once the amended constitution is approved by the general body and Shura, and election of BOD and ICCL Council are finalized, the interim Board and Council will relinquish all authority of ICCL to the new incoming administration.
- k. The Ameer (Maulana Abdul Matin) will not relinquish his authority for another two (2) years after new incoming administration takes charge, During this time he will have full authority to suspend or dismiss any office holder or contracted person,
- l. If proposed amendment is not approved, then the Ameer will arbitrate between the parties and announce/implement his judgement.

\*\*\*\*\*