

BISMIL LAHIR RAHMANIR RAHIM

**(N.M.A. OF GREATER HOUSTON)
MOTTO: TO PROCLAIM THE WILL OF ALLAH**

MASJIDUL MU'MINEEN FINAL CONSTITUTION

FROM: THE CONSTITUTION REVIEW COMMITTEE

CORDINATOR: BR. ABDUL-GAFAR ADISA

COMMITTEE OBJECTIVE

The main objective of this constitution review committee is to update our current constitution such that it will be in accordance with the Islamic sharia and will fulfill the interest of the muslim community in general and the Nigerian community in particular taking care of problems already experienced and accommodating future advancement. We shall try to develop a structure that would in-sha-Allah, provide guidance and stability to our community at all times within the American judicial process. We hope that this new Nigerian Muslim Association (N.M.A.) structure addresses most of the concerns of our community members; especially in the areas of checks and balances within the organization, better representation, better accountability, and provision for the future improvement.

As an Islamic organization, we already have the Qur'an and the Sunnah of Rosullullah (Sa lal laau

alaehe wa sallam) as our overall guideline. This constitution is therefore only to complement that Islam allows. It will legalize our existence and also ensure our proper protection under the law of the land in case of future adversaries. May Allah (Subu haanahu Wat'aala) accept our efforts, guide us, bless us and keep protecting us at all times. Ameen.

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PREAMBLE

Masjidul-mu’mineen (Formerly known as “The Nigerian Muslim Association of Greater Houston, Texas. U.S.A.”), established and adopted this constitution and pledge to abide by the provision therein.

Definition:

Ad Hoc Committee — An Ad Hoc Committee is a temporary committee formed for a specific function for a specific time period. This type committee is more temporary in nature.

Active Member — Any Muslim person who attends and participates in any of the activities at the Masjidul-Mu’mineen at least once every week or as decided by the shura Body.

Honorary Member -- Any Muslim person who is interested in the Islamic activities of the Masjidul-mu’mineen as long as the individual as long as the individual is approve by the Shura Body.

Membership Due -- This is the annual due set by the Shura Body. It is one of the requirements for voting eligibility.

Monthly Due – A voluntary monthly contribution by members for the routine upkeep of the Masjid. All members are strongly encouraged to support the Masjid morally and financially.

N.M.A – Another name for the Masjidul-mu’mineen. It Stands for Nigeria Muslim Association.

Regular Member – Any Muslim who wishes to be a member and agrees to abide by the contents of the constitution of the Masjidul-mumineen.

Restricted Fund – Funds collected the specific purpose or ear-marked for a specific event.

Shura Body – The governing council for all and every activities that affect the progress of the Masjid.

Standing Committee – Standing committee is a continuous functioning committee of the Association. Most of the general operations of the Masjid are carried out by various active and more permanent committees of the organization.

Voting member -- Any active member who has registered by the end of fiscal year (July list).

ARTICLE

AIM AND PURPOSE

Section 1

The main objective of this constitution is to provide simplified guidelines to Serve the best interest of Islam and Muslims. Specifically to cater to the well being of:

- (1) Members of Masjidul- mu’mineen and
- (2) All other muslims in the Greater Houston area, in the United State of America, and around the world.

ARTICLE 2

This association shall therefore:

- a. Strive to propagate Islam.
- b. Conduct all activities according to the Islamic teachings as prescribed in the Qu’ran and Sunnah.
- c. Observe the five daily congregational salat prayers at the appropriate times.
- d. Promote Unity and togetherness among Muslims
- e. Encourage and enable Muslims with the basic knowledge and competence to meet human needs in conformity with Islamic doctrines and believes.
- f. Promote friendly relations between Muslims and non- Muslims.
- g. Be a non-profit and non-political organization.

SCOPE OF THIS CONSTITUTION

1. The N.M.A. constitution shall be binding on all members or any participant servicing the interest of the masjid.

2. This constitution shall supercede any other rule and procedures developed by any group or committee of the masjid
3. Where the constitution does not expressly address an issue, the shura body shall be the ultimate interpreter of the constitution to address the issue.

ARTICLE 11

MEMBERSHIP

Section 1

A member can either be “REGULAR MEMBER” an HONORARY MEMBER”.

Section 2

A member shall be any member of masjidul-mu’mineen or any muslim who wishes to be a member and agrees to abide by the contents of this constitution. An active member shall be a member who attends and participates in any of the activities at the Masjidul-Mu’mineen at least once every week or as decided by the Shura Body. A voting member shall be any active member with valid annual registration Card.

