

*In The Name Of Allah The Beneficent, The Most Merciful.*

**Hillside Islamic Center Inc. (H.I.C)**

Constitution and By-laws.

**Article I: Name and location**

The corporation shall be called “Hillside Islamic Center Inc” (HIC) and is incorporated in the state of New York. The exact place of its principal office shall be at such as the Board of Trustees may from time to time determine, but until a change is effected as provided by law, such principal office shall be at 3366 Hillside Ave., suite # 12, New Hyde Park, NY 11040. HIC may time to time rent places, locations for the purpose of accommodating needs of the center’s activities with the consent of the board of trustees.

**Article II: Nature**

Hillside Islamic Center shall be religious, charitable, educational, non-profitable, and non-political in nature. HIC will be an independent organization having no affiliations to other regional, national or international organizations. The meetings, sermons, public addressing, trainings, correspondences and all means of communications will be in English.

**Article III: Objectives**

The objectives of the Islamic Center Shall be:

- a. To organize and establish the Islamic community center, religious educational facilities for both adults and children, library, marriage ceremonies, funeral service arrangements, and various other activities in accordance to Islamic traditions and consistent with the Law of the land.
- b. To work for Universal brotherhood, social justice, community help and peace.
- c. To develop closer cooperation understanding and dialog amongst people of different faiths and ethnic backgrounds.

**Article IV: Membership**

- d. Any Muslim accepting the purpose and objectives of the Hillside Islamic Center and the provisions of this constitution shall be eligible to become a member of the Center, by applying on the membership form, paying the dues determined by the BOT and recommendations by two current members of the Board of Trustees (BOT).
- e. A member may become a **Voting** member by having the membership in good standing for a minimum of two years, having paid the membership fees, have not participated in any unlawful and subversive activities against the interest of the center and laws of the land.
- f. Membership of any status may be revoked by the BOT for participating in any unlawful and unethical activities against HIC or the laws of the land.
- g. All Muslims shall be able to participate in the Hillside Islamic Center activities organized or authorized by the executive committee.

**Article V: Structure**

The Hillside Islamic Center shall be organized and shall operate through the General Assembly, Executive Committee, and Board of Trustee.

## **General Assembly.**

1. All voting members of the Hillside Islamic Center shall constitute the General assembly.
2. General assembly shall elect the Executive committee of the HIC.
3. The General assembly shall hold two meetings each year. The first is to be on the first weekend of June and 2<sup>nd</sup> one is to be on the first weekend of December of each year.
4. One half of the voting membership shall constitute the required quorum of the meeting. If the required quorum is not present, a second meeting of the General Assembly shall be required within two weeks and one third voting members present shall constitute the quorum.
5. Decision in the meetings of the General Assembly shall be made by a simple majority vote of the voting members present, except for the amendments of the constitution as provided in Article IX.
6. The General Assembly shall hold special meetings within two weeks on the request or recommendations of the executive committee or by a request of BOT.

## **B. *Executive Committee.***

1. Any Voting member of the HIC who has a standing Voting membership of one year or more shall be eligible to serve as a member of the Executive Committee.
2. The Executive Committee shall consist of seven members as follows: President, Vice-president, General Secretary, Joint Secretary, Treasurer and two executive members. Members. The Executive Committee members must either be a citizen or a permanent resident of the U.S.A. and living in the vicinity of the HIC in Queens and in Nassau County.
3. All members of the Executive Committee shall have a term of TWO YEARS and be limited to two successive terms only. After having served two successive terms, a member must remain off the Executive Committee for a period of two years but then may be nominated and serve on the executive committee again.
4. The executive committee shall be elected with simple majority by the voting members of the HIC,
5. The functions of the Executive Committee shall be:
  - a. To plan and execute appropriate programs and activities of the H.I.C.
  - c. To appoint the following regular Committees and adhoc Committees as needed, e.g. Membership Committee, Religious Affairs Committee, education Committee, and Building & maintenance committee. These committees shall serve at the pleasure of the Executive Committee and shall live until disbanded or re-constituted by majority vote of the Executive Committee A member of the Executive committee shall chair each regular or adhoc committee for a term approved by the Executive committee. Each committee's chairman may submit names for the appointment to the respective committee for the confirmation by the executive committee.
  - d. The activities of these committees shall be subjected to the approval of the executive committee, and the chairperson is responsible to submit the programs and activities to the executive committee.

e. The executive Committee shall meet at least once every month and the General Secretary shall maintain proper minutes of all the meetings. A minimum of three members present shall constitute a quorum. The General Secretary shall inform the executive members in writing of the date and place of all executive committee's meetings.

f. Any members who fail to attend three consecutive meetings of the executive committee without proper notification of the special reasons of absence shall cease to be a member of the executive committee and the vacancy shall be filled according to the rules provided herein.

g. Any members of the Executive Committee, who willfully or otherwise violates the constitution, fails to carry out proper duties, exceeds the legitimate powers or commits an unlawful act, shall be liable to appropriate action, including suspension, dismissal and legal action by the BOT.

h. A simple majority vote of the Executive members present at any properly called meetings shall be required to arrive at a decision.

