

Islamic Center of Kent



ICK CONSTITUTION BYLAWS AMENDED 2018

S. No.	Date	Amendment Description	Reviewed & Approved
1	08-Feb-2018	Added a new position as "Joint Treasurer" in the Executive Committee. The Executive Committee and Board of Trustees will jointly distributed the current job responsibilities of Treasurer between the Treasurer and Joint Treasurer. Amend the clauses 4.2, 4.3, and 4.12 of the ICK By-Laws accordingly.	Dr. Mizanur Rahman President, ICK-EC Br. Mohammed Nizamuddin Chairman, ICK-BOT
2	08-Feb-2018	Added a new position as "Member (Women and Children Affairs)" in the Executive Committee. The Executive Committee and Board of Trustees will jointly decided the job responsibilities for this position. Amend the clauses 4.2, 4.3, and 4.12 of the ICK By-Laws accordingly.	Dr. Mizanur Rahman President, ICK-EC Br. Mohammed Nizamuddin Chairman, ICK-BOT

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1. Name & Definitions

1.1 Name: The name of the organization shall be ISLAMIC CENTER OF KENT hereinafter called the Center or ICK. The Center shall be a non-profit organization.

1.2 Definitions:

"Islam"	The religion whose fundamental belief is "There is no GOD but (One God) Allah, and Prophet Muhammad (peace be upon him) is His final messenger"
"Four Schools of Thought"	The four recognized schools of jurisprudence in Islam, namely Hanafi, Shafi'i, Maliki and Hanbali.
"Masjid / Mosque"	A place of worship and other Islamic activities.
"The Center"	Islamic Center of Kent, a non-profit organization registered under UBI: 601-833-860 / EIN: 91-1876641.
"Committee"	Executive Committee is the Executive body to run the Center and its activities.
"Board of Trustees"	The highest Legislative and Judiciary body for the Center.
"Muslim"	The one who believes in (One God) ALLAH and His final messenger Mohammad (peace be upon him).
"The Muslim Assembly"	The members of the Muslim community.
"Sunnat or Sunnah"	The traditions and teachings of the Prophet Mohammad (peace be upon him) that are recognized by the "four schools of thought".
"Qur'an"	The holy scripture that were revealed to Prophet Mohammad (peace be upon him).
"Imam"	Imam of the Center
"Amir"	Amir of the Board of Trustees
"President"	President of the Executive Committee




2. PURPOSE

- 2.1 This Center is organized exclusively for Religious, Charitable and educational purposes within the meaning of Section 501C (3) of the Internal Revenue Code of 1954, as amended, or any successor statute.
- 2.2 The purpose shall be:
- To establish Islamic Community Center in the City of Kent comprising of Mosque, a School, Library, Recreational and Community Activity Section.
 - To make Islam better understood and practiced.
 - To strengthen the fraternal bonds among Muslims.
 - To provide religious guidance and assistance to the member of the Muslim Community.
 - To celebrate Islamic holiday and festivities and avail community services & activities.
 - To arrange and carry out various Islamic and social activities within the framework of Islamic spirit and teachings.
 - To conduct Islamic classes and bring awareness of Islamic faith into the young Muslim generation growing up in the United States of America.
 - To establish secular educations system along with Islamic Academy.

3. THE MUSLIM ASSEMBLY MEMBERS

- 3.1 The Assembly shall constitute of Muslim, at least eighteen (18) years of age, male/female, and mentally competent.
- 3.2 A Muslim will become a member of the Islamic Center of Kent by signing the prescribed form and paying donation of minimum \$10 per month regularly. Payment of membership donation to be in US dollars paid either in advance for 12 months or regularly each month by check or automatic transfer to the Center's Bank Account.
- 3.3 Membership of the Center shall be non-transferable and paid donations are non-refundable.
- 3.4 Membership of the Center shall be divided into two categories:
- Associate Member
 - Voting Member
- 3.5 An **Associate Member** of the Center shall be defined as any Muslim who resides in the Greater Seattle areas of the State of Washington, concurs with the purpose and objectives of the Center, and strives to follow the practice of Islam in accordance with the Book of Allah (The Quran) and Sunnah of His Prophet Muhammad (peace be upon him).

