

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

BISMILLAHIR RAHMANIR RAHIM

In the Name of Allah, Most Merciful , Most Compassionate.

BY-LAWS OF

LOS ANGELES ISLAMIC CENTER (LAIC)
309 S Serrano Ave , Los Angeles, CA 90020

A Non Profit tax deductible 501(C) organization under the laws of the
State of California.

Los Angeles Islamic Center
309 S Serrano Ave, Los Angeles, CA90020

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ARTICLE I: NAME OF ORGANIZATION

The name of this organization shall be the Los Angeles Islamic Center, a non profit Corporation under Section 501 ©(3) of internal Revenue Code and is incorporated in the State of California.

ARTICLE II : OFFICE

Principal office: The Principal office of the Organization is located at 309 S. Serrano Ave . Los Angeles, CA 90020

ARTICLE III: MISSION, VISION & OBJECTIVES

Section 3:01: Mission

To assist Muslims to preserve and improve their religious identity and righteousness through decency,modesty, purity of heart by following the guidance of the Quran & Sunnah.

Section 3.02: Vision

To Propagate and spread the message of Islam to the vibrant Muslim Community and attain spiritual tranquility through practicing the Quran and Sunnah in daily life. Muslim identify primarily as Muslims regardless of ethnicity,race,color or tribe.

Section 3.03 Objectives:

The sources of Islam are the Holy Quran and the Sunnah of prophet Mohammed (Peace be upon him). Men and women are equally encouraged to participate in the activities of the Center and equally responsible for their efforts.

The following objectives shall be targeted to fulfill up to the extent.

1.Establishing Salah: Attract & Invite all muslims around the vicinity of LAIC towards the Center for five times mandatory prayer for pleasing Allah. The Center is committed for quality performance in projecting and propagating Islam.

2.Educational programs:

a) Kids Islamic education: to establish islamic education classes for Kids where they can learn how to read the Quran, establishing Salah and other islamic activities.

b) Adult Quran Education & Reading Classes: To establish Quran education and reading classes for both men & women . These classes will help them to read the Quran correctly and also help them to practice their salah as well as all worship of Allah properly.

c) To attract the youths: The Center shall arrange Islamic Seminars , Symposiums, Tours & recreational Camps to bring our youth towards the Center and give them more opportunity to understand Islam.

d) To arrange Islamic Conference: Time to time the Center shall arrange programs and invite renowned Islami Scholars to deliver spiritual lectures to educate the community members which will help them to practice the Islam in their daily life.

3. Social and Matrimonial Services:

- LAIC can arrange Social gatherings to increase the mutual understanding among community members.
- Center can provide matchmaking services among the muslim youths and counseling them for their future life.
- In case of any family problems, the Center can provide the family counseling to build the relationship again and help them to come back to their normal life.

4. Interfaith connections: Our community consists of different faith groups and people where we live together. We need to increase the connectivity with other interfaith groups and meet frequently to build interrelation among these interfaith groups and which ultimately help to form a peaceful community. Time to time Center can invite the interfaith groups in Center and can exchange their views .

5. Charitable Activities: LAIC shall create a Zakat fund with separate Bank accounts. This Zakat money should be distributed by the decision of BOD among the needy people according to the guide line of Quran and Sunnah.

ARTICLE IV : ORGANIZATIONAL STRUCTURE

The organizational Structure of LAIC are as follows:

Section 4.01: General Member

Section 4.02: Board of Directors (BOD)

Section 4.03: Sub Committee or Standing Committee:

Section 4.04: Board of Trustees (BOT)

ARTICLE V: MEMBERSHIP

Membership is open for all Muslims 18 years of age and older who believe in the mission, Vision and objectives of LAIC and abide by the rules, regulations of the Bylaws of LAIC.

Muslims who live in Los Angeles County, can apply for the membership.

Only exceptions for the members who applied for LAIC membership on or before 31st October 2022, for their cases geographical boundary will not be applied up to December 31st 2023. The Geographic boundary will apply from January 1st , 2024 for those who will apply their renewal membership and who will apply as a new member.

Section 5.01: Membership levels (Categories) , Eligibility & Privileges.

GENERAL MEMBER (Voting member or GB)

- A. Any Muslim of age 18 and older who believe, up hold and declare that:
 - i) There is no one worthy of worship except Allah.
 - ii) Prophet Mohammad (SAWS) is the last messenger of Allah and the final prophet of Allah.
 - iii) The holy Qur'An (The book of Allah) and the Sunnah of prophet Mohammad (SAWS) are the guidance and the complete code of life.
- B. Members must follow and strictly abide by the Bylaws and any rules and regulations adopted by the Board of Directors of LAIC.
- C. Members who pay their annual membership dues on time to remain in good standing.

