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**of**  
**THE ISLAMIC CENTER**  
**OF GREATER TOLEDO, INC.**

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**BYLAWS**  
of  
**THE ISLAMIC CENTER  
OF GREATER TOLEDO, INC.**

**ARTICLE I - DEFINITION**

These Bylaws are the regulations governing the responsibilities and authorities of the Mosque Council and its relationship to the Mosque Assembly, the Imam and the Constituent Societies of the Islamic Center.

**ARTICLE II - MEETINGS**

The Mosque Council shall meet at least monthly at a day and time established by the elected Mosque Council at the Islamic Center of Toledo, or at the convenience of the elected Mosque Council.

**ARTICLE III - OFFICERS**

The officers of the Mosque Council shall be a President, Vice-President, Secretary and Treasurer to be elected from among the Mosque Council members for a term of one year with the President serving for no more than four (4) consecutive terms. The duties of the officers shall be such as are implied by their respective offices and consistent with the standard parliamentary procedures. Specifically, the duties of each office shall be as follows:

**Section 1**     **President.** The President shall be the executive officer of the Islamic Center and shall supervise and control all the business and affairs of the Islamic Center. The President shall have the following specific duties:

- (1) To preside at all meetings of the Mosque Council and Mosque Assembly including the annual meeting of the Mosque Assembly during which the Chairman of the Board of Elders will conduct the election of Mosque Council members. He shall attest to the minutes of all meetings over which he presides.
- (2) To coordinate and supervise the work of the Islamic Center, its officers and employees, except that of the Imam.
- (3) To employ, direct, fix the compensation of, discipline, and discharge the Islamic Center's employees and personnel. The President shall be able to

- employ agents, professional advisors and consultants and perform all functions of a general manager of the Islamic Center's business.
- (4) As provided in the Ohio Revised code or any other pertinent statute, the President may sign and obligate the Islamic Center and may sign, execute, and deliver in the name of the Islamic Center all deeds, mortgages, bonds, contracts and other instruments either when duly authorized by the Mosque Council or this Constitution or when required or deemed necessary or advisable by him and the majority of the other Officers, in the conduct of the Islamic Center's normal business, except in cases where signing and execution thereof shall be especially delegated by the regulations and this Constitution or by Mosque Council to some other Officers or agents or require concurrence of the Board of Elders.
  - (5) To appoint all committee chairmen and to establish ad hoc or special committees.
  - (6) In the event that the Board of Elders is unable to elect and qualify a successor within thirty (30) days of the date a vacancy occurs, then the President of the Mosque Council shall be entitled to cast the necessary vote to break the deadlock. If the Board of Elders fails to nominate a successor to fill a vacancy within thirty (30) days of the creation of said vacancy, then the President of Mosque Council, with the help of Mosque Council, shall select an Elder and his appointment made upon confirmation by a majority of Mosque Council present at the meeting where said confirmation is on the agenda. If there simultaneously occur three (3) or more vacancies upon the Board of Elders, the President of the Mosque Council, with the advice and consent of Mosque Council, shall fill all vacancies on the Board of Elders. Upon confirmation by a majority of Mosque Council these persons will assume the offices of Elder.

**Section 2**     **Vice President.** The Vice President shall assist the President in all duties throughout the year and shall perform such duties as are assigned to him individually or collectively by the President or the Mosque Council. The Vice President shall assume the duties of the President in the absence or disability of the President as designated by the President or the Mosque Council and shall have all the powers of and be subject to the restrictions of the President. The Vice President shall serve as Chairman of the Constitution and Bylaws Committee.

**Section 3**     **Secretary.** The Secretary shall keep the minutes of all meetings of the Mosque Assembly, the Mosque Council, and any special meetings pertaining to the Islamic Center. The specific duties of the Secretary shall be:

- (1) To issue all notices in accordance with these regulations and as required by the laws of the State of Ohio.
- (2) To make available the minutes of the meetings of the Mosque Council and the Mosque Assembly, signed by the Secretary and attested to by the President, within thirty (30) days of said meetings. The minutes of said

meetings shall be placed on file within the Islamic Center for review by the members of the Islamic Center.

- (3) To be custodian of all corporate records and, in conjunction with the President, sign all promises to pay any debt as well as any deeds in conveyance of the property or encumbrances, leases, and other interests.
- (4) To keep a roster of the names and addresses of each Mosque Council member and of the committee members.
- (5) To perform such other duties as, from time to time, may be assigned to him by the President or the Mosque Council.

