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Islamic Community Center Of Anchorage, Alaska

ICCA

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In the Name Of Allah The Most Gracious The Most Merciful

BYLAWS

PREAMBLE

The purpose of Islamic Community Center Of Anchorage Incorporated, Alaska, (Herein after called ICCA) is to carry out religious, educational and other community activities in conformity with the religion of Islam; to do everything necessary, suitable and proper for the accomplishment of these objectives, within the local, State and Federal laws and practices, including, but not limited to the following:

- 1-To establish an Islamic center comprising a place of worship (Mosque), a community school and its related facilities a library and a meeting place for community members
- 2-To conduct religious services and prayers
- 3-To teach, and to disseminate the faith among Muslims and non-Muslims
- 4-To strengthen fraternal bonds and brotherly relationships among Muslims
- 5-To promote friendly relations and understanding between Muslims and followers of other faiths

The ICCA shall strive to procure in its affairs and activities, the participation, association and representation of Muslims of all races, national origin, linguistic or ethnic backgrounds, and Islamic schools of Jurisprudence, without giving preference to any group.

The undersigned Member of the Councils of the Islamic Community Center of Anchorage, hereby establish, adopt and give to ourselves the following bylaws:

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ARTICLE 1: NAME

The name of the organization is: ISALMIC COMMUNITY CENTER OF ALASKA (ICCA)

ARTICLE 2: NATURE

The corporation shall be a non-profit, non-political, and non-partisan Islamic community Organization. It shall operate exclusively as charitable, non-profit corporation as defined in Section 501(c) (3) of the Internal Revenue Code, or relevant section of any future IRS code.

ARTICLE 4: LOCATION

The temporary office of the corporation will be at 3901 Taft Drive Ste. 517, Anchorage. The permanent physical address will be within the city of Anchorage as decided by a resolution by the Shura Council without requiring and amendment to bylaws.

ARTICLE 4: AUTONOMY

The ICCA, Alaska shall be completely autonomous. No outside interest, organization, or government, foreign or otherwise, shall have any influence, controlling interest or power in the Center.

ARTICLE 5: CONFIRMITY TO ISLAM

All acts of the center shall be in conformity with the *Shariah* (Islamic Law), the basic sources of which are the *Quran* and the *Sunnah*. In the case of difference of opinion, not clearly stated in Quran and Sunnah, *Shura Council* (Article 9) shall obtain the opinion of renowned and recognized Islamic scholars, before giving a ruling on the matter. The selection of recognized Islamic scholars will be decided by 2/3 majority of *Shura Council*

ARTICLE 6: MUSLIM

For the purpose of these by- laws, a Muslim is a person who believes in Allah (the one God), in Prophet Muhammad (PBUH), upon whom the Quran was revealed, as the last and final prophet and messenger of Allah; in the Quran; in the angels; in all the other messengers, in the life Hereafter; and in the destiny. Also, a Muslim believes in the *Quran* and the *Sunnah* as the basis for the binding guidance in life.

ARTICLE 7: AIMS AND OBJECTIVES

The Islamic Community Center of Anchorage, Alaska shall be committed to promote and facilitate to carry out religious, educational and other community activities for the Muslims in conformity with the religion of Islam; to do everything necessary, within the local, State and Federal laws and practices, suitable and proper for the accomplishment of these objectives. It shall also educate non-Muslims in the religion and Culture of Islam and promote understanding and mutual respect between Muslims and non-Muslims. It shall propagate the message of Islam among the non-Muslims by all lawful means.

ARTICLE 8: *SHURA* (Consensus)

The ICCA shall practice shura in all its matters in the broadest forum possible. The decisions of the organization become binding on all its members after proper shura action is taken and consensus is reached.

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ARTICLE 9: SHURA COUNCIL (THE CONNCIL)

Section 1: A 11 member board including 2 representatives from the sisters shall manage all aspects of the ICCA. The board will be called *SHURA COUNCIL* (The Council). The Members of the Council shall be elected by the members of ICCA.

Section 2: A Member of ICCA is defined as an adult Muslim who is a registered member of ICCA. He should be resident of Anchorage for more than 6 months and in good standing within and outside the Muslim community.

Section 3: A three member election committee to be constituted by the incumbent council shall conduct and oversee the registration process and the election. No member of the election committee shall contest the elections.

