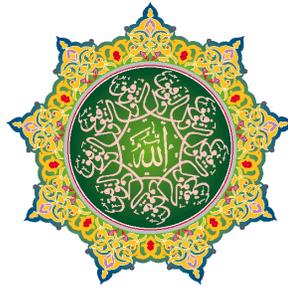




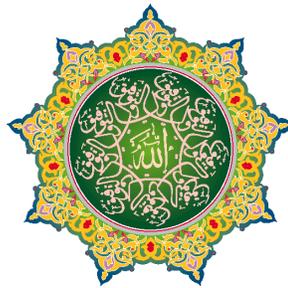
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Hamzah Islamic Center

665 Tidwell Road
Alpharetta, GA 30004



CONSTITUTION



Version 1: March 10, 2006
Version 2: September 10, 2018

Total pages including cover: 23



We the Members of the Hamzah Islamic Center, Inc. (HIC) recognize Islam as a total way of life, based on the Quran and Sunnah of Prophet Muhammad (pbuh) and have pledged to endeavor practicing Islam.

We do hereby adopt and give ourselves these by-laws to govern the affairs of HIC and run the day-to-day operations of HIC and pledge to abide by its provisions.

TERMINOLOGY:

Hamzah Islamic Center (HIC)

HIC consists of the Masjid, Hamzah Science Academy and Weekend School located at 665 Tidwell Road, Alpharetta, GA 30004

General Body Definition (GB)

GB consists of the original founding members and those added after the establishment of HIC. Active GB members are eligible to vote and be nominated in HIC Elections. Election of newly nominated GB members will be done during Executive Board Elections

All General Body members must be Muslims who subscribe to the purpose and objectives set forth in **ARTICLE 2**. Members will also agree to abide by the constitution of HIC.

Executive Board (EB)

Elected annually, this body comprises of seven (7) HIC members, who are registered and are eligible to vote. The EB also known as Executive Board or Masjid Board includes the Chairman, Vice-Chairman, General Secretary, Treasurer, Facility Management Officer, Youth Education Officer, and Social Events Officer.



ARTICLE 1

Name and Address

- 1.1 The name of this organization shall be Hamzah Islamic Center, Inc (HIC). HIC is also known as Hamzah Masjid, Masjid Hamzah and Hamzah Center.
- 1.2 Presently the principal office of HIC is located in Forsyth County, Georgia.
- 1.3 All real estate properties, when acquired by HIC will be utilized to provide the maximum benefit to the Muslims. The "EB" shall determine all acquisitions, utilization, maintenance and operational aspects of these properties.



NOTE: NO PART OF THIS CONSTITUTION WILL BE IN VIOLATION OF ARTICLE 2.
ARTICLE 2 CANNOT BE AMENDED UNDER ANY CIRCUMSTANCES

ARTICLE 2

Purpose and Objectives

- 2.1 HIC has been formed with the overall objective of practicing Islam as a total way of life (Iqamat Al-deen).
- 2.2 HIC has been formed for religious, charitable and educational/social purposes. All of its activities will be in accordance with the Quran and Sunnah of Prophet Muhammad, (pbuh), as documented in the authentic books of hadith and fiqh to provide guidance to Muslims in the Islamic way of life. This includes acceptance and tolerance of all four (4) main schools of fiqh (Shafii, Hanafi, Malki, and Hanbali) indiscriminately.
- 2.3 HIC shall strive to strengthen and reinforce the faith of all Muslims in the Oneness of Allah, the Holy Quran and the Sunnah of Prophet Muhammad, (pbuh).
- 2.4 HIC shall conduct social and religious activities aimed at preserving Islamic values and traditions and shall strive to provide an environment for Muslims that shall strengthen their Islamic beliefs.
- 2.5 HIC shall promote Islamic environment by collaborating, establishing and/or maintaining Masjids, schools, libraries, community centers, and funeral facilities and other activities considered in the promotion of Islam according to Quran and Sunnah.
- 2.6 HIC shall strive to promote good relations and understanding between Muslims and non-Muslims and shall strive to propagate Islam by Dawah (invitation).
- 2.7 HIC shall work with other Islamic organizations and communities to foster coordination, communication and cooperation among, the Muslim Ummah.
- 2.8 HIC shall collect and distribute Zakat, Sadakat and donations in accordance with Quran and Sunnah.



ARTICLE 3

Organization and Affiliation

Executive Board (EB)

- 3.1 HIC shall be governed by its Executive Board (EB)
EB members shall be responsible for the day-to-day operations of the HIC and for strategic and long-term planning, any decisions on the purchase and remodeling of building(s) and/or other movable or immovable assets/properties, fund-raising, signing of all deeds and mortgages.
- 3.2 The EB may appoint temporary committees and subcommittees in order to accomplish the goals and objectives of HIC in accordance with ARTICLE 2.
- 3.3 No EB member shall undertake any activity that violates the provisions of the constitution of HIC and abides by the rules and regulations of 501-C3
- 3.4 HIC shall not participate in or intervene in any political campaign/activity on behalf of any candidate running for public office.
- 3.5 Sale of any HIC real estate property shall be by approval of two-thirds of the Active General Body members. A meeting shall be announced for such purpose and explained. Two-thirds (2/3rd) members attending this meeting shall decide the approval or disapproval of such sale. The EB shall approve sale of small assets like old furniture, computers etc.
- 3.6 EB shall provide solutions or settle any disputes regarding interpretation of the constitution between EB members, School members and/or General Body.



ARTICLE 4

General Rules

These general rules are applicable to all branches, General Body members, EB of HIC. They also apply to all committees, sub-committees, non-members, guests, employees and contractors of HIC.