Section 3

An honorary member shall be any knowledge or any person interested in the Islamic Activities of the Muslim Community in Houston, or any Islamic community so long as the individual is approved by the Masjids Shura Body.

ARTICLE 111

1.

BOARD OF TRUSTEE

There shall be a Board of Trustee consisting of nine (9) members of the Masjidul Mu’mineen.

The board of trustee shall comprise of the following:

+ Two shura Body members – Imam and the Administrative Affair Coordinator,

* One N.A.I.T. member,

* Three General members as approved by the General House and,

* Three Honorary members as approved by the General House.

The Administrative Affair Co-ordinator shall be the Secretary of the board. The Presiding Officer of the board of Trustee shall be elected by the Board of Trustee members.

A. Responsibilities:

1. The Board of Trustee shall be responsible for the various strategic planning of the Masjid.
2. It shall intercept to resolve conflicts within the organization.
3. It shall help to project the positive image of the organization around the world.

B. Meeting:

1. The board shall meet at least twice every year. The board of Trustees meeting shall be called by the Administrative Coordinator who shall be the Secretary for the Board. The board's meeting decision shall be brought to the house for implementation as necessary by the Shura Body and/or the Administrative Body.

C. Tenure:

Every nominating member of the Board of Trustee shall serve for a period of three (3) years For a maximum of two (2) consecutive terms.

OFFICERS

There shall be two operational branches or bodies of the organization:

- A. The Alfas Body and,
- B. The Administrative Body.

The governing body shall be formed out of these two branches and shall be called the Shura Body or the Shura.

2. SHURA BODY

The Shura Body shall be the governing council for all and every activities that the progress of the Masjid. The Shura Body shall be responsible for the following among other things.

- a. General operational activities of the Masjid.
- b. Planning various activities for the progress of the community.
- c. Intercept as needed in the judicial progress.
- d. Establish link between the Administrative and the Alfa bodies.
- e. Assesses membership dues.

Membership

The SHURA body shall consist of SEVEN members. Members shall include the Followings:

1. The IMAM who shall be the chairman of the Shura body.
2. The ADMINISTRATIVE COORDINATOR who shall be the Assistant Chairman of the Shura body.
3. The ADMINISTRATIVE SECRETARY who shall also be the secretary for the Shura body.
4. ADMINISTRATIVE TREASURER who shall be the third representative from the Administrative body.
5. One representative from the DAWAH Committee.
6. One representative from HAFLAT committee.
7. One representative from EDUCATION committee.

*****In order to avoid conflict of interest, any member of the SHURA body shall not hold more than one position concurrently while serving.**

Meetings:

The SHURA body shall hold its regular meeting once every three months . An emergency meeting of the SHURA body may be called by the IMAM or by a petition signed by at least four SHURA members. Such a meeting shall be held within a week after the signed written petition is approved by a simple vote of the members of the SHURA body.

3. ALFAS BODY

The ALFAS body shall consist of knowledgeable Islamic scholars (ALFAS) including the IMAM. The IMAM shall be the presiding officer of the ALFAS body. The ALFAS body shall consist of no more than eleven active members of the masjidul mu'mineen. The IMAM shall have the authority to select the members to serve in the ALFA body based on the following minimum qualifications and community involvement.

Qualifications:

- a. An ALFA shall be a member of the masjidul- mu'mineen for at least six consecutive months and
- b. Shall at least possesses the following:
 - i. General knowledge of Al-QU'RAN and SUNNAH
 - ii. Ability to lead daily salat and
 - iii. Willingness to sacrifice to serve the community for the cause of Islam.

Responsibilities:

- a. Shall serve on one or more of the committees under ALFAs body.
- b. Shall be willing to assist the IMAM in any capacity when called upon in any masjid or religious issues.
- c. Shall willing to lead at the daily salat when called upon.

Meetings:

All members of the ALFAS body shall meet at least once every month. The meeting of the ALFAS body shall be presided over by the IMAM or his delegate. Members of the ALFAS body shall be delegated to either head or serve in one or more committee(s).

The IMAM:

A. Responsibilities:

1. Shall be the chairman and the presiding officer of the Majilis-Shura Body
2. Shall be the coordinator of the Alfa Body.
3. Shall be the chief spokesman of the community on religious issues.
4. Shall establish an efficient link between the Masjid and the any other Islamic organization around the world.
5. Shall be responsible for leading the five daily congregational and other

prayers and available, shall delegate as necessary.

