

Islamic Center of Bloomington/Normal (ICBN)

Constitution and By-Laws

Notes on Formatting:

Sections of this document are color-coded in the following manner:

• Light Blue = Constitution
• Bright Yellow = By-Laws / Introductory Information
• Lavender = By-Laws/ Membership Categories
• Light Pink = By-Laws / General Assembly
• Bright Green = By-Laws / Board of Directors
• Orange = By-Laws / Executive Committee
• Bright Blue = By-Laws / Standing Committees
• Light Yellow = By-Laws / Support Staff
• Bright Pink = By-Laws / Special Interest Groups
• Light Green = By-Laws / General Information & Amendments

By-Laws are cross referenced.

- A cross reference noted with a (C / Roman Numeral / Arabic Numeral) means an item in the by-laws is mandated by the article and section of the ICBN Constitution.
- (C = Constitution / Roman numeral = Article # / Arabic numeral = Section #)
- A cross reference noted with a (B / Roman Numeral / Arabic Numeral) means to look for additional information in another part of these by-laws.
- (B = By-Laws / Roman numeral = Article # / Arabic numeral = Section #)

ICBN CONSTITUTION

ISLAMIC CENTER OF BLOOMINGTON-NORMAL

**2911 Gill Street, Suite #6
Bloomington, Illinois 60704
(309) 664-0304
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Table of Contents

Article I	Aims and Purposes	Page 4
Article II:	Location	Page 4
Article III:	Affiliation	Page 4
Article IV:	Membership	Page 4
Article V:	Executive Committee	Page 5
Article VI:	Board of Directors	Page 5
Article VII:	Dissolution	Page 5
Article VIII:	Amendments	Page 6
Article IX:	Arbitration	Page 6
Article X:	Communication with ISNA	Page 6

Bismillah Hir Rahman Nir Raheem

We, the Muslims of Bloomington-Normal have agreed to, and have adopted the present constitution and do hereby establish an organization to be known as the ISLAMIC CENTER OF BLOOMINGTON-NORMAL, hereinafter called the Association.

Article I. AIMS AND PURPOSES

The aims and purposes of the Association are serving the best interest of Islam and of the Muslims living in the Bloomington-Normal area.

Towards this end, the Association shall:

- (a) Establish and maintain facilities for the practice of the religion of ISLAM in accordance with the teachings of the holy QUR'AN and SUNNAH.
- (b) Establish and maintain facilities for education and social activities in accordance with the teachings of the holy QUR'AN and SUNNAH.
- (c) Help Muslims carry out Islamic activities in pursuance of Islam as a complete way of life.
- (d) Promote friendly relations and understanding between Muslims and non-Muslims.
- (e) Present information about Islam to followers of other faiths.
- (f) Further cooperation with existing Muslim organizations.

The purposes of the Association shall be confined to religious, charitable, social, and educational activities in accordance with Islamic teachings and in compliance with Section 501(c)(3) of the Internal Revenue Code, as amended.

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this constitution, the Association shall not carry on any other activities not permitted.

Article II. LOCATION

The location of the Islamic Center of Bloomington-Normal, to be established by the Association, shall be in the State of Illinois.

Article III. AFFILIATION

Section 01 The Association shall be affiliated with the Islamic Society of North America (ISNA).

Section 02 Real estate purchased or donated to the Association shall be entrusted with the North American Islamic Trust (NAIT).

Section 03 The Association may not undertake any activity that violates the Islamic standards of the constitution and by-laws of ISNA. In the case of any such violations, the President of ISNA may send a representative to mediate. If a solution is not reached the Executive Committee of ISNA may dissolve the Executive Committee of the Association and supervise a new election. The Association shall be a non-profit religious organization.

Section 04 The Executive Committee of ISNA may revoke any decision of the Board of Directors or Executive Committee of the Association if at least seventy-five (75) percent of the members of the Association so demand from the Executive Committee of ISNA. Such a demand should be in writing and signed and notarized.

Section 05 ISNA may send a representative to supervise the election of the Executive Committee of the Association.

Article IV. MEMBERSHIP

Section 01 A member shall be any Muslim who pays the required dues (as determined by the Executive Committee), wishes to be a member of the Association, and agrees to obey the constitution and the generally accepted practices of the Association.

Section 02 MEMBERSHIP DUES

- (a) Membership dues may consist of two parts:
 - (i) Dues for the Association

- (ii) Dues for membership in ISNA.
- (b) Part a.(ii) of the membership dues may be determined by ISNA and upon its collection by the Association It shall be sent to the headquarters of ISNA, along with a list of names and addresses of the members who paid them.

Article V. EXECUTIVE COMMITTEE

Section 01 The members shall elect seven officers to the Executive Committee. The seven officers among themselves will decide what position each shall hold. The seven positions include the following and shall be described in greater detail within the by-laws. Officers shall be (1) President, (2) Vice-President, (3) General Secretary, (4) Treasurer, (5) Education Director, (6) Site Manger, and (7) Special Events and Food Coordinator.

Section 02 Regular meetings of the Executive Committee shall be held on a monthly basis or at least there shall be twelve (12) meetings in a given year.

Section 03 The Executive Committee shall determine Standing Committees of the Association.

Section 04 Terms and Elections

(a) The terms of the Executive Committee shall be four years with elections every two years.

(b) Note: During the first election of June 2001, three officers, as decided by the Executive Committee will have a one and one-half year term ending December 2002. At that time three officers will be elected to the Executive Committee for a four-year term. The other four officers elected during June 2001 will serve a three and one-half year term, as decided by the Executive Committee, ending December 2004. At that time the Association's members will elect four officers.