Privileges:

- 1. A good standing member has the right to vote in any decision making process and can be a candidate in the election of any committee of LAIC .
- 2. Each member in good standing shall be entitled to one vote at all general meetings of LAIC.
- 3. A member shall be deemed to be in good standing when He/She paid his /her current membership dues on time.
- 4. A member in good standing can sponsor a maximum of four new applicants in one year.
- 5. The membership year of the LAIC shall begin on the 1st day of January and shall end on the 31st December.

6. Family membership includes husband and wife only . Children age 18 and over shall hold individual membership with payment of membership dues.
7. A member will enjoy all benefits offered by the LAIC.

Section 5.02: Procedure of LAIC membership application:

5.02.1: Members must complete the membership form and submit to the membership committee of LAIC directly. No indirect or group submission allowed.

5.02.2: Member application must include current year dues to be considered complete and valid for consideration.

5.02.3: New application process begins January 1st and the deadline is April 30th of the year .Applications that are submitted after April 30th will be processed next January.

5.02.4: Any application that does not meet all of membership requirements shall be rejected within thirty (30) days from the receipt of application. An applicant that is rejected shall notify within two weeks (15 days) from the rejection decision.

5.02.5: Interested applicants can find the membership form from the LAIC website or from the membership committee and the Secretary of LAIC only.Submission of membership application to any other committee or person will be treated as invalid and will not be reviewed.

Section 5.03: Membership Dues

The non refundable annual membership fee shall be determined by the Board of Directors based on recommendation from the membership committee and that fee shall remain in force for one calendar year.Membership dues fees are due annually on or before January 30th and may be paid by Check,cash, credit card,debit card. After January 30th ,membership can be renewed with a late fee of \$20 till May 30th of the year.

Section 5.04: Membership Termination

5.04.1: Membership renewal notice shall serve to all general members by December 1st . After January 30th , membership past due notice shall serve to keep membership in good standing by paying late fees. The notice shall be served by email. If email address is not available then it shall be sent to his/her recent address by first class postal mail.Member has until May 30th to pay the past due with late fee to have membership restored in good standing. Those who fail to pay the balance due by May 30th, their membership will be canceled for the year and cancellation notice will be served to the member within thirty (30) days of cancellation.

5.04.2: A member whose act or behavior that is deemed to be contrary to the general interests of the center and its vision, mission and objectives can lead to a warning notice, suspension or even termination of the membership. The BOD will make the decision based on the recommendation from the membership committee.

5.04.3: A member who committed a crime can lead to a cancellation of his/her membership.

5.04.4: A member shall be responsible to keep his /her updated mailing address and email address by informing the LAIC membership committee in writing. The membership committee shall send all communication to the latest address.

5.04.5: A member may terminate his/her membership by submitting a resignation letter. A member who is deceased ,his/her membership shall automatically terminate.

Section 5.05: Appeal against Termination

A terminated member may file an appeal to the BOT for reconsideration. The appeal must be filed in writing within fifteen (15) days of receiving notification of termination from the membership committee. The BOT shall review the appeal during their regular schedule meeting and shall render their decision based on written documents submitted. If their documents satisfy the BOT, membership can be reinstated and remains in force. The decision of BOT shall be the final and may not be appealed further.

5.06: Exempt of recommendation letters from two active members:

LAIC exempted the recommendation letters from the two active members only for this year(2022) who applied for the first time. Members who will apply from January 1st 2023 require two recommendation letters from two active members of LAIC.

Section 5.07: Management of membership process

5.07.1: To keep and maintain transparency & proper management of membership process, there shall be a well -established communication between the membership committee, the BOD & the general members.

5.07.2: The Board of directors and the membership committee are responsible for observing all rules pertaining to the process of establishing and maintaining membership as defined in the By-laws.

5.07.3: Members of the By-laws committee shall meet with the Board of directors and the membership committee once in a year to ensure proper interpretation and application of the rules regarding the membership and its management.

5.07.4: The Board of directors and the membership committee are responsible for record keeping of all documents and information pertaining to membership and tracking, updating and recording any change to the membership data.

5.07.5: The membership committee shall be responsible for reviewing and recommending approval or rejection of membership applications based on criteria set up in the By-laws. These applications shall be provided to the Board of directors for their approval. Any differences in judgment between board of directors and the membership committee shall be resolved with mutual consultation. After the reviewing of both the Board of directors and the membership committee, members shall be notified their application status.

ARTICLE VI : LAIC GENERAL BODY(GB)

Section 6.01: Definition

The General body(GB) shall consist of all members who have paid their annual membership dues. Members who are in good standing condition can vote in any decision making or any resolution process in the general meeting. The General body shall meet at least twice a year. In some emergency circumstances, the BOD can call an emergency or special general body meeting. However the members have the right to request the BOD to call an emergency general meeting. In that particular situation 25% of total voting members can send a written request to the BOD to arrange a special GB meeting. A General body meeting notice with agendas shall serve to the members 30 days prior to the meeting date. In any emergency or special situation this notice shall be sent at least ten (10) days prior to the meeting.