- 4.1 The official medium of communication of HIC shall be English. All lectures and Khutbas shall be in English/Arabic. If other languages are used, lectures must be translated to English.
- 4.2 The EB are authorized to accept on behalf of HIC any property, real estate or personal property, by way of gift, bequest from any person, firm, trust or corporation; such property shall be subject to approval by majority of EB members and shall be held, administered, and disposed of in accordance with and pursuant to the provisions of this constitution.
- 4.3 No gift, bequest of any such property shall be received or accepted if it is conditional or limited in such a manner so as to require disposition of the income or property for any

- purpose(s) other than the purpose(s) set forth in ARTICLE 2 or in violation of any local, state or federal law(s).
- 4.4 No employee or member of HIC, including the EB and their immediate family member(s) shall attempt to sell any personal or real estate property to HIC without first disclosing it to the General Body. All sale proceedings must be made public to the General Body.
- 4.5 EB members shall not receive salaries, remuneration, compensation, or wages for their services to HIC and its affiliates.
- 4.6 To avoid conflict of interest, EB members, HIC employees or any immediate family member(s) of these groups, shall not do business with or participate in any competitive bidding to render any paid services to HIC and its affiliates. If a situation ever does occur, then it shall be fully disclosed with all the terms and conditions to the EB members. Approval from majority of the EB members shall be required before any such transaction takes place. However volunteer and free service(s) to HIC may be provided but also with the prior approval of EB.
- 4.7 All legal documents of HIC shall be kept with the Chairman of EB and Secretary. The members of EB and their designee shall have access to these documents at all times. Such documents shall be made available to the registered members of HIC (GB) for general viewing within a reasonable time of a written request and disclosing the purpose for which it is required.
- 4.8 All members shall observe the Islamic code of conduct and ethics in all proceedings, meetings and activities of HIC.
- 4.9 A Memorandum of Understanding (MOU) shall govern the relationship between HIC and other organizations pursuing similar objectives as specified in **ARTICLE 2**. The authorized representatives of both organizations shall sign the MOU and implement it thereafter. The purpose of the MOU is to allow the members of each organization to enjoy the benefits of the other organization without becoming a member of that organization. Such benefits shall NOT include voting rights or being part of the Executive Board, or any other committees.
- 4.10 The Chairman of the EB who has served more than two (2) consecutive terms shall not be eligible for that position for a period of one (1) term.
- 4.11 HIC shall carry liability insurance. The Executive Board members are not individually or collectively liable for the actions of the General Body or HIC Community.
- 4.12 Any legal action against HIC shall be first handled and resolved with arbitration and after which, if needed, shall only be instituted in Forsyth County, Georgia.
- 4.13 HIC shall follow the religious timing decisions as of Mecca, Saudi Arabia regarding Ramadan moon sighting, both Eid's and all religious Muslim holidays.
- 4.14 The official hours of operation for the Masjid shall be from Fajr to Isha salah (thirty minutes before Fajr and thirty minutes after Isha).
- 4.15 No employee(s) or member(s) of HIC shall use the HIC premises to conduct personal business.
- 4.16 Only the EB shall authorize the use of the Masjid premises for any functions and/or meetings to individual(s) or organization(s).

- 4.17 Only the EB shall authorize the use of any HIC premises for any functions and/or meetings to individual(s) or organization(s).
- 4.18 Unauthorized use of mail addresses, email addresses, or any contact information of HIC members (GB) by any member, employee, or individual may lead to legal action against such individual(s) up to and including termination from the GB.



ARTICLE 5

Finances

- 5.1 HIC and its affiliates shall maintain its finances in a local financial institution. Two signatures are required for withdrawals. The Chairman and Treasurer of the EB shall be the authorized signatories. In the absence of any one of the above-mentioned signatories the Vice-Chairman shall be the other signatory.



ARTICLE 6

Elections

Eligibility Criteria

- 6.1 Registered members shall be at least eighteen (18) years of age.
- 6.2 Only members who are added to the GB for at least one year shall be eligible to vote in the next election and shall be eligible to accept the nomination
- 6.3 If a member holds a position in any other Islamic organization or Board, that can have a conflict of interest with HIC, they shall not be eligible to be nominated for any position on the EB unless they give up that position, as evidenced in a written letter to the existing EB.
- 6.4 Member(s) of another organization are NOT eligible to have voting rights in HIC.
- 6.5 No member shall declare his/her own candidacy for any office. The nominations for the EB must be proposed by a registered active member who is eligible to vote and seconded by another member also registered, active and eligible to vote.
- 6.6 A list of eligible active voters shall be made available or posted thirty (30) days before the elections by the Election Committee and duly approved by the EB members.

- 6.7 Full time students younger than 18 years of age shall be NOT eligible to run for any positions in EB.

Election Process

- 6.8 Elections shall be held in Ramadan (2nd Saturday) of every term end. The results shall be announced within two (2) days of completion of ballots and shall be posted. Votes shall be cast during Dhuhr Salah for in-person votes and by prior midnight via email. The newly elected Executive Board shall take over within 30 days of elections.
- 6.9 The EB shall appoint an Election Committee one month prior to election schedule.
- 6.10 The Election Committee shall be comprised of at least 2 HIC community Members. They may be EB members if not running for office that year.
- 6.11 The members of the Election Committee shall not be eligible to run for any office during that election year.
- 6.12 The Election Committee shall maintain and publish the final list of nominated candidates two (2) weeks before the election. The reason(s) for ineligible candidate(s) shall be communicated by the Election Committee. The final voters list shall also be posted on the HIC bulletin board at Election time.
- 6.13 The only role of the Election Committee is to ensure free, fair and impartial elections and counting of votes.
- 6.14 The Election Committee shall not make any decision(s) or recommendation(s) regarding the newly elected member(s) of the EB.
- 6.15 Within two (2) weeks of the election results, a meeting with the previous and newly elected EB must be held for general knowledge transfer, to hand over all relevant papers, information and inform about issues regarding HIC.
- 6.16 Any employee(s) including Imam or contractor(s) of HIC are ineligible to declare candidacy or be nominated in an election.
- 6.17 Any employee(s) or contractor(s) whose contract has been terminated for any reason shall be ineligible to declare candidacy/nomination in an election for a minimum of three (3) years.
- 6.18 Active General Body Members who are eligible to vote must bring at least one form of picture identification (e.g. driving license, state ID, School ID, etc.) on Election Day for In-Person votes
- 6.19 The election results announced, declared and posted by the Election Committee shall be final. The Election Committee shall cease to exist after the announcement of election results.
- 6.20 In case of a dispute regarding election result, the incumbent EB shall resolve the issue within two (2) weeks period.
- 6.21 The EB shall maintain all election ballots and records for a period of two (2) years.