- 3.6 A **Voting Member** of the Center shall be defined as who, in addition to satisfying the criterion set in article 3.5, has paid his/her membership donation of minimum \$10 per month for the proceeding twelve (12) months of the running Gregorian Calendar prior to the election of the Executive Committee and Board of Trustees.
- 3.7 Muslim satisfying the criterion set in Article 3.5, with limited or no income, who are unable to donate (\$10/month) may apply for membership. The President may waive part or all donation amount on the condition that such waiver be granted at least six (6) months prior to elections and that the total number of such membership not exceed ten percent (10%) of the total membership of the Center during that year. Membership donation waiver needs to be renewed every six (6) months and may be revoked by the Committee at any time.
- 3.8 Membership donation is insisted in the initial stage to build funds; however, at a later stage when the community grows strong financially, the membership donation fee may be waived.
- 3.9 Membership of the Center shall be non-transferable. Membership form for voting members will be reviewed and approved/countersigned by the President of the Executive Committee.
- 3.10 **Termination of Membership:**
- Upon charges brought in writing against any member and filed with the Secretary of the Committee, and upon consideration by the Committee at any regular, or special meeting, the committee may terminate or suspend the membership of such members). Such decision shall be taken jointly with two-third majority of the Committee members and Board of Trustees combined.
 - **Resignation** – The written resignation of any member shall be filed with the Secretary of the Committee and it shall become effective upon acceptance jointly by the Committee and Board of Trustees by two-third (2/3rd) majority.
 - Any member who has resigned or whose membership has been suspended or terminated may be reinstated by the affirmative vote of the three-fourth (3/4) of the Committee and Board of Trustees at any regular or special meeting and upon any terms that may be designated.

4. THE EXECUTIVE COMMITTEE AND ELECTIONS

- 4.1 The Executive Committee is the executive authority in the Center (hereinafter, designated the "Committee"), within the guidelines of the Holy Quran and Sunnah of the Prophet (peace be upon him). The procedures and policies of this council are laid out by the registered members with the Washington State under UBI 601-833-860, to the best of their knowledge and judgement.
- 4.2 The Committee shall consist of nine (9) elected members:
1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Joint Treasurer
 6. Member (Religious Affairs)
 7. Member (Planning & Development)
 8. Member (Community Affairs)
 9. Member (Women & Children Affairs)
- 4.3 The voting members shall vote in a General Assembly to elect nine (9) Executive Committee members from the nominees within the members. A voting member may nominate himself/herself and/or nominate others for position(s) of the Committee. Votes shall be verbal or cast on ballot forms or as determined by the Election Commission to elect positions of the Committee. Acting Committee members can be re-nominated.
- 4.4 The term of the committee shall be two (2) years starting first of January of every even year. The committee member's election for the next term shall be held in the month of December, every other year, on a suitable day decided by the current committee. The current Committee shall be responsible for holding the election of the new Committee.
- 4.5 During the operating term, if any member of the Committee resigns, the vacancy shall be filled by internal nomination and election by the Committee. Resignation shall be submitted within 2 weeks' advance notice. For a nominee to be elected to the committee he/she must have an affirmative vote of at least 3/4th of the remaining Committee members and the Board of Trustees combined. All vacancies must be filled within 2 weeks of the date of vacancy. Till such times, the predecessor shall continue to serve his/her duties.
- 4.6 During the operating term, if any members of the Committee remains absent without approval of the President for three consecutive regular meetings, the Committee, with majority of the 3/4th of the remaining members, may elect to replace his/her position.




- 4.7 Upon proven specific allegation and moral charges, removal of an Executive Committee member can be made by calling to order a special meeting of the voting members with 40% quorum and with the 2/3rd majority of the voting members present.
- 4.8 During a term, if need arises for better management of different activities of the Center, the Committee may form sub-committees under the leadership of the committee members to carry out the responsibilities defined and directed by the committee. In the next election of the committee members, the assembly may recommend to the committee for additional member(s) with the job responsibilities, and qualifications well defined. In the next election, such additions or subtractions may be made and attached as an Amendment to this constitution following the Section 10.3.