Section 6.02: Guidelines of General body(GB) meetings

The following guidelines shall apply to the General body meetings:

- A. Meeting call to order
- B. The meeting shall start with recitation of the holy Quran.
- C. The Agendas of the meeting shall be mentioned .
- D. Adaptation of Agendas
- E. Approval of last meeting minutes.
- F. Discussion agenda by agenda
- G. Reports of officers
- H. Reports of Standing & special committee members.
- I. The meeting ends with Dua.

Frequent Interruptions, shouting, or any misconduct of any member shall be grounds for their removal. Individuals who want to speak, shall raise their hand until recognized and permitted by the person conducting the meeting.

Section 6.03 : Quorum of general body meetings.

General body meeting quorum shall require in person attendance of 30% voting members on record as of thirty days prior to the meeting date. If the attendance falls below 30% the meeting has to be adjourned to a future date.

Section 6.04: Special General body (GB) meeting

6.04.1: A voting member may request a special General body meeting by submitting a written request to the secretary of BOD. The secretary will provide the most up to date membership list to the requesting member or group. The requesting member shall be required to collect and submit signatures of the 30% of the voting members from the list.

The BOD shall call the general meeting on a date within thirty(30) days from the date the Secretary receives the 30% members signatures. A minimum of ten (10) days notice is needed for the special or emergency general meeting call by the BOD

6.4.02: Special general meeting call by the BOD doesn't need the signatures certification.

ARTICLE VII: LAIC BOARD OF DIRECTORS (BOD)

The Los Angeles Islamic Center (LAIC) shall be governed by a Board of Directors which shall have all the rights, powers, privileges and limitations of liabilities of this non profit corporation, organized under the Non-Profit Corporation Act of California.

Section 7.01: BOD

7.01.1: The Board of directors is the body who shall be responsible to execute the day to day activities of the LAIC. The BOD shall consist of Nine (9) members.

7.01.02: The Board shall establish policies and directives governing business and programs of the LAIC and shall delegate to the Executive directors and staff, subject to provisions of these By-Laws, authority and responsibility to see that policies and directives are appropriately followed .

7.01.3: All BOD members shall be elected by the good standing voting members of LAIC.

7.01.4: The BOD members shall elect for a two year term and shall take office after taking the oath. This oath ceremony must be within thirty (30) days of election or selection. A member can not be elected for more than two (2) consecutive terms.

7.01.5: The newly elected BOD shall hold a joint meeting with the Board of Trustees (BOT) within thirty (30) days from the day of sworn in.

Section 7.02: Eligibility for BOD

7.02.1: Each BOD member, prior to his /her election,nomination , shall be a member of LAIC in good standing condition and must have a legal status in the USA.

7.02.2: The BOD members must have a prior engagement / dedication of any form with the LAIC.

7.02.3: Those who has any felony or criminal records, He or she cannot be a candidate for BOD

7.02.4: BOD candidate must sign a promissory note stated that:

“ I accept the nomination and affirm that .if elected or selected , I shall attend the meetings of BOD regularly and I shall devote the required time”

7.02.5: Any BOD member can serve in a BOD position for two consecutive terms in full or partial. He or She has to wait at least one term to elect or select for his or her 3rd term.

7.02.6: A member is not eligible to be a member of BOD if He or She is affiliated with any entity that conflicts with LAIC’s Mission ,Vision & objective as stated in Article III.

7.02.7: BOD members Should spare at least three (3) hours per week to the affairs of the Islamic Center.

7.02.8: A candidate or the BOD member shall not be an employee of the LAIC.

7.02.9: A member of BOD should be discharged from his or her position if He or She fails to attend three consecutive meetings without a valid cause or reasons and excused by the BOD.

7.02.10: Only one (1) member of an immediate family is eligible to be nominated at a time . Immediate family includes spouses and Children.

7.02.11. Any member who engages himself/ herself with any Haram business by the definition of Islam, will not be qualified to participate in the election of BOD & BOT.

Section 7.03: Election of BOD

7.03.1: The Board of Trustees (BOT)_shall form the election commission at least sixty (60) days before the election date by nominating Five (5) members for the election committee from the Voting Members list or from the outside of members or mix match.

7.03.2: Exemption: As we don't have any elected BOT at present. The Coming election means election in 2023 ,commission will be formed by the Board of Directors from the good standing voting members or from the outside of the members.

7.03.3: The election committee shall announce the election date, seek nominations and provide other relevant information to the general members electronically and by posting to the LAIC bulletin board at least 45 days prior to the election for all open positions. The nominated members must meet appropriate requirements of the LAIC by-laws.

7.03.4: A complete nomination form and updated Voter list must be received by the election committee at least forty five (45) days prior to the election date. Nomination must be submitted using the appropriate form provided by the election committee .

7.03.5: The election committee shall contact the nominees in writing to verify the information. If the nominee does not meet the required eligibility, the election committee shall notify the nominator in writing with the basis of rejection based on the LAIC By-laws.

7.03.6: Each candidate shall sign a promissory note and submit it along with nomination to the election commission.