- 6.22 If the election is postponed, due to unforeseeable conditions (inclement weather, community emergency, unforeseeable events) that are beyond the control of the Election Committee, then it shall be postponed for the next week. If circumstances warrant that the election is postponed once again, then the election shall be held the week after. Under no condition shall the elections be postponed for more than four (4) weeks from its original date.
- 6.23 In case of a vacancy for any position in the EB: If there is less than six (6) months left for the annual elections, the respective elected body with mushawara (Consensus) among themselves shall decide whether to refill the position or not. The position may stay vacant and shall be filled during the annual election. If there are more than six (6) months left for the annual elections, then vacant position shall be filled *“temporarily”* by appointing an Active General Body Member through mushawara (Consensus) from the respective body. The vacant position must then be filled during the annual election.
- 6.24 If a HIC member who is registered and eligible to vote has been disciplined in writing by a majority of the members of the EB, then that member shall not be eligible to run for a position in elections or be a member of the EB or any committee or sub-committee for a one-year period. The one-year period starts from the day of the disciplinary action.
- 6.25 If any elected member of EB is convicted of a felony or any other crime, then that member shall not be eligible to run or hold a position and shall have to resign immediately and shall be automatically terminated from the elected position.



ARTICLE 7

Qualifications, Structure and Terms of Executive Board Members

General Rules

- 7.1 All candidates for the EB shall be practicing Muslims for at least three (3) years. They must be fully committed to work with the other members of EB.
- 7.2 The candidates for the EB shall not hold or accept any position in other Islamic Center(s) during their term of office.
- 7.3 The EB members shall be registered active members of HIC and eligible to vote in HIC elections.
- 7.4 No EB member shall be an employee of HIC.
- 7.5 The General Body shall elect the EB for a period of two (2) years.
- 7.6 No member(s) of the EB shall make an individual decision(s) that represents the elected body without mushawara (consensus) and having a simple majority among its respective members. All elected members shall respect the decision of the majority. See article 8.2.12.

Executive Board

- 7.7 The General Body shall elect the members of the EB for every term. The candidate with the most votes for the position of Chairman shall be elected to that position. The same process will be repeated for the Vice-Chairman as well as for the rest of the EB positions.
- 7.8 The EB reserves the right to recall the “Chairman and/or Vice-Chairman” through a two third majority vote of the EB, if a “*vote of no-confidence*” is called by them.
- 7.9 Any Board Member who has served two (2) consecutive terms shall not be eligible for that position for a period of one (1) term.



ARTICLE 8

Responsibilities

8.1 General Body (GB)

- 8.1.1 General Body Guidelines have been established in the General Body definition section of this document.
- 8.1.2 The General Body shall elect the EB and authorize them to administer the affairs of HIC on their behalf in accordance with Islamic principles and provisions of this constitution, including but not limited to contractual negotiation of prospective employees including the Imam, hiring and firing decisions of any employees of HIC and including the Imam.
- 8.1.3 All General Body members and EB shall be responsible for the safeguard of HIC and its affiliates.
- 8.1.4 Each member shall observe the Islamic code of conduct in dealing with each other; respect the sanctity of Mimber (platform), prayer hall, other facilities of HIC and the authority of elected members in accordance with the teachings of Quran and Sunnah.
- 8.1.5 Only member(s) that are registered, active and are eligible to vote in HIC can initiate a “*vote of no confidence*” or a “*petition*” against any EB member(s), including the Chairman and Vice-Chairman, based on solid religious grounds with evidence against that member(s).
- 8.1.6 For a “*vote of no-confidence*”, or a “*petition*” a special General Body meeting shall be called if (a) requested by 51% signatures of registered and active GB members who are eligible to vote or (b) through a resolution passed by a two third majority of EB members. The Chairman of the EB shall be responsible for announcing the time, date and place of the meeting within four (4) weeks of receiving such a notice.
- 8.1.7 The “*vote of no-confidence*” or “*petition*” for removal of any EB member(s) shall contain reason(s) for the motion and each member who signs the petition shall have the

opportunity to read, understand and sign the petition without coercion, threat, force or fear of repercussions.

- 8.1.8 Any “*vote of no-confidence*” against an elected EB member(s) must be approved by a two third majority of Active General Body Members who are eligible to vote.
- 8.1.9 If any GB member informs the EB members that the above requirements were not met, the EB shall review the entire petition. The petition or motion may become invalid. The EB shall make the final decision within four (4) weeks about the validity of the petition or motion.
- 8.1.10 All GB and community members shall be responsible for the actions of their children. They must teach their children the Islamic etiquettes and encourage them to pray with/beside them at prayer times and minimize disturbances especially during prayers.
- 8.1.11 No member(s) of the general body shall give an interview with the media representing the views of HIC without prior permission from the EB. If any such interview is given, then the EB reserves the right to deny that as the official response or stand of HIC on the issue(s). The member(s) may also face disciplinary action. (Article 8.2.7)