4.9 Bank Transactions:

- When new Committee takes over, within 2 weeks of the new Committee in force, bank account opening and closure will be executed with the authorized signature of the President, Treasurer of the Committee and Amir of the Board of Trustees;
- Bank transactions of the Center shall be carried out jointly by the Amir of the Trustees and Treasurer of the Committee. In the absence of the either Amir or Treasurer, the President of the Committee will sign the check for the absentee.
- Any expenses more than \$500.00 (Five hundred) shall be transacted through the bank account;
- All checks up to \$2000 (Two Thousand) shall be signed jointly by the Amir and the Treasurer and any expenditure above \$2000 but below \$5000, shall require additional approval in the regular/special meeting of the Committee before issuing the check;
- All the financial transactions shall be overseen by the Trustees through monthly financial statements and audits;
- Any check transaction done by one signature only, without proper authorization, shall be considered as act of fraud/malpractice and disciplinary action shall be initiated immediately including temporary suspension from the committee.

4.10 Qualifications of the Executive Committee

- Must be a voting member of good standing;
- Should possess sound Islamic belief, ideology, principles, and practices;
- Must have basic qualifications of being a respectful person in the community, articulate, and tolerant;
- Must have no criminal background;

- Be a regular attendee of the Masjid and an active participant in different activities of the Masjid and ICK;
- Must have good communications and management skill;
- Must be honest and trustworthy

4.11 Responsibilities of the Executive Committee

- Shall keep itself informed of Muslim opinion in the geographical area of served by the Center and, thereby, facilitate mutual consultations and consensus building among the Muslims.
- Serving as liaison between the Assembly, Community, other Islamic organizations, and the government.
- Ensuring that the Center is carrying out its responsibilities in accordance with the constitution of the Center and with the policies provided by the City of Kent and/or King County.
- Providing consultation, advice and policy guidance, through the President, to the community members(s).
- Committee member(s) shall not be affiliated with any non-Islamic religious organization.
- Develop and implement short and long term plans, projects, and fiscal budgets.
- The Committee jointly with the Board of Trustees shall establish Policies, Procedures, and Code of Conduct for the Center and update the same as required.
- Shall decide, jointly with the Board of Trustees, for regular Friday Khutbah (speech) and fund raising or religious functions and guest speakers.

4.12 Duties of the Executive Committee Members:

4.12.1 The **President** shall be official co-spokesman along with the Amir of the Board of Trustees and representative of the Center, be responsible for the implementation of policies within the guide lines of the Quran and Sunnah, and supervise all activities in the Center in accordance with the Constitution/Bylaws and general guidelines of the Assembly. He shall:

- Strategize and formulate policies and procedures for the Center.
- Supervise the activities of the Committee Members.
- Call for all regular and/or special committee meetings and preside over it.
- Shall sign all records and documents to render them official.

4.12.2 The **Vice-President** shall have the following major responsibilities:


- Assume the duties of the President in temporary absence of the President.
- Assist the President in the implementation of the different programs and provide general advice to the President.
- Perform other duties assigned to him by the President.
- Lead/Assist different sub-committees as decided by the Committee.

4.12.3 The **Secretary** shall be responsible for:

- Taking and maintaining minutes of all committee meetings.
- Establish and maintain contacts with other Muslim committees and organizations.
- Assist in the development and maintenance of a database of the Muslim community served by the ICK.
- Keep records of all correspondence with the Center, circulars, fliers etc.
- Develop and implement membership drives and keeps current, up-to-date records of all members of the Muslim community.
- Coordinate and integrate activities of different sub-committees.
- Perform any other duties assigned to him by the President.

4.12.4 The **Treasurer** shall have the basic qualification, enough to handle accounts and book keeping and will have following responsibilities:

- Keep records of all financial transactions during his term in office. Such records shall remain within the property of the Center.
- Supervise various collections including Friday, Special Events, Zakat and Sadaqah contributions.
- Distribute such funds per the decisions by the Committee.
- Supervise all the fund drive activities in and for the Center.
- Collect and keep records of membership dues.
- Develop and implement fund raising programs for the development project of the Center with the approval of the Committee.
- Develop and implement investment programs for the Center in accordance with Islamic Sharia'h as approved by the Committee and Board of Trustees.
- Pay utility bills, and post a monthly account/financial statement on the bulletin board.



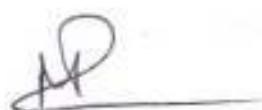

- Deposit the different funds in their appropriate accounts; submit a written report about his/her activities to the committee every month.
- Perform any other duties assigned to him/her by the President.