7.03.7: The election committee shall publish a list of eligible candidates by posting to the LAIC bulletin board and via electronic communication to the updated membership list at least twenty (20) days prior to the election date.

7.03.8: The election committee shall offer at least one forum where the candidates may present their goals and objectives for His or Her respective position. That forum may be a virtual forum (Zoom meeting) or through email.

Section 7.04 :Holding only one position at a time

A BOD member can hold only one position ,namly as President, Vice President, Secretary, Joint Secretary, Finance Secretary, Assistant Finance Secretary or BOD member. No member of BOD shall hold more than one position at a time.

Section 7.05: Resignations and Vacancies

7.05.1: A member of the BOD may resign by giving written notice to the President of the BOD . The resignation letter shall include the reason for resignation and indicate an effective date. A vacancy or vacancies of the BOD shall be deemed to exist in case of death, resignation or removal of a BOD member.

7.05.2: The BOD shall fill any vacancy within forty five (45) days of the position becoming available by a 2/3rd vote of the BOD during their regular schedule meeting to serve the remaining period of the term.

7.05.3: If for any reason, the President wants to resign , He or She must submit in writing a resignation letter to the Chairman of BOT with the valid reasons. In that case to fill up the vacancy, the BOD can pick up one eligible candidate from the voting members by a unanimous decision.

Section 7.07 : BOD meeting, quorum and frequency

Regular BOD meetings shall be held at least once a month, time and place as determined by the BOD. Additional BOD meetings may be held when necessary. A simple majority of the BOD members, excluding any vacancy position shall constitute quorum for all BOD meetings.

7.07.1: BOD , by a simple majority shall decide time ,place and frequency of its regular meetings. Notice of such regular meetings, along with agenda shall be given to each BOD member ten(10) days before the meeting takes place.

7.07.2: Questions arising in any meeting of BOD shall be resolved by a simple majority vote unless otherwise required by the By-Laws. All votes at any such meeting shall be taken by voice of assent or dissent . However, by the demand of BOD members ,this vote can be taken by a ballot.

7.07.3 : BOD can call any special or emergency meeting if needed when the majority of BOD requests the President. Notice of such meeting shall serve along with agenda at least 24 hours before the meeting takes place .

7.07.4 : The minutes of all meetings shall be posted on the LAIC website, email to the general body ,or displayed in the LAIC bulletin board.

Section 7.08 : Duties of BOD

7.08.1: The BOD shall defend, uphold and promote LAIC Mission, Vision and objectives.

7.08.2: The BOD shall join a meeting with the BOT within thirty (30) days after the election to discuss and develop the goals for the BOD.

7.08.3: The BOD shall exercise the day to day activities for the Center and promote Unity and harmony among the members.

7.08.4: The BOD shall have the power to authorize expenditures on behalf of LAIC for furthering the objectives of LAIC.

7.08.5: The BOD shall have the power to create different standing committees, special committees to advance the work of LAIC. Such Committees ,their actions and recommendations shall be subject to the approval of the BOD.

7.08.6: The BOD shall have the power to remove or re-assign chairperson of any committee

7.08.7: The BOD shall maintain an adequate system of accounting and records and perform periodic internal audits. BOD shall give biannual financial reports to the general members in a general meeting. BOD shall post the monthly financial statement including income and expenses to the LAIC bulletin board.

7.08.8: All BOD open meetings shall allow general body members to attend. General body members shall not attend any BOD close session meeting .

7.08.9: The BOD shall prepare an employee policy manual and execute it accordingly.

Section 7.09 : BOD officers

The BOD officers are : President, Vice President, Secretary, Joint Secretary, Finance Secretary, Assistant Finance Secretary & Executive member

Section 7.10: Eligibility for BOD President

- 7.10.1: Shall be at least forty (40) years of age
- 7.10.2: Have demonstrated leadership qualities.
- 7.10.3: Must have an experience of public service and should have contribution of any forms towards this Center.
- 7.10.4: Must have an attachment with this Center.
- 7.10.5: Must be a good standing member of this center.
- 7.10.6: Must have a community acceptance & record of community work.

Section 7.11: Duties of BOD President

The President :

- 7.11.1: Shall be a member of the LAIC and the chief Executive officer of the Center.
- 7.11.2: Shall be responsible for organizing the GB and BOD meetings ,in consultation with the Secretary.
- 7.11.3: Shall preside over all BOD and general meetings.
- 7.11.4: Shall call special meetings and emergency meetings as needed .
- 7.11.5: Shall enforce LAIC By-Laws and all rules and regulations.
- 7.11.6: Shall present the Reports and the strategic plan to the General meetings.
- 7.11.7: Shall be an authorized signatory in all LAIC Bank accounts.
- 7.11.8: Shall be a co-signer with the finance Secretary all disbursement checks five thousand dollars (\$5000) and above.
- 7.11.9: Shall be responsible for the overall functioning of the various LAIC committees.
- 7.11.10: Shall be the spokesperson and representative of LAIC in any matter.
- 7.11.11: Shall ensure that the LAIC property is used for its intended purpose.
- 7.11.12: Shall always maintain liaison with the BOT.
- 7.11.13: Shall be responsible for securing all LAIC legal documents and kept in a safe place, such as a Bank locker if needed. The President shall assign the secretary to have access to those documents.
- 7.11.14: Shall review the performance of all other employees.
- 7.11.15: Shall perform such other duties as prescribed by the BOD.