8.2 Executive Board

General Rules

- 8.2.1 The EB members shall make all decisions by mushawara (consensus). However, a majority vote in the EB shall always prevail. See article 8.2.12
- 8.2.2 No member of the EB who disagrees with a majority decision or has a different opinion of said decision has the right to unilaterally affect the decision of the majority. The member(s) may face disciplinary actions by the other majority members including removal from EB.
- 8.2.3 All EB members are responsible for maintaining records and documentations of HIC including but not limited to financial records, deeds of trust, leases and marriage of registered members. They may however designate a person responsible amongst themselves.
- 8.2.4 The succeeding EB members shall implement the written commitments of the previous EB members.
- 8.2.5 Any EB member, who is absent without prior notification for three (3) consecutive meetings without a valid reason, shall be considered for removal by the elected body. If majority of the members in the respective body agree then the concerned member shall cease to be a member of that elected body and shall lose the office. The vacancy created shall be filled in accordance with rules set in ARTICLE 6.22.
- 8.2.6 The EB members shall be authorized to obtain bids, execute and award contracts. Any contract work over \$15,000 shall require at least three (3) bids. If there is only one bid then that contract or award shall be given to that party by the respective elected body. The respective elected body reserves the right to reject all bids. However if a project is being done without cost to HIC, then bids or contract do not apply. (Also see Articles 4.4-4.6)
- 8.2.7 If any HIC community member(s) found to be violating the Islamic code of conduct or behavior, like disturbing the peace and harmony of HIC, insulting HIC authorities, abusing HIC assets; the EB, has the right to disapprove, deny, expel the member(s) from HIC or

can have restraining order against the member(s). This decision shall be made by mashwarah (consensus) by the EB and based on sound judgment to preserve the aim, integrity and security of HIC.

- 8.2.8 The EB members shall have the right to determine the length of expulsion of member(s) and whether the membership should be reinstated.
- 8.2.9 Expelled member(s) shall not be eligible to be nominated for EB or any other committee position for a period of three (3) years.
- 8.2.10 The expelled member has the right to appeal to the EB in writing and the situation shall be discussed in a special meeting called by the EB within two (2) weeks. The decision of the EB shall be final.
- 8.2.11 The General Body members of HIC may also discuss and recommend in writing to the EB members, further course of action or provide alternatives regarding the expelled member. The EB reserve the right to follow or reject these recommendations, keeping the interests and security of HIC in mind.
- 8.2.12 The EB shall be composed of Seven (7) trustworthy, knowledgeable Muslims, who are registered, active and eligible to vote in HIC elections. Their term of office shall be two (2) years. The EB is the highest policy making body, and conducts its affairs through mushawara (consensus). Their term of office shall be two (2) years. The Chairman, Vice-Chairman, and other Board members have equal voting rights and equal authority.
- 8.2.13 The main function of the EB is to govern and protect the interests of HIC.
- 8.2.14 The EB shall have the final approval for any major decision concerning buildings and properties, e.g. remodeling existing properties, purchasing or construction of new buildings etc. (See Article 3.1)
- 8.2.15 The EB shall formulate strategic and long-term plans for HIC (Masjid and other affiliates). An integrated two (2) year plan detailing the activities and resource requirements shall be presented annually.
- 8.2.16 The EB shall meet every month or more if necessary. Minutes of all meetings shall be recorded by the Secretary or a designee, and shall be available electronically within a reasonable amount of time of the conducted meeting and before the next meeting.
- 8.2.17 The secretary or the chairman may announce the date, time and place of the meeting to all EB members at least a week in advance.
- 8.2.18 EB shall conduct fund-raising for HIC (Masjid, School, and other affiliates); make strategic and long-term plans and policymaking. At least One (1) fund raising event shall be in the month of Ramadan.
- 8.2.19 The EB members shall consider and adopt strategic and long-term recommendation plans of the EB after mashwarah (consensus) and having a two third majority among its respective members. The decision of the majority of the members of the elected bodies shall prevail.
- 8.2.20 The EB shall adopt administrative procedures proposed by the EB if agreed upon by the majority of EB members.

- 8.2.21 The EB shall serve as a guardian of the HIC constitution and settle any dispute regarding the interpretation of any article. Such interpretations or resolutions shall be in writing and approved by the EB.
- 8.2.22 The EB shall provide solutions to challenges or issues arising between any members of HIC (Masjid, Weekend Islamic School and other affiliates).
- 8.2.23 The Treasurer of EB shall provide all financial statements to the EB every month and also report a brief summary to the community in monthly meetings. These financial reports shall also be posted monthly electronically. This financial report may not disclose confidential information.
- 8.2.24 The EB shall have an open forum in an organized manner with the general body to discuss any concern(s).

Executive Board (EB)

The following are the responsibilities of the elected EB members

- 8.2.25 The Chairman shall:
- Conduct and preside over all meetings of the board and the General Body.
 - Sign, with the Secretary, necessary documents on behalf of the EB.
 - Implement all decisions of the EB.
 - Assign sub-committees including the women sub-committee.
 - Work with community leaders.
- 8.2.26 The Vice-Chairman shall conduct:
- All duties of the Chairman if absent.
 - All legal affairs of HIC.
 - Disbursement of all charity funds.
 - Communication with other Islamic Centers and organizations.
 - Public and Media Relations after consultation with EB.
- 8.2.27 The Treasurer shall:
- Maintain all financial aspects of HIC (deposits, receipts, payroll, monthly and annual budget).
 - Make available the funds for Zakat and Sadaqa.
 - Check Donation boxes and turning deposits in the designated financial institution.
 - Receive and give receipts for monies due and payable to HIC from any source provided they are consistent with ARTICLE 2 and local state and federal laws. Receipts issued for non-cash items shall not exceed the fair market value of the item(s) donated.
 - Write checks and distribute funds to discharge obligations of Masjid.
 - Monthly financial statements shall be available electronically and provide to the EB members.
 - Be responsible for filing fiscal year tax returns (January 1-December 31).
- 8.2.28 The General Secretary shall:
- Prepare agenda and notifying EB members of meeting schedule.
 - Take minutes, typing and mailing letters.
 - Ensuring bulletin boards & library material with approved HIC material.
 - Ensure only HIC stamped material will be posted on boards.
 - Receive mail and update mailing list with email addresses
 - Maintain IT Functions