6. Shall be able to organize Islamic activities and work closely with Alfas and every officers of the Masjid for effective coordination of these activities.

B. Qualifications:

1. Shall be a member of Masjidul-mu'mineen, interested and capable to lead and take the responsibilities of an Imam according to the Qu'ran and the Sunnah of the prophet (s.a.w).
2. Shall be the most qualified among the candidates as determined by the Shura Body.
3. Shall be a person who can teach Islam and who is capable of leading congregational prayers.
4. Shall be willing to work closely with the Maslis-Shura Body.
5. Preferably has a degree in Islamic knowledge.

C. Tenure:

The term of the Imam shall be indefinite. The Imam may be removed if and when there is a compelling need for a change. Such need shall be considered either by the Board of Trustee or the Shura Body and agreed to by the House. The Imam's contract shall be reviewed by the contract Review committee as stipulated in Article V section 3G of this constitution.

D. Meetings.

The Imam shall be the presiding officer of the Shura Body. He shall have the authority to appoint the Secretary to take minutes of the meeting. The Imam shall delegate any member of the Alfas Body to attend the meeting in his absence. Such delegated member shall not preside at the meeting.

E. Emergency meeting:

As the presiding officer of the Shura Body, the Imam shall have the Authority to call emergency meeting. Emergency meeting shall require a minimum quorum of two-third of the members of the Shura. Either the Imam or his delegate (non-Shura Body member) must be Present in such a meeting. If there is a tie at such a meeting in the Absence of the Imam, the person Imam delegates shall have a casting vote to brake the tie.

ADMINISTRATIVE BODY

The Administrative body shall be responsible for all the Administrative planning and operation of the events and activities of the Masjid. The Administrative Body shall comprise of the following six elected officials.

1. The Administrative Coordinator.
2. The General Secretary.
3. The Financial secretary.
4. The Administrative Treasurer
5. The Women Coordinator, and
6. The Assistant Women Coordinator.

The only offices subject to election for the sisters are:

- 1. The office of the Women Coordinator and**
- 2. The office of the Assistant Women Coordinator**

The Administrative Committee shall be headed by the Administrative Coordinator who shall be one of the male representatives to the Shura Body. The term of any elected Administrative officer shall be THREE years and limited to a maximum of two (2) Consecutive terms for the same position. There shall be one month transitional period for the same incumbent officers to hand over to the newly elected officers.

A. The Administrative Coordinator:

1. Qualification:

- i. Active member of Masjidul Mu'mineen for at least six consecutive month.**
- ii. Willingness to sacrifice for the cause of Islam.**
- iii. Possesses at least basic Islamic Knowledge.**
Shall be a member in good standing with the local law and the Islamic Sharia.

2. Responsibilities

The Administrative Affair Coordinator shall:

- i. Presides over the males Shore Body meetings in the absence of the Imam.**
- ii. Presides over the general management of all the activities of the association**
- iii. Directs and appoints assistants as needed for the elected officers (appointment shall be confirmed by a simple majority vote of the members of the committee concerned).**
- iv. Coordinates all the activities so as to achieve the purpose of the Association.**
- v. Calls and presides over meeting of the Administrative body and the General house.**
- vi. Forms various Ad Hoc committees with the approval Shura Body.**
- vii. Signs checks on behalf of the Association.**
- Viii. Assists in establishing an efficient link between the association and any other Islamic organization around the world.**
- ix. Present reports on the state of the Association to the annual meeting and in its Newsletter.**
- x. Represents the executive committee at the Majlis Shura Body.**

3. Tenure.

Shall be elected every three years.

B. The General Secretary:

1. Qualification:

- i. Active member of masjidul-mu'mineen for at least six consecutive months.**

- ii. Must have willingness to sacrifice for the sake of Islam.
- iii. Possesses at least basic Islamic knowledge.

2. Responsibilities:

The Administrative Secretary shall:

- i. Assists Administrative Coordinator the management of the activities of the Association and carrying them out in his absence.
- ii. Assists the Administrative Coordinator to Coordinate the activities
- iii. Prepare and maintains the minutes of all the maslis-Shaura, Administrative and General meetings.
- iv. Prepare the Agenda for the Administrative and General meetings.
- v. Notifies the members of the administrative and the General Body for meetings.
- vi. Maintains the lists of the members and the volunteers for various functions of the Association.
- vii. Keep the records of the Association registration active with the state of Texas.
- viii. Presents at the beginning of every meeting and the minutes of the previous meeting for approval.
- ix. Maintain the record of the Association members directory.
- x. Serves as a co-signer of checks on behalf of the Association.