Duties of Vice President.

Vice President

The Vice President always helps the President to run the Center very efficiently. In absence of the President , the Vice President shall preside over the meetings.

Section 7.12 : Eligibility for the Secretary

7.12.1: He or She must be a local base (Within LA county), a good standing LAIC member.

7.12.2 : Very efficient in writing & Verbal communication.

7.12.3 : Must have knowledge on Computer and Social media.

Section 7.13 : Duties of Secretary

Secretary:

7.13.1 : Shall have general charge and supervision of the LAIC affairs, Corporate Books and records.

7.13.2 : He / She shall upon instructions and authorization from the President , issue notifications for the General body & BOD meetings.

7.13.3 : Shall keep complete membership records updated by the membership committee

7.13.4 : He/She shall be the custodian of all seals, records, books,papers, correspondence, contract and other documents belonging to the Islamic Center.

7.13.5: When authorized by the BOD ,He/She shall deliver records , documents, books, and correspondence to the designated person or persons .

7.13.6 : Shall be responsible in transferring of necessary documents to appropriate bodies,including but not limited to the Board of Trustees, Membership Committee, By-Laws Committee And Compliance & Arbitration Committees..

7.13.7 : Shall prepare and Circulate the minutes of the meetings of BOD to the BOD members at least seven days before the next BOD meeting.

7.13.8 ; Shall prepare the agenda for regular scheduled meetings in conjunction with the President and notify members at least ten (10) days before the meetings.

7.13.9 : Shall register LAIC with the state of California & the City of Los Angeles and maintain non-profit status of LAIC with the Federal and State government.

7.13.10 : Shall maintain all LAIC policy Manual.

7.13.11 : Shall make a full report at the annual general meeting about all activities of LAIC .

7.13.12 : Shall keep a complete record of all BOD meeting proceedings.

7.13.13 : Shall perform other duties as deemed required by the BOD.

Duties of Joint Secretary

Joint Secretary

Joint Secretary always assists the Secretary in all aspects. In case of absence of the Secretary , the Joint Secretary opens the meeting and records the meeting minutes.

Section 7.14 ; Eligibility for Finance Secretary

7.14.1 : Must be a good standing member of LAIC.

7.14.2 : Must have knowledge of accounting & Computer.

Section 7.15 : Duties of Finance Secretary

7.15.1 : The Finance Secretary shall receive, deposit and make disbursement of all monies of the Islamic Center , provided that no disbursement shall be made without prior consultation with the President of LAIC.

7.15.2 : Shall have custody of LAIC funds.

7.15.3 ; Shall prepare an annual budget in cooperation with the chairpersons of various committees and submit it to the BOD thirty (30) days prior to the beginning of a new fiscal year.

7.15.4 : Shall prepare the financial report of income & expenses and present it at the Annual General body meeting.

7.15.5 : shall prepare the monthly statement of Income and expenditure and posted to the LAIC bulletin board.

7.15.6 : Shall file necessary papers for city, State and Federal taxes and statements.

7.15.7 : Shall participate in all fundraising activities and keep full updated records of amount raised & collected. Shall follow up for collection of all pledges.

7.15.8 : shall be a signatory of a Bank account and sign in all disbursement checks on behalf of LAIC.

7.15.9 : Shall be a co-sign with the President , checks exceeding a value of \$5000.

7.15.10 : shall be authorized, in the event of absence of the President, to write a check over \$ 5000 with the approval of a simple majority of BOD.

7.15.11 : Shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements in proper books.

7.15.12 : shall prepare any special financial report as directed by the BOD.

ARTICLE VIII : REMOVAL OF BOD MEMBER

Section 8.01 Removal of BOD member

8.1.1 : The President, Secretary or Finance Secretary may be removed from the position for the causes including but not limited to negligence ,fraud, felony conviction, moral turpitude or other causes defined by the By-Laws with a two third majority vote of a present at a General body meeting.

8.1.2 : Any BOD member may be removed from his or her position for causes including but not limited to negligence,fraud,felony conviction,moral turpitude or other causes defined by the By-Laws by the unanimous vote of the entire BOD members.

8.1.3 :A BOD member shall be removed from his or her position if He or She fails to attend three consecutive meeting or an aggregate of four (4) regular meetings of BOD in the immediately preceding twelve (12) months without advance notice to the President or the Secretary or an acceptable explanation to the BOD.

8.1.4 : The removed BOD member may file an appeal to the BOT in person or in writing . BOT shall review the appeal during their next scheduled meeting and make a decision about his or her appeal. The decision of BOT shall be final .