**C: *BOARD OF TRUSTEES (BOT)***

1. The Board of Trustees shall consist of seven individuals who are the founding members of the HIC. In case there are no founding members available to fill in vacancies, the current BOT may select a Voting member by majority sign in only. The BOT members must be permanent resident or citizen of the U.S.A. All members of Board of Trustees shall have to pay one time minimum of \$10,000.00 (ten thousand) donations and yearly dues of \$1000.00(one thousand)

2. The functions of the Board of Trustees shall be;

a) To monitor, and ascertain that all programs and activities being conducted are in compliance to achieve the objectives of the HIC.

b) To hold in trust and serve as custodian of all capital assets of the HIC and to maintain, use and liquidate them in accordance with the principles of Islamic traditions and with the interest of this institution. The Board of Trustee may hold its meetings have one or more offices and keep the books and records at such place or places within the state of incorporation as it may deem appropriate.

c) The regular meetings of the Board of Trustee shall be held twice a year during the month of June and December of each year at the office of the corporation. Notice by the chairman shall be required for these meetings.

d) Special meetings of the Board of Trustees may be called by the Chairman of the Board, at the request of the President of the Executive Committee and must be approved by simple majority of trustees, and shall be held at the time and place specified in the call. Notice unless waived shall be sent at least seven days before such meetings.

e) Any trustee may resign at any time by giving notice to the Chairman of the Board of Trustee. Such resignation shall take effect at the date of the receipt of such notice, or at any later time specified therein and unless otherwise specified.

f) Any member of the Board of Trustee who without proper notifications of special reasons fails to attend three consecutive meetings shall cease to be a member and the vacancy shall be filled with simple majority.

- g) A trustee who acts contrary to the aims and objectives of the HIC or if found guilty of any misconduct or commits any unlawful act resulting in defaming Islam or HIC shall be liable to suspension, dismissal, and legal persecution by a 2/3 of the BOT.
- h) A majority of the full Board of Trustees shall constitute a quorum for the transaction of any business and the act of the majority of the trustees present at a meeting at which a quorum is present shall be the act of the entire BOT. In absence of a quorum, the meeting should be adjourned and a next should be called. No notice other than the announcement at the meeting needs to be given of such adjournment. If at any time there shall be less than such a majority of the full Board of Trustee, then at least a 4 members of the Board of Trustee will constitute a quorum at the next meeting.

## **ARTICLE VII: ELECTIONS**

All members of the Executive Committee and the Board of Trustee have to fulfill the following criteria in order to be qualified to serve as members of either.

They must be Muslims, believe in Prophet Muhammad (SAW) is the seal of the all the prophets, observing their daily life in accordance with Qur'an and tradition of prophet Mohammad (Sunnah), and are not involved in any unislamic and unlawful activities. They must endorse the objectives and constitution of the H.I.C and cannot self-nominate for the any candidacy at all.

### **A. EXECUTIVE COMMITTEE.**

1. Any voting member of the HIC who has a standing Voting membership of one year or more is eligible to serve as a member of the Executive Committee, unless restricted or permanently barred by the decision of the BOT or by the law of land.
2. The election shall be held in the month of December of the last year of the current committee's term.
3. The General Secretary shall inform all the voting members of the date, time, and place of the election at least thirty days in advance.
4. The election shall be conducted by three election officers appointed by the Board of Trustees for each new election. The election officers shall not be elected as members of the executive Committee.
5. A minimum of nine (9) potential candidates for the executive committee shall be nominated by the BOT.
6. On the day of election the Voting members shall cast secret ballots to elect the members of the Executive Committee. The Seven nominees having the highest vote will be declared elected to the Executive Committee.
7. Within two weeks or earlier of the election the outgoing executive committee shall call the first meeting of the newly elected members. The outgoing president shall conduct an election amongst the newly elected executive members to elect the officers of the executive committee.
8. In case of a tie vote between two nominees, election will be held, unless one nominee withdrew of his own free will.

### **B)BOARD OF TRUSTEES (BOT)**

1. The Board of Trustee having being selected/elected by the founding members should elect a chairman from and within themselves by sign in vote.
2. In case of vacancies through any causes, each of the vacancy shall be filled by having candidates nominated by the remaining BOT members.

## **Article VIII: Finance**

The source of financing of the H.I.C. shall be interest free loans from member or institutions providing finance according to Islamic jurisprudence (Shariah), as follows:

1. Voluntary individual membership dues, donations, and organizational contributions.
2. The Treasurer in the Bank account of the H.I.C shall immediately deposit all receipts, Capital and revenue received on behalf of the H.I.C.
3. The bank account shall be maintained by an interest free checking account, and there must be three signatories of which at least two signatures are needed for issuing any checks.
4. Any single expense of five thousand dollars or more shall be made with the approval of the Board of Trustee and the Chairperson or designated BOT members must sign the approval.
5. An annual budget shall be prepared and presented by the President with the help of the Executive committee to the Board of Trustee for its approval.
6. Accounting year shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of the same year.

## **Article IX: Amendments**

1. Amendments to this constitution shall be submitted in writing to the Executive Committee not less than 45 days prior to the General assembly meeting.
2. The Executive Committee, after obtaining the approval of simple majority of the Board of Trustee shall present it to the General Assembly during its next meeting.
3. All amendments shall require the approval of 2/3 majority of a duly held General Assembly meeting

## **Article X: Succession and Handover**

**Succession:** Upon resignation or suspension of a member of the Executive committee or a member of the BOT from their respective position, in case of becoming incapacitated the following order of succession shall be followed.

- a. In case of the Executive committee, the Vice president shall succeed the president. The Joint Secretary of the Executive committee shall fill any other vacant position.

**Handover:** The outgoing office bearer shall handover all files, documents, and any properties of the HIC at their disposal to the incoming office bearer within a month of assuming office.

- 1 Abdul Aziz Bhuiyan
- 2 Abdul Basir Kazi
- 3 Saleem Tatari
- 4 Iqbal Jangda
- 5 Imtiaz Ahmad Rahi
- 6 Mohammad Arif
- 7 Mohammad Yasim Khan