4.12.5 The **Joint Treasurer** shall closely work with the Treasurer of the ICK EC and shall have the following major responsibilities

- Assist the Treasurer in handling the accounts and book keeping of ICK financial transactions
- Collect and Deposit Friday Collections and at Special Events
- Collect and Distribute Zakat, and Sadaqah contributions.
- Develop and implement fund raising programs for the development project of the Center with the approval of the Committee.
- Collect and distribute funds for Educational Programs
- Perform any other duties assigned to him by the Treasurer or the President.

4.12.6 **Member (Religious Affairs)** shall work closely with the Imam of the ICK and shall have following major responsibilities:

- Develop a program for visitations to hospitals, prisons, and other organizations and try to implement Muslim volunteer programs through such organizations.
- Develop programs to introduce Islamic activities in Churches, Schools, Colleges, and other institutions in the area.
- Develop programs to teach new Muslims the basic fundamental about Islam.
- Submit a written report about his activities to the committee once every three (3) months.
- Develop and implement schedules for weekly activities in the Center including the Friday Khutbah, weekly lectures, children and adult teaching programs.
- Coordinate with the other committee members to establish Arabic Quran classes for non-Arabic speaking adults.
- Develop and formal Islamic school program for the Center and implement the programs as approved by the Committee.
- Responsible for proper maintenance and up-keep of the Mosque, act as a Sergeant-at-Arm for all the meetings and functions held in the Mosque, effect adherence to the Islamic Code of Conduct by all who attend the Mosque.
- Perform/arrange Nikah (marriage)/Divorce and Funeral services.
- Perform any other duties assigned to him/her by the President.




- 4.12.7 **Member (Planning and Development)** shall have the following major responsibilities:
- Develop plans and programs for maintenance and improvement of the existing infrastructures of the facilities.
 - Implement the plans and programs per approval from the Committee and Board of Trustees.
 - Develop plan and programs for new facilities development within ICK properties.
 - Implement the plans and programs per approval from the Committee and Board of Trustees.
 - Perform any other duties assigned to him/her by the president.
- 4.12.8 **Member (Community Affairs)** shall have the following major responsibilities:
- Act as a liaison between the Committee and their members of the Community.
 - Develop plans and programs for activities related to dawa'h, women and children.
 - Develop plans and program for social and community activities for the Center.
 - Implement the plans and programs per Committee's approval.
 - Address the needs, opinions and concerns of the women, children, and the community.
 - Perform/arrange Nikah (marriage)/Divorce and Funeral services.
- 4.12.9 The **Member (Women and Children Affairs)** shall have the following major responsibilities:
- Act as a liaison between the Committee and the women, youth & children of the community.
 - Create awareness among the women, youth & children of the community on ICK activities and gather feedback/ideas from them and communicate it to the committee.
 - Address the needs and concerns of the women, youth & children of the community.
 - Develop Islamic and Regular educational programs for women, youth and children of the community.
 - Help organize Islamic, outreach, social and community program for the center and encourage the participation of women, youth & children.
 - Develop specific plans and programs related to Islamic, social and community activities for women, youth & children.

- Plan and Implement special events in co-ordination with Member (Community Affairs).
- Conduct programs targeted for new members (Women, Youth and Children) of the community and provide them the necessary support.
- Perform any other duties assigned by the President.

4.13 Regular Meeting of the Committee

- The Committee shall meet regularly at least once every month. In the meeting, only voting members, with prior approval, shall be permitted to attend and express their views. If any guest is to be invited, the host will ask for permissions, at least three (3) days in advance from the Committee in written or verbal form. Meeting place, time and date will be at the sole discretion of the Committee.
- Minimum quorum of regular meeting shall be 50% and decision shall be made by at least two-third (2/3rd) majority.
- Change of the office or registered agent with the State will be carried out as per RCW 24.03.055.

5 THE BOARD OF TRUSTEES

- 5.1 The Board of Trustees is the highest legislative, and judiciary authority of the ICK. The Board of Trustees shall be elected from respectable and trustworthy, pious, and tolerate persons amongst the voting members of ICK
- 5.2 There shall be five (5) members of the Board of Trustees. The board of Trustees shall be elected every four (4) years from the voting members. Executive Committee shall call for special general meeting to elect the Board of Trustees with advance notices. Executive Committee shall provide necessary assistance to the Board as required.
- 5.3 The elected Trustees shall internally select the Amir to lead the Board of Trustees. Amir shall work as a Co-spokesperson for the Center along with the President of the Committee.
- 5.4 The President or his designee of the Executive Committee shall act as liaison between the Board of Trustees and the Executive Committee.