8.1.5 : All BOD members may be removed for cause by a two thirds majority vote of the total voting members participating at a General meeting where such a vote is held. In this situation the BOD is deemed to be dissolved and the BOT shall take over the responsibilities until the new BOD elects or selects and is sworn in.

ARTICLE IX : STANDING COMMITTEES

Section 9.01 : Definition and Description

The term “Standing Committee” shall mean a committee approved or formed by the BOD of LAIC with appropriate delegation to conduct certain LAIC business. All decisions by the standing committee are subject to the BOD approval.

Section 9.02 : Establishment of standing committees

The BOD shall appoint standing committees with a simple majority vote. .All standing committees shall be provided the specific duties & responsibilities by the BOD.The purpose of a standing committees is to support the BOD for the LAIC operating needs to manage the routine affairs of different programs as approved by the BOD.

Section 9.03 : Standing committees

9.03.1 : Fundraising Committee

This committee shall consist of three members from the voting members. In some cases this number may vary. There shall be a Coordinator to lead the committee. This committee shall be responsible for developing and executing fundraising plans, publicizing and organizing the fundraising events from time to time.

9.03.2 : Information technology Committee

The Information Technology Committee shall consist of three members among them one is the lead person called coordinator. This Committee will handle the website, facebook and print media, electronic media, bulletin Board to publicize all LAIC programs.

9.03.3 : Membership Committee

This committee shall consist of three members. Coordinator is the lead person. This committee shall handle all membership issues and process the membership application. This committee shall serve as the official record keeper of all membership information and applications. This committee shall review all membership applications and make decisions of approval or rejection.

9.03.4 : Zakat & Social services Committee

This committee shall be led by the Treasurer and additional two other members. The Committee shall maintain a special separate account beside the LAIC regular Bank account. The Treasurer and the President of BOD are the signatory of this account. The committee shall be responsible for collecting Zakat money and distributing that fund to the qualified recipients according to Qur'an and Sunnah. The committee shall be responsible for developing and executing social welfare programs to benefit the community.

9.03.5 : Sisters Committee

This committee shall consist of 3-5 women members out of it one shall serve as the Coordinator. The committee shall be empowered to plan, promote, organize and conduct educational programs to enhance Islamic knowledge, Family Values & Islamic Culture. The committee shall develop and execute plans to encourage sisters to participate in LAIC programs and activities. This committee shall organize the youth groups and arrange different educational and recreational programs for the youth girls.

9.03.6 ; Educational Committee

The education committee consists of one coordinator and two members from the general membership of the Center. The committee shall develop and manage any educational program like Islamic class for kids, Adult Qur'an reading class, Qur'an tafsir class etc.

9.03.7 : Youth Committee

Youth ages 13 to 17 are considered a youth group. From this group a committee shall form consisting a coordinator and four members.

Duties of Youth Committee:

1. They mainly organize the youth group and arrange youth programs consulting with BOD..
2. They should participate in youth seminars, symposiums and debate programs.
3. They should engage with sports, tour, camp and other recreational activities.

9.03.8: By-Laws Committee: BOD will form a Bylaws Committee consisting of three good standing members. They must have some prior experience about the constitution or Bylaws .

9.03.9: Arbitration Committee: BOD will form this committee with three members . One from BOT, one from BOD and one general member.

9.03.10 Hazard Solution Committee: Hazard Solution Committee shall consist of three (3) active members. One will lead the committee as coordinator. The Committee will work with the hazardous situations in the LAIC and work towards proper solvation of all kinds of hazards including but not limited to hazards from Electric, Gas, Fire, Loitering etc. They ensure safety and security of the premises inside and adjacent outside of the LAIC. Three extra sets of door keys and entrance device will be made and handed over one set to the President, one set to the General Secretary and one set to the Finance Secretary.

ARTICLE X : LAIC Board of Trustees (BOT)

Section 10.01 : Board of trustees and its objectives

10.1.1: The Los Angeles Islamic Center (LAIC) shall have a body called Board of Trustees (BOT), composed of five good standing voting members from the General members.

10.1.2: The BOT shall, along with BOD , promote the vision, Mission and policies of the Los Angeles Islamic Center ,develop long term vision and goals of LAIC and provide a strong layer of stability by being the oversight body.

10.1.3: To hold in trust all assets and properties of LAIC and shall be the custodian of all assets .

10.1.4: .In the event of mass resignation of the BOD, the BOT shall take over the power from the BOD and take the administrative and operational activities.

Section 10.2 Eligibility of BOT Members

10.2.1: the candidate shall have a long time attachment with the LAIC and should have any form of Contribution to the Los Angeles Islamic Center.

10.2.2: Candidates must be at least 45 years old.

10.2.3: Should have some experience of serving on a committee of LAIC in the past.

10.2.4: Should have a good reputation, public acceptance.& trustworthy.