- Coordinate the monthly and any emergency meetings.
- 8.2.29 The Social Events Officer shall:
- Oversee all HIC social events and Interfaith Events
 - Promote, encourage and improve Dawah Activities.
 - Develop a frequent newsletter.
 - Plan social gatherings and frequent potluck, Ramadhan, Iftar and both Eid functions.
 - Assist Chairman with Media.
 - Promotion of Interfaith Dialogue
- 8.2.30 The Youth Education Officer shall:
- Oversee all HIC School functions and act as POC for youth activities.
 - Ensure that curriculum of the Weekend School is at par with other schools.
 - Identify, and recommend to the EB a qualified Principal for the weekend school.
 - Responsible to present to the EB frequent school reports.
 - Shall be open to feedback from all parents to improve the weekend school academically and environmentally.
- 8.2.31 The Facility Management Officer shall:
- Maintain; oversee HIC and its properties, and its entry and exit points.
 - Post notices regarding illegal parking & mark fire lanes.
 - Ensure the physical properties of HIC are in good condition.
 - Ensure kitchen and restrooms are well stocked and clean.
 - Inventory supplies and inform the EB and Treasurer of what is needed.
 - Responsible for HIC inventory control
- 8.2.32 The EB shall meet at least once a month and plan out the day-to-day operations of HIC. Also discuss present and future plans.
- 8.2.33 The Chairman of the EB may call a meeting of all Boards (if necessary) to discuss an issue affecting HIC, giving one (1) weeks notice.
- 8.2.34 The EB may request a meeting if it feels that in the interest of time; a decision may be reached quickly by mushawara (consensus), e.g. amendments or changes in constitution, development of by-laws or contracts. A majority decision shall prevail.
- 8.2.35 The EB, with mushawara (consensus), is responsible for negotiating, writing the contract for the Imam and all other employees.



ARTICLE 9

Selection, Role, Responsibilities and Duties of Imam and other HIC employees

- 9.1 The Imam position is optional and is not required for the operation of HIC.
- 9.2 The office of the Imam is to lead the community in religious and spiritual affairs. All religious activities and programs in the prayer hall shall be carried out according to Quran and Sunnah. Having an Imam is optional at the discretion of EB.

- 9.3 Imam shall possess strong knowledge of Quran and Sunnah. He shall preferably be a Hafiz, fluent in Arabic and English and shall provide two written references for any previous experience and training.
- 9.4 The Imam shall perform all religious rituals, ceremonies and duties including but not limited to leading the five daily prayers, Jummah (Friday) prayer, Taraweeh prayers, Eid Prayers, fund raising, funeral prayers, marriages and any other duties pertinent to the office of the Imam or designated by the EB.
- 9.5 The EB shall appoint an "Imam" search committee of at least three (3) active, HIC community members who shall make final recommendations to the EB. This committee shall comprise of any HIC community members like Chairman, Board or ex-Board members or senior community members knowledgeable in Quran and Sunnah.
- 9.6 The Imam search committee shall seek applicants, make announcements, advertise, interview applicants, and check references and credentials of applicants and short list at least three (3) prospective candidates.
- 9.7 The EB shall invite at least three (3) candidate(s) separately to interact with the community by hosting lectures and/or Jummah (Friday) khutbas. The General Body shall be informed and the candidate shall be introduced to the General Body at the lecture or khutba.
- 9.8 Within a week of the lecture or khutba from the last candidate(s), the EB members shall meet and select the best candidate through mushawara (consensus). A decision regarding the best candidate shall be reached through agreement of two third majority of the EB.
- 9.9 The Imam shall be punctual and lead the prayers on time.
- 9.10 The Imam shall be supervised by the EB and shall not interfere in the administration and operations of HIC.
- 9.11 The EB shall provide the Imam, an alternate list of khateebis in case the Imam is absent due to an emergency.
- 9.12 The Imam shall be present and interface with the community at monthly meetings and any other events like fund raising and school graduations hosted by HIC.
- 9.13 The Imam shall not attempt to create grouping and ethnicity among the community and shall remain neutral in all conflicts and matters pertaining to HIC. The Imam may provide guidance to the EB to arrive at a solution if so desired by the EB. Infraction of this article shall lead to immediate termination of his contract.
- 9.14 The Imam shall not improperly use HIC platform (Mimber) to further his own personal interest(s) or to use it against community member(s) with whom he may have personal or religious disagreements. The Imam shall not disclose any personal matters of individuals who have sought counseling from him. Infraction of this article shall lead to immediate termination of his contract.
- 9.15 The Imam shall decide the times for Athan and Iqamah after mushawara with the community members.
- 9.16 If someone other than the Imam wishes to give the khutba, it shall be the week following the request and the following criteria shall be fulfilled:

- EB members should be informed about the Khateeb.
 - Topic of the khutba shall be announced a week before.
 - Khutba shall start and finish on time.
 - Khutba must be in Arabic and Speech in English.
 - Khutba must be void of any political references.
- 9.17 In case of an issue affecting HIC or its affiliates e.g. fund raising, the EB can inform the Imam, that an invited guest can give the khutba in his place on short notice.
- 9.18 If any employee of HIC including the Imam violates or fails to execute any of his/her duties, he/she shall be given a warning letter, citing the lapses. If those are not rectified, the EB reserves the right to put him/her on probation. If the situation is not resolved then a simple majority vote of the EB members can recommend termination of services. The process of probation may be omitted for serious infractions and termination may be effective immediately.
- 9.19 HIC may terminate the contract of an employee including the Imam, if a simple majority of the EB agrees and give their recommendation to this effect. A notice of two (2) weeks shall be given.
- 9.20 HIC reserves the right to terminate any employee's contract including the Imam's contract immediately if majority of EB considers that his/her action(s) have put HIC and its interests at risk.
- 9.21 Any employee including the Imam can terminate his/her contract with a thirty (30) day notice.
- 9.22 If anyone has a complaint against the Imam or any employee of HIC, it must be put in writing and addressed to preferably the Chairman of the EB. The Chairman shall invite the Imam or the employee to resolve the complaint before the EB recommends a solution.
- 9.23 No member of the EB shall make an offer or a contract with any employee of HIC including the Imam, without formal meeting *mushawara* (consensus) with the rest of the EB members. If such an offer is made, it shall be null and void. In case of the Imam approval is required from EB. Similarly no member of any respective body alone shall decide on pay increases for any employee(s). Job description criteria shall be developed and pay increases shall only be given by consensus of the majority of the respective elected body members (EB) keeping the financial situation of HIC and job performance in mind. In the case of the Imam, any change in contract shall also be approved by the EB. If there are no changes in the renewal of contract, then formal approval of EB is not required. However a copy of the contract or any changes in the contract shall be given to the EB (See also Articles: 9.5)
- 9.24 No employee including the Imam shall interfere in the meetings of the EB. If a religious opinion is needed, the Imam shall be consulted. Consultation does not mean approval or permission.
- 9.25 The Imam does not have a voting right for any decisions made in HIC.
- 9.26 The Imam or any employee of HIC shall not be eligible to run for election for any office of HIC.
- 9.27 All employees of HIC including Imam shall strive to work to promote HIC and its affiliates and maintain the Islamic code of etiquettes.

- 9.28 Contract of any employee including the Imam shall not extend a period of one (1) year, renewable for the same period by the EB. In case of any changes in the contract including but not limited to salaries, pay raises etc. for the Imam, approval from EB is required.
- 9.29 The Imam shall obtain a state marriage license to perform marriages according to Islamic Law and state and federal regulations. To issue a certificate of marriage from HIC the bride and groom must register in the County Courthouse. No certificate shall be given if registration papers are not submitted.
- 9.30 If the Imam issues a certificate of marriage, a copy shall also be given to the Secretary of HIC. Both the Imam and the Chairman will keep a proper register and record.
- 9.31 Before and after negotiating any offer with other HIC affiliate(s), any employees including Imam and the relevant HIC affiliate shall inform the EB of the working relationship. The EB shall approve any financial arrangements between the affiliates.
- 9.32 The Imam shall teach a class in Weekend Islamic School. Details shall be communicated and provided by the Principal of Weekend Islamic School to the EB.
- 9.33 No employee(s)/contractor(s) of HIC or its affiliates including Imam shall meet or give interviews with the media alone representing HIC or any of its affiliates. The Chairman of the EB or a member designated by the Chairman shall be present during the meeting with the media. HIC reserves the right to deny the views expressed if the majority of members of the respective elected body (EB) feel that the comments have put HIC or its affiliates at risk. The employee(s) including the Imam may face disciplinary action, including termination, if the majority of the EB members feel that the views expressed have put the HIC or its affiliates at risk.



ARTICLE 10

Meetings and Quorum

- 10.1 All meetings shall start with the recitation from the Holy Quran and must end with Duaa. The meeting shall be conducted in accordance with the Islamic code of conduct, ethics and etiquettes. All members shall conduct themselves professionally; respect each other's opinion(s), right(s) and obligation(s).
- 10.2 In addition to the regular EB monthly meetings, the General Body shall meet at least once each year preferably on the 2nd Saturday of Ramadan to discuss special needs or issues of HIC. No special speaker or guests shall be invited during these meetings.
- 10.3 The Secretary of EB shall be responsible for announcing the date, time and place of all relevant HIC meeting(s) verbally or by mail, fax, e-mail etc. at least a week in advance. Any EB member may request the EB Chairman to call a meeting in case a need arises.
- 10.4 Non-Registered members can attend these meeting only as observers by invitation and/or permission of the Chairman of EB.

- 10.5 The Chairman of the EB is authorized to call for a special general body meeting if (a) requested in writing by 51% of registered GB members who are active, eligible to vote or (b) requested in writing by a majority of EB members.
- 10.6 This shall be separate from the “*vote-of-no-confidence*” or “*petition*” meeting as delineated in ARTICLE 8.1.6
- 10.7 The date, time and place for this meeting shall be announced by the Secretary of the EB and put on the HIC notice board or web page.
- 10.8 Fifty One percent (51%) of GB members, who are registered, active and are eligible to vote in HIC elections, shall constitute a quorum for the General Body meeting.
- 10.9 If a quorum is not present, then the meeting shall be adjourned and NO decision shall be made that affects HIC or its affiliates.
- 10.10 Any meeting adjourned because of lack of quorum must be reconvened within thirty (30) days. However if a quorum is still not present, then the issue(s) shall be resolved and a decision reached by *mushawara* (consensus) between majority of the members of the EB.
- 10.11 All regularly scheduled meetings of the EB are closed meetings unless otherwise specified. There shall be no interference from general body member(s). The presence of simple majority of elected members from the EB shall constitute a quorum. Any decisions made when quorum is present are binding and shall be reflected in the minutes.
- 10.12 Only member(s) who are registered, active and are eligible to vote have the right to attend a meeting if invited. If a member of EB invites general body member(s), then the rest of the EB members shall be informed prior to the meeting and the reason(s) for the person being invited. The EB shall conduct *mashwarah* (consensus) and decide to allow the person to attend the meeting as an observer.
- 10.13 The invited member(s) shall not interfere in the proceedings of the meeting and do not have the right to vote during the meeting.
- 10.14 The approved minutes of all meetings including minutes of committees, sub-committees, of EB shall be posted within a reasonable amount of time, preferably before the next scheduled meeting on the respective bulletin board or electronically to keep the community informed, as long as the minutes do not contain confidential information.
- 10.15 To keep the community informed, during each monthly meeting and General Body meetings, the agenda shall contain a minimum of the following:
- Summary Treasurer’s Report of HIC and weekend School
 - EB Report
 - Questions and Answers