- 5.5 Trustee's main responsibilities shall be following:
- To protect the assets of the Center, community, business interest of the Center, and any other affiliation related to the Center from any harm intended or unintended by individual(s) or group(s).
 - To audit the Executive Committee's activities with at least 10 days' advance notice to the President and shall receive all the meeting minutes of the Committee.
 - To resolve any Islamic jurisprudence/fiqh related issues of the community.
 - To resolve any legal issues related to the Center.
 - To develop policies, procedures, code of conduct for the Center in consultation with the committee.
 - To act as liaison between ICK, Kent Muslim Community and government agents.
 - The Committee and the trustees shall jointly decide for Friday Khutbah, fund raising, organizing religious functions, and inviting guest speaker. Imam of the Center will be consulted as needed.
- 5.6 If a trustee resigns his/her position, the vacancy shall be filled by internal nomination and election jointly by the Committee and the Trustees. Resignation shall be submitted with 2 weeks' advance notice to the Amir of the Board of Trustees. For a nominee to be elected to the Board of Trustees, he must have affirmative vote of at least two-third (2/3rd) of the remaining trustees and the committee members. All vacancies must be filled within 2 weeks of the date of vacancy. Till such times, the predecessor shall continue to serve his duties.
- 5.7 Upon specific proven allegations as determined under the Section 13 (Administrative Procedure) and on the ground of moral charges, removal of a trustee or a committee member can be made by calling to order a special meeting of the voting members present. Such special meeting can be called by Executive Committee.
- 5.8 Board of Trustees shall review and approve any facility maintenance and/or development project costing more than \$5,000 but less than \$50,000 as initially approved by the Executive Committee. For any such project worth more than \$50,000 shall require additional approval from the voting members. Such approval shall be made by calling a special meeting of the voting members with a 40% quorum and two-third (2/3rd) majority of the members present in the meeting.
- 5.9 Board of Trustees shall be responsible for keeping records of the legal agreements, permits, permissions, resignation documents, title and ownership records of all ICK properties and assets.




- 5.10 Board of Trustees shall meet at least quarterly and take decisions with at least 80% presence of the trustees and decision to be taken with three-fourth majority.

6 SPECIAL RULES

- 6.1 Any rentals, borrowing or lending of money, purchases, expansion or sale of property shall be carried out after first getting the proposal approved by the Executive Committee and Board of Trustees with three-fourth majority vote and then by the voting members with a 40% quorum and three-fourth (3/4th) majority of the members present in the meeting. All proceedings shall be well documented, in compliance with the state Law. All permits, permissions shall be obtained well in advance and be kept updated. All title, ownership will be in the name of the Center only. Any legalities involved, if fits, shall be processed through proper Lawyer or Attorney.
- 6.2 The following policies are made a part of the constitution, which cannot be amended or deleted. These policies reflect the opinion of well-respected scholars of Islam.
- Definitions stated in Article 1.2
 - Masjid/Musallah to remain accessible at all the times to Muslims for Salah. However, all precautionary measures will be taken not to allow strangers.
 - All safety procedures towards Emergency Exits, Fire Extinguishers, 9-1-1 call will be adhered to in compliance with the State Law. No fire arms or unidentified/suspicious objects/baggage/vehicle will be permitted within the premises.
 - Directions of Qibla shall always remain towards the NE 17 degrees. Fine adjustment will be made by the decision of the Executive Committee.
 - All mainstream daw'ah activities shall be planned in advance, recognized, and allowed in the Masjid, including all activities such as visitations (Jawla), speech (Bayan), interfaith dialogue, halaqa (Islamic discussion), and Iteqaf etc.
 - The subject of Khutbah for Friday Salah shall be Islam and shall exclude politics, incitements, and criticism of any particular member or group of the community at large.
 - All donations collected during he Friday Jummah prayer or during any fund raising activities must be counted and witnessed by at least two Assembly members.
 - Executive Committee will develop and maintain a website for the Center. The contents of the website must be approved by both the Executive Committee and Board of Trustees.
 - Business bulletin, activities with pictures of animals and humans and inciting and/or controversial articles will not be displayed in the Masjid hall or within its premise.