**Section 4** **Treasurer.** The Treasurer shall have the charge, care, and custody and be responsible for all funds, securities, notes, contracts, deeds, documents, any other indicia of title to the Islamic Center and valuable effects of said organization. The Treasurer shall have the following specific duties:

- (1) To receive and give receipts for moneys payable to the Islamic Center.
- (2) To deposit all moneys in the name of the Islamic Center in such banks, trust companies, or other depositories as shall be selected by or pursuant to the direction of the Mosque Council.
- (3) To disburse all necessary funds by check or draft countersigned by the President.
- (4) To obtain and retain vouchers for all disbursements.
- (5) To have the right to require reports or statements or such information as he may need, with respect to any and all financial transactions of the Islamic Center from its officers, employees, or agents transacting business.
- (6) To keep at the Islamic Center's office or other location designated by the Mosque Council, accurate records of moneys, business, and transactions of the Islamic Center, and exhibit those records to any other member of the Mosque Council upon request.
- (7) To render to the Mosque Council or the President, whenever requested, an account of the financial condition of the Islamic Center and of all transactions as Treasurer and, at the close of each fiscal year, make and submit to the Mosque Council a report for such fiscal year. He shall make full financial report at the Annual Meeting.
- (8) To submit the proposed budget developed by the Budget and Finance Committee for the following year no later than November 1st of each year.
- (9) To obtain an audit of the Islamic Center's accounts at least annually by a certified public accountant approved by the Mosque Council.
- (10) To deliver to the new, incoming Treasurer, within one month after the annual meeting or a change in office, all moneys, vouchers, books and papers of the Islamic Center in his custody along with a supplemental report of all transactions since the last report to the President.
- (11) To maintain a roster of the paid members of the Islamic Center and at all times shall segregate such roster into voting and non-voting members. Thirty (30) days before the election of Mosque Council members, the

- Treasurer shall certify those individuals who are entitled to vote at the Annual Meeting.
- (12) To apply for and obtain a surety bond for the Officers to be paid for by the Islamic Center.
  - (13) To serve as the chairman of the Budget and Finance Committee.

#### **ARTICLE IV - COMMITTEES**

The following standing committees shall be appointed and shall have the responsibilities outlined below:

**Section 1**     **Budget and Finance Committee.** The Treasurer will serve as the Chairman of this committee. The duties of the Budget and Finance Committee are:

- (1) To prepare an annual budget by October 15<sup>th</sup> of each year.
- (2) To serve as an advisory committee to the Mosque Council throughout the year by:
  - (a) Monitoring the short term and long term finances of the Islamic Center.
  - (b) Monitoring current Federal and State regulatory requirements (IRS).

**Section 2**     **Building and Property Maintenance Committee.** The duties of this committee shall be:

- (1) To be responsible for cleaning and maintaining the Mosque and hall.
- (2) To be responsible for maintaining other properties of the Islamic Center.
- (3) To collect and to turn over to the Treasurer any rentals from the Islamic Center properties.
- (4) To be responsible for the recording of the cemetery lots and the receipt of proceeds from their sale.
- (5) To propose to Mosque Council rental rates for the use of the Islamic Center property as well as the cost of the cemetery lots.

**Section 3**     **Constitution and By-Laws Committee.** The Vice President shall be Chairman of this committee. The duties of the committee are:

- (1) To periodically review the Constitution and Bylaws and make recommendations for necessary and/or desirable amendments.
- (2) To prepare the proposed amendments and to submit them for acceptance by the Mosque Council and the Board of Elders.
- (3) To prepare those changes accepted by the Mosque Council for consideration and action by the Mosque Assembly.

**Section 4**     **Long Range Planning Committee.** The duties of the Long Range Planning Committee are:

- (1) In conjunction with the Endowment, to establish long-term priorities for the Islamic Center, to establish annual targets and goals for the Islamic Center, and to seek property for future expansion of the Islamic Center.
- (2) To prepare plans for any additions, alterations, or new construction for the Islamic Center and to supervise said construction.
- (3) To generally perform the planning function of the Islamic Center.
- (4) To maintain the architectural integrity of the interior and exterior of the Islamic Center and its properties.

**Section 5**     **Membership Committee.** The Membership Committee shall:

- (1) Promote and enlist membership in the Islamic Center.
- (2) Encourage attendance by members of the community at the Islamic Center programs and activities.
- (3) Provide programs (other than religious) to encourage membership participation.
- (4) Provide recommendations to the Mosque Council for recognition of outstanding achievements or service to the Islamic community by Muslims and non-Muslims.
- (5) Provide recommendations to the Mosque Council for determination of cases of indigence in the community to facilitate waiving of membership and other fees as it deems appropriate.

**Section 6**     **Nominating Committee.** The committee shall be composed of the Chairman of the Board of Elders, three (3) members of the Mosque Council, and three (3) Active members of the Mosque Assembly. The duties of the Nominating Committee are as follows:

- (1) To be responsible for preparing a slate of candidates for nomination of members of the Mosque Council for the Annual Meeting or as a vacancy may arise.
- (2) To verify the credentials of each nominee.
- (3) To obtain a written consent-to-serve form from each nominee.
- (4) To obtain the certification of the Board of Elders for the slate of nominees.
- (5) To publish the slate of candidates at least 30 days prior to the Annual Meeting either in the MONITOR or by special written notice to the members of the Mosque Assembly entitled to vote.