ARTICLE 11

Committees and Sub-Committees of HIC

- 11.1 No committee, sub-committee of HIC affiliates shall have the authority to take any action outside the scope of authority delegated to it by the EB.
- 11.2 Each committee, sub-committee shall be comprised of a minimum of three (3) community members.
- 11.3 The designated members of these committees or sub-committees shall communicate, inform, educate, and update the respective elected body (EB) of their activities e.g. new construction efforts of school, issues, challenges of school, Masjid etc.
- 11.4 If there are any criteria for selection or recruitment of members for these committee(s) or sub-committee(s), it shall be announced during the regular monthly meeting.
- 11.5 The terms of these sub-committees shall coincide with the terms of the respective elected body (EB). No one shall arbitrarily decide membership or terms of these members.
- 11.6 Before a new member is added to the committee or sub-committee, the new member shall be introduced to the EB for approval. After approval the elected body shall inform the member of his/her acceptance in the committee or sub-committee in writing.
- 11.7 All HIC affiliates including committee members and volunteers are bound to sign a Registration Form (Guidelines) and not to perform any act that put HIC at risk including defamation and misuse of HIC property.



ARTICLE 12

Amendments

- 12.1 This constitution may be amended by two-thirds of HIC General Body members who are active, registered and are eligible to vote in HIC's elections. Members who do not provide their ballots in time forfeit their voting right for the issues recorded on the ballot.
- 12.2 The proposed amendment(s) shall be given in writing to the Chairman of the EB, signed by (1) at least fifty one percent (51%) of GB members who are registered, active and are eligible to vote in HIC's election or (2) by a simple majority of the EB members. Amendments may also be proposed by a majority of EB members.
- 12.3 The EB after mashwarah (consensus) amongst them shall have the right to approve or reject the proposed amendment(s) by a simple majority of their members.
- 12.4 If the majority of the EB members agree with the proposed amendment(s), the General Body shall then vote on the amendment(s) during a scheduled meeting or by a proxy vote (mail, email). The amendment(s) must be approved by a two third majority of active General Body members.

- 12.5 The result of the vote for the amendment(s) shall be posted within a week. Only those votes of members, who have registered with HIC and are eligible to vote for the current year, will be counted.
- 12.6 If Quorum (51%) is not present, then the ARTICLE 10.9 - 10.10 shall be followed.
- 12.7 The Secretary of the EB, and person designated by the Chairman of the EB shall be responsible for the minutes of these meeting which shall also be posted electronically within a reasonable number of days of conducting the meeting, preferably before the next regularly scheduled meeting.
- 12.8 With the approval from EB, bylaws may be made by the EB without changing the intent of any article(s) in this constitution and only if a majority of the members of the EB agrees.



ARTICLE 13

The Weekend Islamic School (WIS)

The mission of the Weekend Islamic School of the Hamzah Islamic Center is to provide Islamic education to all children of Alpharetta and its surroundings areas. A defined curriculum based upon the learning of Quran and Islamic teachings shall be used. WIS is established exclusively for non-profit, religious and educational purposes.

- 13.1 The Weekend Islamic School (WIS) shall be primarily housed in The Masjid building and utilize its facilities on weekends or whenever needed.
- 13.2 The WIS shall be open to all children.
- 13.3 The EB shall appoint the Principal of the WIS. WIS Principal shall report to the Youth Education Officer of the EB and provide update to the community during monthly meetings. He/She shall supervise the weekend school activities.
- 13.4 The Principal of the WIS in concert with the Youth Education Officer shall prepare and annual budget for approval by the EB
- 13.5 The School shall observe all the articles of the HIC's constitution.
- 13.6 No part of the earnings of The WIS shall benefit or be distributable to its members, trustees, officers or any private persons including family members of the elected representatives, except to pay reasonable compensation for services rendered or to make payments and distributions to further the purposes of the organization
- 13.7 The School shall not participate in or intervene in any political campaign/activity on behalf of any candidate running for public office.
- 13.8 The EB has the following responsibilities:
- Make decisions about the operations of WIS.
 - Set general policies, strategic and long term.

- Delegate discretionary powers to the Principal and appoint committees as necessary to conduct the day-to-day business of the school.
- Confirm selection of principal and other relevant employees like teachers etc. and approve budget and fund-raising activities.



ARTICLE 14

Religious Advisory Committee (RAC)

HIC is a religious organization and as such RAC plays a significant role in setting the Islamic direction of the Center.

- 14.1 RAC shall consist of at least 3 members, a hired Imam, if available, and two or more religious scholars/knowledgeable people.
- 14.2 RAC is responsible for all religious rulings (FATWA). Their FATWA(s), if reached through majority consensus of RAC members, will be considered final. All HIC community members must abide by such RAC rulings.
- 14.3 Questions by HIC community members related to RAC rulings must be submitted formally to the Chairman and a meeting with RAC members may be scheduled at a convenient time.
- 14.4 RAC is responsible for initiation/establishing all religious programs. EB approval is required at all times, however.
- 14.5 RAC is responsible for managing daily prayers, Eid prayers and Friday Khutba.
- 14.6 RAC members shall not serve on the EB at the same time. Some RAC members may be invited to EB meetings as the needs arise.
- 14.7 The EB chairman shall serve on the RAC committee and shall have an active role in the management of events.
- 14.8 RAC must not communicate to the general public upcoming events until the EB has approved these events.
- 14.9 RAC must submit its plans for any event to the EB no later than a week prior to event taking place.
- 14.10 The EB must approve all electronic and printed media originating from the RAC in name of the Center.