- Executive Committee while using its sole discretion may allow Muslim travelers to spend no more than three nights in the Masjid premises. Any expense charges applicable will be at the sole discretion of the Committee. The Committee shall have the right to check and document identification, if deem fit and necessary for any visitor to protect the safety and security of the Center.
- No clothes, furniture or any item for donation will be brought to the Masjid. Any distribution of food, articles, clothes etc. will be subject to the prior approval of the committee members.
- No garbage will be allowed to be dumped inside the Masjid premises other than the designated places. Any littering will be fined as per State Law.
- Parking of cars will be as per directives of the Committee. Any car found parked over 24 hours will be towed away at owner's expense.
- No smoking or soliciting will be permitted within the premises of the Masjid.
- To save on stationary and mailing cost, the committee will post on the Notice Board the following information, duly signed:
 - ✓ Minutes of the meeting
 - ✓ Monthly Income/Expense sheet
 - ✓ Any announcement related to religious activities
- For Income Return File benefits on donated amount, a receipt shall be given only for donations made by check or pre-authorized bank transfer. No receipt on cash donation.
- The Imam of the Center shall have a minimum of an "Alim" degree form a recognized institute and be a Quran-e-Hafiz. Prior experience as Imam or Assistance Imam for any masjid or Islamic Center in North America and special education in Fiqh shall be given preference.
- Any dispute/arbitration issues will be settled within the Muslim community. No individual shall take the matter to the Legal US Court. To preserve the reputation of the Islamic Center and he community, such legalities and settlement in US Court shall be avoided and discouraged as much as possible.

7 FINANCE

7.1 The financial resources of the organization shall consist of:

- Donations from the Members, Support Groups, and donations in general
- Unconditional donations accepted by the Committee.
- Fund raising events organized by the Center.
- Returns from investments held by the Organizations
- Revenues from sales and other activities of the organization
- Tuition fees form school, seminars, conference, and any educational and recreational program.




8 AUDIT

- 8.1 An independent Auditor shall annually audit the financial reports and statement of the Center.
- 8.2 The Audit reports shall be approved by the annual general meeting of the Assembly Members.
- 8.3 The approved Audit report may be filed along with the non-profit corporation annual report of the State.

9 FISCAL YEAR

- 9.1 The fiscal year of the Center shall begin on the 1st January of every year and shall end on 31st December.

10 AMENDMENT

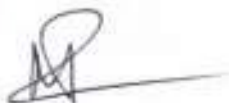
Amendments to the constitution of the Center shall be processed as below:

- 10.1 Any proposed amendments must be considered by at least ten (10) Assembly and/or voting members as defined in Article 3.
- 10.2 The proposed amendment(s) must be presented in writing to the President of the Committee.
- 10.3 The Committee shall examine the proposed amendment(s) and decide on the amendments, with at least two-third (2/3rd) majority, either "As it is" or in a modified form and present it to the Board of Trustees for further review. After an approval by the trustees, it shall be presented to the assembly during general or special assembly meeting for final adoption.
- 10.4 Amendment petition will not be held off without any decision for long time. In the event that there is no decision on the amendment petition by the Executive Committee and Board of Trustees with the ninety (90) days of receiving the petition, a special meeting of the general assembly shall be called on by the Executive Committee to decide on the petition.
- 10.5 An affirmative confirmation by at least two-third (66%) majority of the Assembly members present shall be required for adoption of all amendments. A quorum of 30% of the voting members shall be required.