10.2.5: No person shall serve as a member of BOT and the BOD simultaneously.

10.2.6: No Parents and Children shall simultaneously serve as a member of BOT.

10.2.7:The Trustees shall not receive any compensation for their services.

Section 10.3: Election of BOT.

10.3.1: The Trustees shall be elected by the active members of LAIC present in person as per the BYLAWS in the general meeting or any special meeting designated only for this purpose.

10.3.2: The General body shall provide the list of trustees to the BOD for review . The BOD must take consent from all proposed members before it presents to the general meeting for vote. After reviewing by the BOD, a list of proposed names shall be submitted to the GA meeting for vote.

10.3.3:The election shall be by Secret Ballot vote.

10.3.4: BOT shall elect for five years. A member cannot serve the BOT for two consecutive terms.

10.3.5: The trustees shall be elected by the simple majority votes of members present in a General meeting or special general meeting.

Section 10.4: Elect or Select the BOT chairperson.

After the election of five members of BOT, in their 1st meeting they will appoint their Chairperson among those five members.

Section 10.5: Vacancy

10.5.1: Vacancy can happen due to Resignation, Disability, Death, & Removal

10.5.2: The BOT shall fill mid-term vacancy by appointing one who meets the eligibility requirement to serve as a BOT member.

10.5.3: Trustee failing to attend three (3) consecutive meetings in one year without any Valid reasons shall be deemed to remove from the position and the BOT shall fill the position according to filling rules.

Section 10.6: Removal of BOT member

10.6.1: A member of BOT may be removed for cause. The member has the right to defend himself. After a thorough discussion, members can be removed with the 2/3rd votes present in a general meeting or any special meeting convened for this purpose.

10.6.2: No more than two(2) members can be removed from the office in any twelve (12) month period.

Section 10.7: BOT meetings and Quorum

10.7.1: The BOT shall meet at least once every three months. The Chairperson shall notice the BOT members at least ten (10) days prior to the meeting date with time ,location and agendas.

10.7.2: The BOT shall hold a joint meeting with the BOD after the BOT members elected and discuss and develop the goals for each Board to achieve during their term.

10.7.3: A simple majority shall constitute a quorum..

ARTICLE XI : CONSTITUTION AMENDMENT

The By-laws may amend and adopt from time to time for the necessity arises for the well being of the Islamic Center . Any amendment of the By-laws may be proposed by the Board or any member of LAIC but that proposal shall be endorsed by at least 15% good standing members, in order for that item to be on the agenda of the GA meeting. The Bylaws may be amended by a 2/3rd (Two third) majority vote of the members present at that GA meeting.

ARTICLE XII : DISSOLUTION OF THE LAIC

12:01 : To dissolve the Islamic Center needs a General body meeting or a special general body meeting. 30% of General members can recommend/request a special general meeting for the Dissolution of LAIC.

12.02: The quorum requirement for any General body meeting considering dissolution of the islamic Center shall be 75% of members in good standing on the date of said meeting.

12.03: Upon receipt of the recommendation from the BOD or from the required numbers of general members , the special General Body meeting may pass a resolution by the 3/4th majority members present in person for the dissolution of Islamic Center. The same resolution may include other items like the name of Islamic, Religious or Charitable Organization's name to which the properties and the assets of this Islamic Center will be transferred upon the dissolution of LAIC and the terms of such transfer etc. Such resolution shall also select three names from BOT who will be responsible to disburse the assets and properties of this Islamic Center.

12.04: No assets and properties of this Islamic Center shall be paid or transferred to any member, officers or employee of the Islamic Center upon dissolution of this Center. This however ,shall not preclude the Islamic Center from paying the unpaid salaries and other legitimate claims ,if any to and by its employees and other creditors at the time of dissolution.

12.05: The liability of the general members, officers and employees of Islamic Center shall be limited to the assets and interest of Islamic Center and they shall not be individually, personally responsible for any claims against this Islamic Center.

ARTICLE X111: CORPORATE SEAL AND RECORDS.

13.01 : Corporate Seal:

The Board of directors may adopt, use or alter the LAIC seal. Such a seal ,if adopted ,shall be affixed to all corporate instruments, but failure to affix it shall not affect the validity of any instrument issued by the Center.

13.02: Minutes of meetings:

The Center shall keep a book of all meeting minutes of all regular and special meetings of the Boards and Trustees with the time and place of holding those meetings. For special meetings, records shall be kept as to how these were authorized and what kind of notice was given.

13.03: Books of Accounts:

The Center shall keep and maintain adequate and correct accounts of its properties and business transactions including accounts of its assets, liabilities ,income ,expense ,receipts, disbursement , gains and loss records.

13.04: Annual Report, Financial Statement and Budget:

The BOD shall provide an annual Report to the members of LAIC. The report shall show the activities of the preceding year as well as activities projected for the next year. This report also included the audited financial statement if any and the proposed budget for the next fiscal year. The Annual Budget must be approved by the simple majority of members present in that GA meeting.