ARTICLE 15

Hamzah Science Academy (HSA)

The mission of Hamzah Science Academy is to help every child reach his or her potential by fostering academic, Islamic, and personal growth, and tolerance.

15.1 The HSA shall be open to all children.

15.2 HSA shall be primarily housed in the school building and utilize its facilities.

15.3 HSA will run mostly as an autonomous program of HIC, financially independent and governed by an independent school board.

15.4 HSA board will run and control all affairs of HSA including staff employments.

15.5 Final and ultimate authority of HSA rests with HIC board.

15.6 The school board shall appoint the Islamic School Director of the HSA. HSA Islamic School Director shall report to the school board and provide update to the board during monthly meetings. School Director shall supervise the daily school operations and activities.

15.7 The Islamic School Director of the HSA shall prepare an annual budget for approval by the school board, and with visibility to HIC board.

15.8 The HSA shall observe all the articles of the HIC's constitution.

15.9 No part of the earnings of The HSA shall benefit or be distributable to its members, trustees, officers or any private persons including family members of the elected representatives (if any), except to pay reasonable compensation for services rendered or to make payments and distributions to further the purposes of the organization.

15.10 The HSA shall not participate in or intervene in any political campaign/activity on behalf of any candidate running for public office.

The **school board** has the following responsibilities:

- Make decisions about the operations of HSA.
- Set general policies, strategic and long term.
- Delegate discretionary powers to the Islamic School Director and appoint committees as necessary to conduct the day-to-day business of the Academy
- Confirm selection of Islamic School Director and other relevant employees like teachers etc. and approve budget and fund-raising activities.
- Provide monthly updates about HSA to HIC Youth officer

Islamic School Director

- Reports directly to school board.
- Manages the day to day operations of the school and manages conflicts resolutions
- Ensures adherence to curriculum and works closely with curriculum director providing progress feedback.
- Manages communication with all parents.
- Participates in the interviewing and selections of teachers and assistants and makes recommendations to the school board.
- Maintains attendance, test results, behavior and evaluation records of all students. An online tool will be used to assist in strong record keeping of all school history.



ARTICLE 16

General Body consists of the original founding members and those added after the establishment of HIC.

Founding Members	Added Members
Abubaker, Amer M.	Ahmad, Wasif
Agha, Amr	Alam, Syed Intekhab
Alam, Maqbool	Albeckrey, Wameed
Alawamleh, Mohammad	Ashfaq, Mohammad
Alhonaiti, Ziad	Bakher, Mohammed
Alvi, Wasif	Bojang, Daoud k
Alyafi, Nasir	Bouanani, Amin
Barqawi, Khaled	Chaudhar, Sheraz
Budeir, Mouhannad	Churbaji, Hicham
Carter, Abdul Wali	Elhassan, Ahmad
Chami, Walid	Ghaya, Mohammad Shakil
Chaudhry, Rashed M	Hamid, Emad
Chehimi, Khaled	Hashimi, Mohammad
Dalloul, Issam	Ibrahim, Umar Mohamed
Ebid, Fady	Ismail, Raja
Eid, Majid	Junaid, Mohammad
Elchahal, Nazih	Kabir, Humayun
El-Kayali, Emad	Kazi, Solimullah Arif
Fakhoury, Bilal	Khan, Mahfooz Ahmad
Fakhoury, Ibrahim	Khan, Mansoor
Hamdoun, Moataz	Khan, Muhammad (Azhar)
Hossain, Shafiq	Mahmood, Mohammed
Ibrahim, Abdulrahim	Mohammed, Sirajul Rahman
Inamullah, Mohammed	Mulla, Naeemahemed G.
Khan, Anwar	Nadeem, Mohammad
Khani, Anis	Naim, Rashid
Khasawneh, Salam	Nino, Issa
Machhour, Mohamed	Qureshi, Mohammed Nauman
Mahayni, Jihad	Rahman, Habibur
Malak, Mohamad Muataz	Rahman, Shafi Ur
Mohamed, Mohamed	Rashid, Khalid
Mohsin, Mohammad	Raslan, Shahir

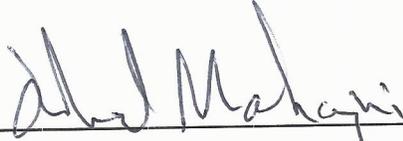
Mrani, Abdellatif	Rizvi, Ali
Muhammad, Hammad	Sabouni, Akram
Naal, Hussein	Sabri, Sabri
Naqib, Basem	Selim, Hatim
Ninowy, Muhammad Yahya	Siddiqui, Suheb
Rabbat, Mohammed H	
Riaz, Kashif	
Rustom, Khalid	
Sabbagh, Imad	
Saeb, Tareef	
Samad, Ismail	
Sheikh, Yusuf	
Uddin, Zaheer	
Zbib, Oussama	



Mohammad Shakil Ghaya
(**Chairman**)



Jihad Mahayni
(**Vice-Chairman**)



Umar Mohammed Ibrahim
(**Treasurer**)



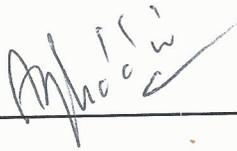
Mansoor Khan
(**General Secretary**)



Sirajul Rahman Mohammad
(**Social Events Director**)



Muhammad Khan(Azhar)
(**Youth Education Director**)



Mohammed Nadeem
(**Facility Management Director**)



Dated
Hamzah Islamic Center
665, Tidwell Road,
Alpharetta, GA, 30004

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