3. Tenure.

Shall be elected every **THREE** years.

C. The Financial Secretary:

1. Qualification:

- i. Active member of the nasjidul- mu'mineen for at least six months consecutive months.
- ii. Must have willingness to sacrifice for the cause of Islam
- iii. Possesses at least Basic Islamic knowledge.
- vi. Must have a good knowledge of accounting.

2. Responsibilities:

The Administrative Financial Secretary shall:

- i. Maintains all the financial records and transactions of the Association for both restricted and unrestricted funds.
- ii. Writes receipts, makes payments and prepares bank reconciliation.
- iii. Presents before the Administrative Body a quarterly report on the status of the Association financial affairs.
- iv. Acts as Assistant Administrative Secretary in his absence.
- v. Provides before the majlis-Shura the Association's financial status
- iv. Serves as the first custodian of the Association's checkbook.

3. Tenure.

Shall be elected every **THREE** years.

D. The Treasure:

1. Qualification:

- i. Active member of the masjidul-mu'mineen for at least three consecutive months.
- ii. Willingness to sacrifices for the cause of Islam.
- iii. Possesses at least basic Islamic knowledge.
- iv. Preferable has some basic knowledge of accounting.

2. Responsibilities:

The Administrative Treasurer shall:

- i. Collects and deposits all the funds received on behalf of the Association within 24 hours.
- ii. Maintains copies of all transactions and makes them available to the Administrative Financial secretary.
- iii. Maintains and keep records of all financial transactions of the and assists the financial secretary in the systematic upkeep of books and records.
- iv. Maintains a petty cash account for a maximum of two hundred dollars.
- v. Serves as the second custodian of the Association's checkbook.

3. Tenure:

Shall be elected every **THREE** years.

E. Publicity Secretary:

1. Qualification:

- i. Active member of Masjidul-mu'mineen for at least three consecutive months.
- ii. Willingness to sacrifice for the cause of Islam.
- iii. Possesses at least basic Islamic knowledge.

2. Responsibilities:

The Publicity Secretary shall:

- i. Assists the Imam and other committees to direct and supervises religious programs and other social activities.
- ii. Prepares circulars and bulletins of the Association and presents same to the Administration body before circulation.
- iii. Assists the Dawah Committee or any other Committee with the propagation of Islam activities.

3. Tenure:

Shall be elected every **THREE** years.

F. Legal Secretary:

1. Qualifications:

- i. Active member of Masjidul-mu'mineen for at least three consecutive months.
- ii. Willingness to sacrifice for the cause of Islam.
- iii. Possesses good understanding of Islamic knowledge, Islamic law (sharia) and the law of the state.
- iv. Must be licensed to practice law in the state.

2. Responsibilities:

The Legal Secretary shall:

- i. Reviews all legal matters concerning the Association.**
- ii. Presents report to the Maslis-Shura on request.**
- iii. Assists committees with reviews of contracts and legal documents.**
- iv. Represent the Association in any legal matters.**

3. Tenure:

Shall be elected every THREE years.

G. The Women Coordinator:

1. Qualifications:

- i. Active member of Masjidul-mu'mineen for at least six consecutive months.**
- ii. Willingness to sacrifice for the cause of Islam.**
- iii. Possesses at least basic Islamic knowledge.**

2. Responsibilities:

- i. The Women coordinator must be a female.**
- ii. Looking after the specific needs, if any, of the ladies and children on Various occasions such as conventions, gatherings, etc.**
- iii. Directing and supervising all arrangements for celebration of religious festivals and social programs such as picnic, dinners, lectures on Islamic topic, etc., in conjunction with the secretary.**
- iv. Acting as a liaison between the Administrative body and the female members of the Association.**
- v. The Women coordinator's voice shall be heard at the Shura body through the Administrative Coordinator or the Imam.**

3. Tenure.

Shall be elected every THREE years.

H. Assistant Women Coordinator:

1. Qualifications:

- i. Active member of Masjidul-mu'mineen for at least six consecutive months.**
- ii. Willingness to sacrifice for the cause of Islam.**
- iii. Possesses at least basic Islamic knowledge.**

2. Responsibilities:

- i. The Assistant Women Coordinator must be a female.**
- ii. Assist the Women Coordinator as necessary.**
- iii. Shall be ready to assume the position of the Women Coordinator should it be necessary.**

3. Tenure:

Shall be elected every **THREE** years.

ARTICLE IV

ELECTIONS

Section 1

A. Election Period:

Election shall be held on the SECOND WEEKEND in NOVEMBER to Elect the eight members of the Administrative Affairs Body.