ARTICLE 10: GENERAL POWERS AND RESPONSIBILITIES

The Community Center of Anchorage (ICCA), Alaska, will be managed by The Council. The Council shall take care of assets, properties, but shall have no power to sell, exchange, lease, or transfer, or dispose in any manner, any real-estate property of the Community without specific knowledge and vote of all ICCA members.

Section 1: Responsibilities of The Council

- 1) Safeguarding the ideological integrity of the Center
- 2) Providing policy guidelines and executing the programs and activities
- 3) Approving budget
- 4) Long and short term planning
- 5) Ensuring permanency and continuity in operation and programs
- 6) Providing financial stability for the center
- 7) Performing the overall objectives of the Association
- 8) Assigning Imam
- 9) Ensured continuity of the present education activities

Section 2: Structure

The Council shall consist of eleven elected members, including two members from the sisters group. Each of the board members shall hold office until his successor has been elected. The Council shall consist of the following:

- 1) The president of the board (Ameer)
- 2) Vice president
- 3) General Secretary
- 4) Treasurer
- 5) Religious and Masjid Affairs secretary
- 6) Social and educational Affairs secretary
- 7) Community Relation and Inter Faith Secretary
- 8) Member
- 9) Member
- 10) Sister's representative
- 11) Sister's representative

Section 3: Qualifications for the members of the Council:

Qualifications for the Member of the Councils shall include sound Islamic beliefs and practices, abstains from the Kaba'Er (major sins in Islam); conducts all business in accordance with Islamic principles; be resident of Anchorage for more than one year and in good standing within and outside the Muslim community.

Section 4: Terms of Office

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Term of office for each Member of the Council shall be two years; however, the present Majlis shall dissolve as soon as Mosque is established and operational. The community will then elect a Council according to these bylaws.

Section 5: Any Member of the Council may removed from the Council by a three forth (3/4) majority of the entire Council members at an official meeting. The member to be removed will be served with proper notice of the meeting and will be given an opportunity to be heard.

Section 6: The Council may revoke the registration of any ICCA member by a three forth (3/4) majority of the entire Council members at an official meeting. The ICCA member to be removed will be served with proper notice and given an opportunity to be heard by the Council.

Section 7: Any vacant position in the Council shall be announced in the Council meeting. The nominations to fill the vacant position shall be invited from the incumbent members of the Council in its next regular meeting and the new member will be elected by 2/3 rd majority of the attending members.

Section 8: (a) Council Meetings

The Council shall hold regular meetings at least once every two months, to approve program discuss issues, plan budget and other business that may come before The Council.

(b) Quorum

A simple majority of the members shall constitute the quorum of any regular meeting, except for considering motions to amend, alter, revise the byelaws, in which case a quorum will consist of two third majority of the members of the board.

(b) General Body Meetings

The Council shall hold at least two open meeting each year for the community.

(c) Formation of Special Committees

The Council shall have the authority to form committees for special purposes. The members of the committees can be selected from outside of the Council (Article 20)

Section 9: Resignations

- (a) The Board has the right in a regular meeting to accept resignation of any of its members.
- (b) Any member who fails to attend two consecutive Majlis meetings without a legitimate reason accepted by the board will be considered as resigned for his position
- (c) Any member who is relocated outside Anchorage to another location should be advised to resign

Section 10: Responsibilities of Members

A Ameer (The president of the Council)

The president of the Council shall be the principal Council member, the spokesperson and representative of the Community.

Ameer shall:

- 1) Preside over the meetings of the Council and moderate discussion in the meetings.
- 2) Direct and coordinate all activities of the Center
- 3) Appoint special comities for various functions with the consensus of the Council
- 4) Sign, with the treasurer or any other Council member authorized by the Council, any deeds, contracts and Council checks

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- 5) Present annual report to the Community
- 6) Appropriate funds and control expenses of the Center
- 7) Must participate in programs sponsored by the Center
- 8) Ameer shall have the authority to reject or accept any decision taken by any member individually, and bring it to the Council for final decision
- 9) The Ameer shall have authority to exercise casting voting if he deems fit.