13.05 : Availability of Records

At the request of the County Assessor, The center shall make availability at its principal office ,A true copy of all records related to the amount ,cost and Value of property the Center owns.

13.06: Inspection of Records by the LAIC members.

The books of Account and the minutes of meeting of the Boards shall be open to inspection by a written request or demand of 25% of the total Voting members of the Center. Such an inspection may be made in person or by an agent or Attorney and the right of inspection shall include the right to make extracts.

ARTICLE XIV: FISCAL YEAR

The fiscal year of Los Angeles Islamic Center Shall be January 1st to December 31st .

ARTICLE XV : RELIGIOUS AFFAIRS DIRECTOR OR IMAM

Religious affairs director or Imam shall be appointed by the BOD. The Imam shall serve as the religious leader and also an adviser of the LAIC. The Imam can not be a member of BOD or BOT. His sole responsibilities are to lead the salah and give religious lectures to the Musolless . He can not involve any politics or affiliate to any group or groups besides the religious activities. Any acts which conflict the interest of LAIC can lead to him being terminated from his position. The BOD shall set the compensation based on the experience, Skills, education and such other factors as deemed important by the BOD.

ARTICLE XVI: LAIC ELECTION PROCEDURE:

There shall be the election procedure to elect the BOT and BOD members after the end of their tenure.

Election Procedure is annexed as “ Annexure A”, which may be changed from time to time by the BOT in consultation with the Bylaws committee with majority vote in their regular meeting, depending on the need. This document shall have legal force as By-laws and shall be obligatory for the BOT/ election commission to follow.

Annexure A LAIC Election Procedure

Election Procedure:

1. The election of LAIC shall be conducted by the election commission. There shall be a committee consisting of five members including a member from the By-Laws committee & four other general members. These five (5) members committee shall select their Chief election commissioner from them in their first meeting. The Board of Trustees unanimously selected these five members.

2. Formation of election commission shall be completed sixty (60) days before the election date.

3. Final voter list of LAIC approved by the membership committee and Board of directors shall be supplied to the election commission forty five (45) days before the election date. Both the committee chair or the President shall sign this Voter list.

4. Voter list approved by the membership committee and Board of Directors is final. Election commission has nothing to do about this list of voters supplied by the membership committee and the Board of directors. Election commission shall not entertain any complaints or any dispute about the voter list. For any complaint or questions or disputes about the membership list ,the election commission shall refer that to the Board of directors and membership committee for proper action.

5. To fill out the Nomination form is mandatory. The election commission shall supply the printed Nomination form to the Candidates. All candidates must collect this nomination form from the election commission and properly fill out those nomination forms and submit those to the election commission with fees on time.

6. Nomination fees are changeable from time to time. The Board of directors of LAIC shall determine the fees for that election year and that fee schedule shall be supplied to the election commission 45 days ahead of the election.

7. Nomination of each candidate shall be proposed by one of the active members of LAIC and that proposal shall be seconded by another active member of LAIC. If any of these two members who proposed and seconded is not an active good standing member, then that candidate's nomination will be rejected due to incomplete nomination.

8. Election commission shall announce the election date, nomination date and withdrawal date of nomination by a proper notice.

After the deadline of nomination withdrawal , The election commission shall announce the final list of candidates for each post and circulate it in the media .

9. After the announcement of the final list of candidates , the election commission can declare the uncontested candidates as elected.

10. Panel Nomination Submission is not allowed.

11 .Panel election campaigns are prohibited.

- 12 .The town hall meeting or gathering inside the Center regarding election campaigns are not allowed.
- 13 .Posters, Banners can't be hung inside the Center by any candidate.
- 14 ..Election commissioners shall set up election booths in two different areas ,one for Men and other for women to cast their votes.
15. In the check up area ,election commissioners will verify the voter's name with the voter list and match their name with their ID cards.
16. .Except the Voters ,no other people are allowed in the Checking area.
17. Ballot paper shall be printed by the last name of candidates alphabetically to each position in rows , not by columns.
18. Ballot paper must be printed with the name of Los Angeles Islamic Center
19. Election shall be done in person vote only.
20. Vote counting shall be done at the polling station in presence of representatives of each candidate. If the candidate desires to be present in vote counting ,he/she shall be permitted.
21. In case of tie in any position, that tie shall be broken by the lottery.
22. Election results shall be announced at the polling station immediately after the vote counting is completed.
23. Election commission shall publish the election results by email and other electronic media within 3 days of completion of the election.
24. Election commission shall submit the election expense report to the finance Secretary of LAIC for reimbursement after the election.The election commission can also submit an estimated expense to the finance Secretary before the election and the BOD can review and approve the appropriate amount to be disbursed by the finance Secretary to the election commission before the election.
25. Election commission must preserve the cast and counted ballots for 30 days from the election day for recounting if necessary. After 30 days no candidate can request for recounting the ballots.
26. The election commission will be automatically dissolved after 45 days from the date of election completed.