B. Transition Period:

The transitional period to hand over office to the newly elected officers Shall be the whole month of December. The elected officers shall begin Their term in January.

Section 2 Election Committee and Guidelines:

A. The Majlis- Shura shall appoint the Electoral Committee (EC).

In the first week in August of the Election year. The EC shall consist of a total of five members comprising of three (3) men and two (2) women. Members of Electoral Committee shall waive their rights to vote in the Election.

B. The Shura Body shall prepare the Guidelines for the election pursuant to The constitution and by the laws of the Association.

C. The Electoral Committee shall be responsible for conducting the election And referendum is accordance with the election guidelines and the Provisions of the constitution. In all matters relating to the voting and Announcement of the results, the decision of the Electoral Committee Shall be final. The chairman shall make all election announcements Of the EC.

Section 3 Election Nominations

The nominee for each post shall be a registered active member who has not been holding the same post for two consecutive terms. Only active Members

Of the Association can nominate a candidate for an eligible post. The Nominees for the Women's Coordinator and the Assistant Women Coordinator shall be a female member of Masjidul-mu'mineen only.

The nomination of candidates for the Election shall be in the first two Weeks of October. Nominee's acceptance/declination shall be done in the last two

Weeks of the same month (October).

Every nominee shall meet the following criteria:

- 1. Must have paid his or her membership dues for that year.**
- 2. Must be an active member in good standing in the society.**

Section 4

Should a vacancy occur within the Administrative Affair Body, the Assistant shall temporarily take over the position till the next election

Section 5

The result of the election shall be counted and announced on the same day of the election after the last congregational salah of the day (salatul- Isha or Taraweh Prayer if in Ramadan). The election shall be won by a simple-vote.

ARTICLE V

COMMITTEES

The Association shall have standing Committee and Ad Hoc Committee. Standing Committee is a continuous functioning committee of the Association. An Ad Hoc committee is a temporary committee formed for a specific function for a specific time period. The Majlis-Shura shall have the

Section 1:

Purposes and Objectives:

- i. Assist the Shura and the Administrative Bodies in developing and Implementing the Association's policies.**
- ii. Shall be advisory in nature.**
- iii. Shall report to one of the Shura or Administrative representatives**
- iv. All nomination to head any Committee shall be approved by the Shura Body.**
- v. The Shura Body shall have the authority to modify the membership of any committee.**

Section 2.

The Committees and Chains of report

The Chairperson of each Committee shall be reporting to the Shura directly or to the Shura representatives as indicated below:

The Fiqh Committee shall report to the Shura body.

The Constitution and By-laws committee report to the Shura Body.

The Education Committee shall report to the Imam.

The Dawah Committee Shall report to the Imam.

The Haflat Committee shall report to the Imam.

The Women Affair Committee shall report to the Women Coordinator.

The Audit Committee shall report to the Shura Body.

The Contract Review Committee shall report to the Shura Body.

The Building and Maintenance Committee shall report to the General Sec.

The Endowment Fund Committee shall report to he Sura Body.

The Fund Raiser Committee shall report to the Financial Secretary.

Section 3: Standing Committees

A. FIQH COMMITTEE

I. Members:

The Imam shall be the president officer of the Fiqh Committee. The Fiqh committee shall consist of FIVE members. The members shall be appointed by the Imam and confirmed by the Sura Body. All members must meet the following requirements:

II. Qualifications:

- A. Extensive knowledge of Al – Qur’an; its reading, recitation and its Translation.**
- B. Good knowledge of the Sunnah and Hadith.**
- C. Must be able to read and write in Arabic Language.**
- D. Good knowledge of the Sharia (Islamic laws and jurisprudence)**

III. Responsibilities:

The main function of the fiqh committee shall be to Research and issue Fatwa (final resolution) on any Islamic issue/event that may affect the Community. The committee’s decision upon the approval of the Sura Body, shall be final and binding on the community. The committee shall have to be summoned again to change a previously approved Fatwa. The committee shall provide its reports with adequate Islamic

educational materials to support its decision.

IV. Meetings:

The fiqh committee's meeting shall be on as needed by the committee members or whenever the Shura body requests. It shall convene every Other month.

V. Tenure:

Members of the fiqh Committee are to serve for A PERIOD OF FIVE YEARS. There is no limit as to the number of terms a member may serve as long as he/she remained qualified and appointed to serve.