B The Vice President

- 1) Assume the functions of the Ameer during his absence, in event of resignation
- 2) Assume any duties assigned to him by the President (Ameer)

C The General Secretary

- 1) Handle and keep records of all official correspondence of the Center
- 2) Take minutes of all meetings of the council .
- 3) Coordinate and distribute information regarding membership and activities of the corporation
- 4) Maintain a up-to-date membership roster
- 5) Be responsible for the legal matters of the association

D The treasurer

- 1) Receive all dues, contributions, donations on behalf of the Center
- 2) Maintain up-to-date financial records for the Center and have them audited annually by the president (Financial committee)
- 3) Present financial reports at the Council meetings
- 4) Be responsible for the banking activities, day-to-day expenses of the Center, and be the cosigner with the president of the Council on the bank accounts
- 5) If the treasurer is absent, the president can act as a treasurer

E Religious and Masjid Affairs Secretary

- 1) Organize religious activities
- 2) Plan and be responsible for major religious celebrations
- 3) Coordinate Dawah activity within and outside the Muslim community
- 4) Be in charge, with the help of the treasurers, in collecting and distributing Zakat and other Charity funds (cemetery)
- 5) Maintain the Masjid and be responsible for its up-keeping
- 6) Present plans and budgets needed for any expansion remodeling of the Masjid
- 7) Collect rent money

F Social And Educational Affairs secretary

- 1) Organize and execute all social activities of the Center
- 2) Initiate and maintain programs to help the new-comers to the community
- 3) Introduce programs that help in strengthening the brotherhood in the community
- 4) Plan, develop and execute programs for the education activities
- 5) Establish Sunday school (Islamic and Arabic courses)
- 6) Be responsible for any publication, adds and the community bulletin board
- 7) The secretary shall have the authority to form a three member committee, from the members or from the outside, for help

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- G Community Relation and Inter Faith Secretary
- 1) Responsible for all interfacing requirements of the ICCA and the community at large.
 - 2) Conduct and arrange seminars to establish understanding of our faith and values with the consent of the Council/President.

ARTICLE 11: AMENDMENTS

Section 1: These bylaws may be amended at the special meeting called by the president (or one third of the Council members) for that purpose. The notice for such meetings shall be mailed, Emailed or communicated through phone to the members of the Council at least one week before the proposed meeting.

Section 2: Any amendment, revision or incorporation of any article or bylaws shall require two thirds majority of the total members of the board. The president shall have the authority to have a casting vote.

ARTICLE 12: RULES OF ORDER

The meetings of the Council as well as community meetings at large should be conducted in observance of the Islamic etiquette, and all debates shall be carried out in an atmosphere of Islamic brotherhood. The president or vice president should establish order during such meetings and be the moderator.

ARTICLE 13: RECORDS OF MEETINGS AND BUSINESS

The corporation shall keep the correct and up to date record of its accounts and the proceedings of its meetings. It will open for inspection to any member of the Council for any appropriate purpose at any reasonable time.

ARTICLE 14: MISCELLANEOUS

Section 1 –Deposits

All funds of the ICCA shall be deposited in a timely manner to the credit of ICCA account. Records should be kept for at least 5 years.

Section 2:

The Council shall not be responsible for conduct of any of the member of the board outside its jurisdiction.

Section 3

The Council will adhere to the codes of the federal, state and city regulations.

Section 4

Seal

The Council shall select a seal for ICCA, which shall be inscribed thereon the name of the Center, and shall be used only by the Council members in their official capacity.

Section 5

Roaster

Rosters (lists) of registered members of ICCA should be kept secure, and should be used only to benefit the Center

Section 6

Dissolution

In the event of the dissolution of the Center, the Council shall, after paying or making provision for the payment of all the liabilities of the Center, dispose of all the assets, exclusively for the

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purposes of the Center, or to an organization or organizations operated exclusively for Islamic purposes (Religious, charitable, educational or scientific Islamic organization).

ARTICLE 15: LIMITATIONS

No part of the net earnings shall inure to the benefit of, or be distributable to its members, trustees, Member of the Councils, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in article 7 hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provisions of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

ARTICLE 16: FINANCES

Specific procedures governing the finances of the ICCA shall be developed under the direction of the Treasurer and will require the endorsement of the board of Member of the Councils prior to being implemented. Such procedures must be consistent with the intent of the incorporating articles, these bylaws, and the law.

SECTION 1: AUTHORITY TO ENTER INTO FINANCIAL COMMITMENTS. The President, along with the Treasurer any other proper officer of the corporation (a minimum of three) so authorized by the board of Member of the Councils, after due consultation and concurrence with the board of Member of the Councils, are authorized and empowered to encumber the corporation, enter into any contract, or execute and deliver any instrument in the name of the corporation, not to exceed the limit of \$5,000.00 (five thousand dollars), and provided such expenditure is in the budget or has received the boards approval. Any expenditure exceeding that limit will required approval of the Council.