11 GENERAL ASSEMBLY

- 11.1 The General Assembly Meeting of the ICK shall consist of its Assembly and Voting members. Any general assembly meeting shall be managed by the Executive Committee. All the assembly and voting members are eligible for attending the meeting but only the voting members shall have the voting rights. Decisions of the General Assembly shall be the final and shall supersede all the relevant decisions taken by the Executive Committee and Board of Trustees.
- 11.2 **Annual General Meeting:** Annual general meeting (AGM) shall be during the month of December each year. AGM shall be managed by the Executive Committee. The Executive Committee shall submit its annual reports along with the fiscal balance sheet to the AGM.
- 11.3 **Special Meeting:** A special meeting of the assembly may be called by the President of the Executive Committee or by two-third (2/3rd) vote of the Executive Committee or by a written petition with a specific agenda and signed by at least 20% of the voting members. Only a specific agenda shall be discussed in the special meeting and decisions taken.
- 11.4 **Conducting the Assembly Meeting:** A minimum of ten (10) calendar day written notice stating the agenda, place, date, and time of the meeting of general assembly shall be delivered, either by personally, or email, or ICK website notice to each of the assembly and voting members based on the address recorded by the Executive Committee. The notice of the meeting shall be deemed delivered when the mail is posted, or email is sent, or posted on the ICK website.
- 11.5 **Quorum:** The General Assembly holding more than 30% of the voting members shall constitute a quorum. If the quorum is not attained within an hour of the meeting, the meeting shall be adjourned. The Executive Committee then reconvenes the meeting within two weeks. The required quorum for the reconvened meeting shall be 25% of the voting members. If no quorum is present in the reconvened meeting, a subsequent meeting shall be called within a week where no quorum is required. In such a meeting, the Executive Committee shall transact business that must have been transacted at the original meeting.
- 11.6 **Absentee Ballots:** At any meeting, a voting member may cast his/her vote in person. However, absentee ballots are allowed if the voter is travelling out of the town or admitted in the hospital at time of voting, sealed absentee ballots must be submitted to the Secretary of the Committee at least 24 hours before the General Assembly Meeting.




The Secretary must handover the cast absentee ballot to the Election Commission before the election.

- 11.7 **Proxy Vote:** A voting member must request in writing authorizing another voting member to cast vote on his/her behalf. A proxy vote request must be handled over to the Election Commission at least 24 hours before the election. Proxy votes are not counted for the quorum of the meeting.

12 ELECTION COMMISSION

- 12.1 The election of the Executive Committee and Board of Trustees shall help in a General Assembly Meeting by an Election Commission appointed jointly by the Executive Committee and Board of Trustees.
- 12.2 The Election Commission shall consist of Chief Election Commissioner and two other election commissioners. Any member of the Chief Election Commission must not seek any candidacy of the Executive Committee and/or the Board of Trustees for the election they are appointed for. Members of the Election Commission may be appointed either from within the ICK members or from other Islamic Organization in the Puget Sound Region.
- 12.3 The election commissioners shall not campaign in favor or against any candidate; however, they shall be able to exercise their voting right as voting member (if applicable).
- 12.4 The Election Commission shall determine the voting method/procedure for the election.

13 ADMINISTRATIVE PROCEDURE

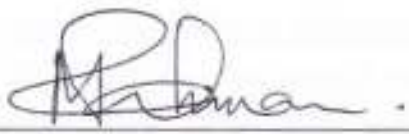
- 13.1 Any member of the ICK may bring in written charges of legitimate misconduct, misdemeanor, misappropriation of funds, fraud, corruption, misbehavior, or cover-up of such offenses against any member of the Executive Committee and Board of Trustees.
- 13.2 President of the Executive Committee shall, within a week of receiving the formal notice of charges and through internal approval of Committee, for a five (5) member panel to hear the charges. The Panel shall determine the procedure of the hearing and decision of the panel shall be final and constitute binding arbitration for both parties (accuser and accused).
- 13.3 The panel shall submit its findings to the Executive Committee which is obliged to enforce the decision of the panel. The matter shall be considered closed.



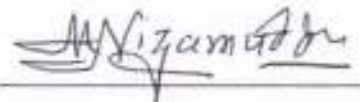

14 DISSOLUTION

- 14.1 In the event of dissolution, liquidation, or other termination of the Center, no part of the property of the Center, or any of the proceeds shall be distributed to or insure to the benefit of any of the members of the committee or assembly. All such property or proceeds, subject to the discharge of the valid obligation of the Center, shall be distributed by the Trustees among one or more Islamic Organizations, school programs, welfare programs, educational programs, and charitable program at the time qualify for federal Income Tax exemption under section 501C (3) of the Internal Revenue Code.
- 14.2 Decisions related to distribution of any amount of funds/property needs to have the approval of 80% of the Executive Committee and Board of Trustees and then 75% of the voting members in a special assembly meeting called by the Board of Trustees at least one week in advance. A quorum of minimum 50% will be required for the Assembly meeting.

This Amended Constitution/Bylaws has been approved on the day of the 8th of February 2018 by the General Assembly.



Mizanur Rahman
President, Executive Committee



Mohammed Nizamuddin
Amir/Chairman, Board of Trustees