B. EDUCATION COMMITTEE

I. Members

The Education Committee shall consist of five members selected by the Imam and confirmed by the Shura Body. The committee members shall serve as coordinators of various educational programs approved by the Shura Body. Every member of the Committee must meet the following requirements:

II. Qualification:

- I. Active members of Masjidul Mu'mineen for at least three consecutive months.**
- II. Willingness to sacrifice for the cause of Islam.**
- III. Possesses at least basic Islamic knowledge.**

III. Responsibilities:

The committee shall be responsible for the following:

- (a) Overseeing all the educational affairs for the Youth and Adults.**
- (b) Acting as a bridge between the on going function educational groups and the Shura Body.**
- (c) Shall sanction and approve the establishment of any educational related issues.**
- (d) Shall work closely with other Islamic educational Institutions in the Community.**

IV. Meetings:

The committee shall meet as often as needed but shall meet once every two months. The Educational Committee meeting shall be presided over by the Imam or his delegate.

V. Tenure:

Members of the Educational Committee are to serve for a PERIOD OF THREE YEARS. There is no limit as to the number of terms a member may be reselected to serve as long as other qualification requirements are met.

C. DAWAH COMMITTEE

I. Members

The Dawah committee shall consist of eleven members SELECTED by the Shura Body with the following guidelines:

- (1) The Imam or his delegate and three other alfas to make a total of four adult males in charge of males.**
- (2) The Women Coordinator or her delegate and two other adult sisters to make a total of three females in charge of women.**
- (3) Two Youth Boys and two youth girls to make a total of four youths in charge of Youth Boys and Girls.**

II. Qualification:

- (1) Active members of any local Islamic organization.**
- (2) Willingness to sacrifice for the cause of Islam.**
- (3) Possesses at least basic Islamic knowledge.**

III. Tenure

Members of the Dawah Committee are to serve for a PERIOD OF THREE YEARS. There is no limit as to the number of terms a member may be reselected to serve as long as other qualification requirements are met.

IV. Responsibilities:

- (1) To propagate Islamic Religion**

- (2) To act as a bridge between other Dawah group within and outside the United States.
- (3) To Organize Dawah activates to educate Muslims and non-Muslims about Islam.

V. Meetings:

The Committee shall meet once every week. The Coordinator shall be selected by the committee.

D. HAFLAT (ISLAMIC CEREMONY) COMMITTEE

I. Members

The committee shall consist of Imam or his delegate, four other alfas and five non-alfa members of the Masjidul- Mu'mineen to make a total of ten members. Members shall be **SELECTED** by the Imam or his delegate shall be the Coordinator.

II. Qualification:

- (1) Active member of Masjidul-Mu'mineen for at least three months.
- (2) Shall be willing to sacrifice for the sake of Islam.
- (3) Shall possess at least basic Islamic knowledge.

III. Responsibilities:

- (1) The committee shall be responsible for all "Haflat" related affairs such as Aqeeqah (Naming Ceremony), Nikah (Wedding Ceremony), Janazah (Funeral Affairs), etc, etc. within the community.
- (2) The committee shall develop standard programs for the different Haflat related activities for Shura's Body approval.

IV. Tenure:

Members of the Haflat Committee are to serve for a **PERIOD OF THREE YEARS**. There is no limit as to the number of terms a member may be reselected to serve as long as other qualification requirements are met.

V. Meeting:

The Committee shall meet once every three months or as needed.

E. THE WOMEN AFFAIR COMMITTEE

I. Members

The Women Affair Committee shall consist of five members selected by the Shura Body with the following guidelines:

- (1) The Women Coordinator or her delegate**
- (2) The Assistance Women Coordinator or her delegate**
- (3) Three other adult sisters.**

II. Qualification:

- (1) Active member of any local Islamic organization for at least six months.**
- (2) Willingness to sacrifice for the cause of Islam.**
- (3) Possesses a good Islamic knowledge of Islam.**

III. Tenure:

Members of the Women Affairs Committee are to serve for a PERIOD of THREE YEARS. There is no limit as to the number of terms a member may Reselected to serve as long as other qualification requirements are met.

IV. Responsibilities:

- (1) To oversee the general interests of the female members of the organization.**
- (2) To help in the assimilation of new families in the community.**
- (3) To help in the teaching of children and female members especially new muslim family members.**

V. Meetings:

The Committee shall meet once every month. The Coordinator shall be selected By the committee members.