SECTION 2: BUDGET. Finances of the corporation shall be budgeted by the Treasurer for the fiscal year and shall be submitted to the board of Member of the Councils for their consideration and recommendation.

SECTION 3: AUDITS. Provision will be made to audit the accounts once each year by a recognized auditor, registered in the State of Alaska.

SECTION 4: RECEIPTS AND INCOME. The corporation shall be financed by contributions, donations, and any other lawful sources permitted to exempt organizations under section 501 (c) (3) of the Internal Revenue Code. Account(s) will be opened at a financial institution or bank to receive deposits of contributions and other income.

SECTION 5: DISTRIBUTIONS. The Treasurer will handle the bank accounts and financial responsibilities. All distributions, payments, or withdrawals greater than one thousand dollars (\$1,000.00) must be cosigned by the President, or in the event of their absence or disability, by Vice President or in the event of their absence or disability by the Secretary. Any expenditure not specified and/or authorized in the budget shall require prior approval from the Council.

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ARTICLE 18: INDEMNIFICATION

The corporation shall have the power to indemnify and hold harmless any Member of the Council, trustee, officer, or employee from any suit, damage, claim, judgment, or liability arising out of, or asserted to arise out of, conduct of such person in his/her capacity as a trustee, officer, or employee (except in cases involving willful misconduct). The corporation will have the power to purchase insurance for such purposes. (Ref, Alaska Statutes Section 10.20.011. General Powers, paragraph 14)

ARTICLE 19: RECORDS OF MEETING AND BUSINESS

The corporation will keep correct and complete books and records of account and will keep minutes of the proceedings of its members, board of Member of the Councils, and all committees having any authority of the board of Member of the Councils; and it will keep at the registered or principle office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation will be open for inspection to any member of the board of Member of the Councils. For any proper purpose at any reasonable time.

ARTICLE 20: SPECIAL PURPOSE COMMITTEES

To encourage greater participation of the members, in the affairs of the ICCA, the Council may form special committees to serve in an advisory capacity. These committees shall have no powers or authority in the ICCA. The board has no obligation to observe or act upon any such advise, suggestion, or recommendation.

ARTICLE 21:

SECTION 1: JURISDICTION. Any person(s) on the premises, grounds, or parking lot of the Islamic Community Center, Anchorage, Alaska, or while attending activities sponsored by the Islamic Community Center of Anchorage, Alaska at any other location public or private are subject to, and are within the jurisdiction of the Islamic Community Center of Anchorage, Alaska.

SECTION 2: REDRESS (corrective actions). Any person(s) who violate the rules of decorum outlined in SECTION 5 RULES OF DECORUM, may be subject to one or more of the following forms of redress, or any combination thereof:

- Notification of parent (if under the age of 18 years).
- Official warning.
- Demand to desist.
- Suspension/revocation of any or all privileges, implied or explicit.
- Suspension/revocation of membership, implied of explicit.
- Demand to vacate premises.
- Report to authorities.
- Subject to civil and/or criminal charges.
- Liable for restitution.

SECTION 3: GRIEVANCES. Grievances may be submitted in writing to the executive committee within two weeks. The executive committee will appoint a grievance committee to consider the merits of the grievance and recommend a decision on the matter.

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SECTION 4: APPEALS. Appeals may be made in writing to the Board of Member of the Councils within 2 weeks of a decision acted on by the executive committee. The Board of Member of the Councils will consider the merits of an appeal and decide the case. Decisions by the Board of Member of the Councils on such cases will be final. No further appeals will be entertained.

SECTION 5: RULES OF DECORUM. To maintain a peaceful atmosphere conducive to teaching, learning, and practicing Islam, all persons, members and guests must exhibit behavior appropriate to the purpose for which the Islamic Community Center of Alaska is organized, and are expected to comply with the following rules of decorum:

5.01 ACCESSORY TO AN ACT. This offence occurs when a person acts as an accomplice or in some way aids in the preparation, commission or aftermath of an illegal, forbidden or punishable act.

5.02 ARSON. Defined as malicious mischief or purposeful intent to destroy property by setting on fire, or causing an explosion, or attempting to start a fire or cause an explosion.

5.03 ASSAULT. Defined as intentionally or recklessly causing physical injury to another person or placing another person in fear of imminent physical injury.