**Section 7**     **Publications Committee.** The duties of the Publications Committee are:

- (1) To publish the official newsletter/magazine of the Islamic Center on a regular basis as determined by the Mosque Council.
- (2) To study and recommend methods to improve the official publication.
- (3) To study and recommend methods of financing the official publication.
- (4) To assist with and coordinate all public information brochures published by the Islamic Center.

**Section 8**     **Public Relations Committee.** The Public Relations Committee shall:

- (1) Study and arrange to obtain adequate background data to determine the existence of problems that indicate the need for public relations programs.
- (2) Study and recommend a plan to implement a public relations program for the Islamic Center.
- (3) Study and recommend methods of financing a public relations program.
- (4) Review and coordinate efforts with other organizational committees to achieve maximum impact and success of the public relations program.
- (5) Establish and train a speakers' bureau so that speakers are available to speak about Islam, if necessary.
- (6) Monitor newspapers, periodicals, and other media in order to respond to the information therein which is favorable, adverse, or contrary to Islam and the Islamic Center.
- (7) Publicize the Islamic Center and its activities.
- (8) Study and recommend methods to have cordial relationships with other Muslim communities around Toledo.

**Section 9**     **Religion and Education Committee.** Duties of this committee include:

- (1) To prepare a curriculum of study for religious education for Muslim children.
- (2) To provide educational programs and seminars for adults.
- (3) To supervise the instruction in the religious education programs.
- (4) To assist in preparing programs for Islamic Holy days.
- (5) To recommend fees, such as tuition, etc., for consideration by the Mosque Council and to coordinate school registration with the Membership Committee.
- (6) To provide a library and bookstore for the dissemination of information concerning Islam.

**Section 10**   **Social Services Committee.** The Social Services Committee will have the following duties:

- (1) To provide for the social well-being of the members of the community.
- (2) To provide assistance programs for needy Muslims.
- (3) To cooperate with other community service organizations.

**Section 11**   **Ways and Means Committee.** The duties of the Ways and Means Committee include:

- (1) To plan for social and cultural events, such as dinners, etc., with the assistance and cooperation of the Mosque Societies.
- (2) To develop special ways and means projects to facilitate raising funds for the Islamic Center.

**Section 12**   **The Mosque Council.** The Mosque Council shall sit as committee of the whole and shall have the following responsibilities in that capacity:

- (1) To determine the conditions of employment of any staff member of the Islamic Center, including the Imam.

- (2) To determine when additional staff members are necessary and to establish job descriptions for such new positions.
- (3) To select new employees when required, including the Imam.

**Section 13**     **General Guidelines.**

- (1) Other temporary or ad hoc committees may be established by the Mosque Council as it deems necessary.
- (2) Members of the committees need not be Mosque Council members but require the qualifications of members of the Islamic Center.
- (3) Each Mosque Council member shall be a member of at least one committee.
- (4) Each committee shall prepare and submit an annual budget to the Treasurer by October 1<sup>st</sup>.

**ARTICLE V - DUES**

The membership dues for the Islamic Center shall be established by the Mosque Council.

**Section 1**     **Classification.**

- (1) Family membership shall entitle the parents to membership in the Mosque Assembly and the Ladies Auxiliary or Men's Society. Children, under 18 years of age, shall be entitled to membership in the Islamic Youth Association and to attend the educational programs at the Islamic Center.
- (2) Single membership is available to individuals who are eighteen years of age or older and are employed in a full-time capacity. They shall be entitled to membership in the Mosque Assembly and either the Ladies' Auxiliary or the Men's Society.
- (3) Student members are single individuals, over the age of eighteen years, who are not employed full time and who are attending an educational institution. Student members shall be entitled to membership in the Mosque Assembly but may not vote or hold office.
- (4) Non-resident members may join the Mosque Assembly as a non-voting member who may not hold office.

**Section 2**     **Activation.** Membership dues shall be due and payable January 1<sup>st</sup> each year. A member shall not be considered delinquent in the payment of his dues if the dues are paid in their entirety prior to July 1<sup>st</sup> of each year.

**ARTICLE VI - AMENDMENTS**



Amendments to these bylaws shall be made by majority vote of the Mosque Assembly on the recommendations of the Mosque Council. Thirty (30) days prior written notice shall be given to the members of any proposed amendment.

#### **ARTICLE VII - PARLIAMENTARY AUTHORITY**

In the absence of any specific regulation in this Constitution and Bylaws, Robert's Rules of Order, Newly Revised, shall be the parliamentary authority.

#### **ARTICLE VIII - EFFECTIVE DATE**

The effective date of these Bylaws shall be January 1, 1997.