F. THE AUDIT COMMITTEE

I. Members

The Audit Committee shall consist of three members selected by the Shura Body with the following qualification guidelines:

II. Qualification:

- (1) Active member of any local Islamic organization for at least six months.**
- (2) Good knowledge of accounting.**
- (3) Willingness to sacrifice for the cause of Islam.**
- (4) Possesses basic Islamic knowledge.**

III. Tenure:

Members of the Audit Committee are to serve for a PERIOD of THREE YEARS. There is no limit as to the number of terms a member may be reselected to serve as long as other qualification requirements are met.

IV. Responsibilities

- (1) Review of the financial records of the organization on a periodic basis.**
- (2) Alert the Administrative Coordinator or the Shura body of any misappropriation of funds.**
- (3) Provide suggestion and guidelines to improve the financial handling of the organization.**

V. Meetings:

The Committee shall meet once every two months. The Coordinator shall selected by the Committee members.

G. THE CONTRACT REVIEW COMMITTEE

I. Members

The Contract Review Committee shall consist of three members selected by the Shura Body with the following qualification guidelines:

II. Qualification:

- (1) Active member of any local Islamic organization for at least six months.**
- (2) Good knowledge of business negotiation and accounting.**
- (3) Willingness to sacrifice for the cause of Islam.**
- (4) Possesses basic Islamic knowledge.**

III. Tenure:

Members of the Building Maintenance Committee are to serve for a PERIOD Of THREE YEARS. There is no limit as to the number of terms a member may be reselected to serve as long as other qualification requirements are met.

IV. Responsibilities:

- (1) Periodic general maintenance of the Masjid's properties.**
- (2) Provide leads of business contractors when needed.**
- (3) Oversee proper executions of all contract works on behalf of the organization.**
- (4) Alert the Administrative Coordinator of any needed repair or improvement on the property.**

V. Meeting:

The Committee shall meet at least once every three months. The Coordinator shall be selected by the committee members.

H. THE BUILDING MAINTENANCE COMMITTEE

I. Members

The Building Maintenance Committee shall consist of three members selected by The Shura Body with the following qualification guidelines:

II. Qualification:

- (1) Active member of the Association for at least three months.**
- (2) Has some basic house repair skills.**
- (3) Willingness to sacrifice for the cause of Islam.**
- (4) Possesses basic Islamic knowledge.**

III. Tenure:

Member of the Building Maintenance Committee are to serve for a PERIOD of THREE YEARS. There is no limit as to the number of terms a member may be Reselected to serve as long as other qualification requirements are met.

IV. RESPONSIBILITIES:

- (1) Periodic general maintenance of the Masjid's properties.**
- (2) Provide leads of business contractors when needed.**
- (3) Oversee proper executions of all contract works on behalf of the organization.**
- (4) Alert the Administrative Coordinator of any needed repair or improvement on the property.**

V. Meetings:

The Committee shall meet at least once every two months. The Coordinator shall be selected by the committee members.

I. THE ENDOWMENT FUND COMMITTEE

I. Members

The Endowment Fund Committee shall consist of five members selected by the Sura Body with the following qualification guidelines:

II. Qualification:

- (1) Active members of the Association for at least six months.**
- (2) Has good business knowledge and some accounting skills.**
- (3) Willingness to sacrifice for the cause of Islam.**
- (4) Possesses broad Islamic knowledge.**

III. Tenure:

Members of the Endowment Fund Committee are to serve for a PERIOD of FOUR YEARS. There is no limit as to the number of terms a member may be reselected to serve as long as other qualification requirements are met.

IV. Responsibilities:

- (1) Assist in fundraising and sponsoring of various educational projects.**
- (2) Provide leads to areas to target to maximize result within available resources.**
- (3) Solicit sponsors to carry out targeted projects.**

V. Meetings:

The committee shall meet once every three month. The Imam or his delegate Shall be the Coordinator.

J. THE FUND RAISER COMMITTEE

I. Members

The Fund Raiser Committee shall consist of nine members selected by the Shura Body with the following qualification guidelines:

II. Qualification:

- (1) Active member of the Association for at least one month.**
- (2) Has good some accounting skills.**
- (3) Willingness to sacrifice for the cause of Islam.**
- (4) Possesses broad Islamic knowledge.**

III. Tenure:

Members of the Fund Raising Committee are to serve for a PERIOD of FOUR YEARS.

IV. Responsibilities:

- (1) Raising funds to meet the operational cost of the Masjid.**
- (2) Organization and implementing fund raising events for the Masjid.**
- (3) Provide suggestions for long terms capital developments.**
- (4) Evaluation of ways to improve services.**

V. Meetings:

The Committee shall meet once every three months. The coordinator shall be selected by the Administrative Coordinator or his delegate.