5.04 DISRUPTIVE BEHAVIOR/INSUBORDINATION. Defined as any person(s) whose conduct interferes with the activities and/or business of the corporation.

Examples of disruptive and/or insubordinate behavior include but are not limited to: talking out of turn, shouting, profanity, vulgarity, uncomplimentary gestures or speech, threatening, noncompliance with recognized rules of civilized social conduct, refusing to acknowledge and/or comply with directions issued by officers, management, or employee's of the corporation, behavior that jeopardizes the welfare and/or safety of other persons.

5.05 DRUGS AND ALCOHOL. Alcohol and other substances which befog the mind or impair ones judgment are prohibited. The actual or attempted sale of, use of, possession of alcohol, intoxicating liquor, illegal drugs or inhalants, substances designed to look like illegal drugs or substances purported to be illegal drugs is forbidden. Immediate disciplinary action shall be taken by the management/officers regardless whether or not criminal charges or prosecution result.

5.06 EXCESSIVE DISPLAY OF AFFECTION. Mutual respect, honor, and dignity are expected at all times. Social and religious mores concerning interactions between the sexes will be observed.

5.07 EXTORTION. Defined as obtaining money and/or property by actions of violence or threat of violence or accusations or public ridicule.

5.08 FAILURE TO IDENTIFY SELF. Any person(s) must upon request identify themselves to authorized personnel or their designee. This misconduct includes failure to provide their full legal name, correct address, and telephone number (acceptable forms of substantiating documentation include a valid passport, State issued ID or drivers license).

5.09 FALSE ALARM. Activating a false fire alarm is against the state statutes of Alaska and is illegal. This includes bomb threats.

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5.10 FALSE WITNESS. The presentation of information or testimony (oral or written) that is misleading or a misrepresentation of the facts, or an actual attempt to defraud.

5.11 FIGHTING. Fighting is defined as a verbal/physical threat or violence in which striking, kicking, shoving, pushing, and/or any other physical violence are used against another person.

5.12 FIREWORKS/EXPLOSIVES. The possession and/or use of explosives and/or any incendiary devices are prohibited.

5.13 HARASSMENT. This includes but is not limited to abusive language, sexual harassment, inappropriate physical contact, racial/ethnic slurs and comments, and other forms of provocative actions.

5.14 LEWD/LASCIVIOUS BEHAVIOR. This includes but is not limited to indecent exposure and/or any other related inappropriate sexual behaviors.

5.15 LITTERING. This includes but is not limited to any inappropriate disposal of rubbish such as waste paper, chewing gum, food and beverage containers, and refuse of any kind.

5.16 OBSCENITY/PROFANITY. All persons are expected to use discretion in their choice of language. Profane and/or obscene language will not be tolerated. Obscenities include spoken or written profanities, obscene or sexual messages (implicit or explicit).

5.17 RADIOS/TAPE DECKS/TELEVISIONS. All such audio/video devices are restricted to use deemed appropriate and authorized by management, such as educational, religious, or cultural material. Unauthorized use or operation of audio/video devices for purposes other than approved, or that interferes with the activities or business of the corporation is prohibited.

5.18 RECKLESS/UNSAFE BEHAVIOR. Actions that jeopardize the safety and/or welfare of other people are discouraged. Running, pushing, throwing objects, and rough play are examples of such undesirable behaviors.

5.19 THEFT. Theft or possession of stolen property is a serious offence and is illegal. Appropriate disciplinary action shall be taken by management whether or not criminal charges or prosecution result.

5.20 TOBACCO. The use of tobacco in any form is prohibited and is illegal for persons under the age of 19 years to use or possess.

5.21 TRESPASS. A person is considered to be trespassing if he/she enters or remains on the premises (as defined in SECTION 1 JURISDICTION) for reasons other than those authorized by management or refuse to leave upon request.

5.22 VANDALISM. Destroying, defacing, or mutilating the premises (as defined in SECTION 1 JURISDICTION), objects or materials belonging to the corporation, its staff, or other persons is a serious offense and is illegal.

5.23 WEAPONS. The possession and/or use of weapons or items designed to look like weapons is strictly prohibited. Weapons include, but are not limited to, firearms, pellet guns, shockers, stun guns, pepper spray, knives, clubs, brass knuckles, and numb chucks, etc..

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5.24 WILLFUL DISOBEDIENCE. Willful disobedience is the refusal to comply with any reasonable request by management, its staff, or designee's.