Article VI

Finance

Section 1: Sources of Income:

- I. The organization expects income from the members charitable contributions at prayer meeting and other occasions for prayer.**
- II. Monthly dues may be adopted by members.**
- III. Monthly pledge may be made by members.**
- IV. Income from special occasions like wedding, family prayers, naming Ceremonies, death etc, etc.**
- V. Zakat Fund shall be kept separate and disbursed to all the qualified Muslims in the community or around the world.**

Section 2: Bank Signatories

The Association shall maintain a bank account. The signatories of the account shall be the Administrative Affair Coordinator and/or. The Administrative Affair Secretary. The Financial Secretary and the Treasurer shall be the Costodians of the association's check and records. Both signatories are required for any amount greater than one thousand dollars.

Section 3: Contribution and Sources

The Administrative Affairs Body may accept any contribution for the Association in any form and from any source consists with the principle of Islam.

Section 4: Restricted funds

Funds collected for the specific purpose of expanding and maintaining the Mosque/Islamic Center shall not be used for any other purpose. Any fund hear marked for restricted purposes shall not be used for any other purpose.

Section 5: Committee Expenditures

The Association shall be responsible for the budget or operational cost of any standing committee in the Association.

Section 6: Loans

The association shall not give loans to any members.

ARTICLE VII

JUDICIAL PROCEDURE

Section 1

The board of Trustees and the North America Islamic Trust (N.A.I.T)

shall have the authority to intercept in conflict resolutions, dissolution of the organization as necessary for the best interest of Islam.

Section 2

Charge(s) of misdemeanor, excessive unexcused absenteeism, misappropriation of funds, frauds, corruption, violation of the constitution, cover-up of such offenses, etc., shall be brought against a member or a group of members by a petition signed by at least two-third of total members of the committee concerned. The petition shall be handed over to either the Imam or the Administrative Affair Coordinator, and a copy of the same shall be sent to the Chairman of the board of Trustees. Either the Board of Trustees or the Shura Body shall summon a meeting within two weeks of receipt of the petition to set up a panel to hear the charge(s). All defenders shall have up to six weeks to accept or protest the panel's decision.

Section 3

In case of ambiguity regarding the interpretation of any part of the constitution or possible conflict between two or more sections, the interpretation of the Majlis Shura shall be final.

Section 4

This Association shall not be liable to any lawsuits for any member except for the following:

- a). Lawsuits filed against salary employee of the masjid in the scope of his/her employment
- b). Lawsuit filed against any officer of the Masjid in his/her effort to implement Masjid operation.

ARTICLE VIII

AMENDMENTS

Section 1

An affirmative vote by 2/3 of the members present shall be necessary for the adoption of all amendments.

Section 2

The quorum requirement for voting on amendments shall be simple majority vote of members. If simple majority vote of the members are not present in a General Body meeting called for voting on the proposed amendment(s), another General Body meeting shall be called for the same purpose within four weeks after the meeting, in which the quorum requirement as stated above shall be waived and the purposed amendment(s) shall be discussed and adopted by a two-third (2/3) majority of the members present.

ARTICLE IX

CONSTITUTION ADOPTION AND ENFORCEMENT

Registration in the State of Texas, opening the accounts, and implementation of other matters as required by this Association shall be accomplished within six months after this constitution has been adopted.

ARTICLE X

DISSOLUTION OF ASSOCIATION

In for whatever reason that the organization need to be dissolved, the dissolution will be processed by the Shura Body and the Board of Trustee in consultation with the North America Islamic Trust (N.A.I.T).

CONCLUSION

WE HOPE THIS DOCUMENT MARKS A NEW BEGINNING OF PROGRESS AND COOPERATION WITHIN OUR MUSLIM COMMUNITY. WE ARE LOOKING FORWARD FOR EVERYONE'S SINCERE REVIEW AND SUGGESTIONS TO IMPROVE. PLEASE JOIN AND SUPPORT OUR ISLAMIC EFFORTS MORALLY AND FINANCIALLY. DO YOUR PART WHILE YOU CAN NOW!! ASSALLAAAMU ALAEKUM.

ACKNOWLEDGE OF RECEIPT

**I, Brother/Sister _____
hereby acknowledge the receipt of a copy of the proposed Masjidul Mu'mineen Constitution and by laws.**

I have read the document and promise to abide by it (if adopted), so long as I remain a voting regular member of the Masjidul Mu'mineen.

I vote YES/NO for its adoption (Please circle either yes or no only).

Signature: _____ **Date:** _____