(c) One-third of the members shall constitute a quorum for the purpose of all elections.

(d) A member must have paid dues for the prior twelve-month period to have the right to vote, except for the first election (June 2001), for which a member must have paid dues for the prior three-month period.

(e) In order to be nominated a member must have paid their dues for the prior twelve-months, except for the first election (June 2001)), for which a member must have paid dues for the prior three-month period.

(f) Bi-annual elections shall be held in November in order to elect the Executive Committee for the following year.

Article VI. BOARD OF DIRECTORS

Section 01 The long-term planning and vision of the Association shall be vested in a Board of Directors. The Board of Directors may make by-laws. The Directors shall be at least five in number, but with no more than eleven.

Section 02 The voting members of the Association shall elect the Board of Directors during the first election (June 2001) for a life term. The members of the Board of Directors shall be elected based upon their past efforts, in terms of active participation and monetary funding towards the Association, their past and expected future residence in the community, and future commitments to the Association.

Section 03 After the first election, the members can elect no additional Board of Director. Only the Board of Directors itself can add or remove a Director with a majority vote among the Board of Directors.

Section 04 Directors will serve a life term and will have the authority to overrule any decision made by the Executive Committee. The Board will also have the authority to remove any officer from the Board or revoke anyone's membership to the Association. Any overruling of a decision, removal of an Officer or member must be due to fair and valid reasons.

Section 05 Regular meetings of the Board of Directors shall be held at least on an annual basis.

Article VII. DISSOLUTION

If the situation arises which makes the dissolution of the Association inevitable, the Executive Committee of the Association shall call upon the Executive Committee of ISNA to handle the process of dissolution. Any surplus assets, after meeting all liabilities, shall be distributed to The North American Islamic Trust, Inc., which is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. In case of the nonexistence of The North American Islamic Trust, Inc. surplus assets shall be distributed to The Islamic Society of North America, Inc. which is exempt under section 501 (c) (3) of the I.R.C, and in its absence, disposal shall be made to one or more of the affiliated organizations which shall have an exempt status under Section 501(c)(3)of the Internal Revenue Code, and then to an Islamic organization organized and operated exclusively for religious, charitable, educational, or scientific purposes as shown at the time qualified as an exempt organization or organizations under Section 501(c)(3)of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine. Any of such assets not shown as disposed of, shall be disposed of by the Court of Common Pleas of the county in which the Principal Office of the Organization is then located, exclusively for such Islamic organizations, as said Court shall determine.

Article VIII. AMENDMENTS

Amendments to any of the following Sections may not be valid without the prior approval or the later confirmation of the Executive Committee of ISNA. These Sections relate to the following:

- Aims and Purposes
- Affiliation
- Membership Dues
- Deposit Account
- Dissolution
- Amendments
- Arbitration

Article IX. ARBITRATION

In the event of any conflict in the organization, ISNA may send a representative to arbitrate. The decision of the ISNA representative will be the final solution that would be accepted for the purposes of the organization.

Article X. COMMUNICATION WITH ISNA

The organization will keep ISNA informed of any changes in leadership or constitution and bylaws in writing within 30 days of such change taking place.

Approved by the General Assembly, June 13, 2001

ICBN Bylaws

ISLAMIC CENTER OF BLOOMINGTON-NORMAL

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Table of Contents

Article I	Name and Nature of the Organization	Page 9
Article II:	Location of ICBN Offices	Page 9
Article III:	Preamble/Mission and Objectives of ICBN	Page 9
Article IV:	ICBN Structure	Page 10
Article V:	ICBN Membership Rules	Page 11
Article VI:	ICBN General Assembly	Page 13
Article VII:	ICBN Board of Directors	Page 15
Article VIII:	Responsibilities of the Members/ Officers of the Board of Directors	Page 17
Article IX:	ICBN Executive Committee	Page 19
Article X:	Responsibilities of the Executive Committee Officers	Page 21
Article XI:	Standing Committees of the Executive Committee	Page 26
Article XII:	Support Staff	Page 28
Article XIII:	Support Staff Positions and Responsibilities	Page 29
Article XIV:	Special Interest Groups	Page 32
Article XV:	Compensation, Insurance, and Indemnification	Page 34
Article XVI:	Limitation on Interested Persons as Members of the Board of Directors and Executive Committee	Page 34
Article XVII:	Miscellaneous	Page 35
Article XVIII:	Affiliation	Page 35
Article XIX:	Dissolution Of ICBN	Page 36
Article XX:	Amendments to the By-Laws	Page 36
Article XXI:	Amendments to the Constitution	Page 36

**Bismillah Hir Rahman Nir Raheem
Islamic Center of Bloomington/Normal (ICBN)**

Amended By-Laws (08-10-05)

The purposes of these by-laws include:

- Clarifying Articles of the Association's Constitution.
- Creating Safeguards and Contingency Plans.
- Creating Standard, Organized Operational Procedures.

ARTICLE I: NAME AND NATURE OF THE ORGANIZATION

Section 01: Name

This association shall be known as the Islamic Center of Bloomington/Normal, as stated in its constitution, and hereafter referred to as ICBN in this document.

Section 02: Nature

- ICBN shall be a not-for-profit, religious, charitable, social, and educational organization which provides activities in accordance with Islamic teachings and in compliance with Section 501(c)(3) of the Internal Revenue Code, as amended. (C/1/00)
- All Muslims, regardless of Fiqa or School of thought, would be welcome in ICBN.
- ICBN shall be an Islamic community center with facilities to offer prayers. It will not strictly be just a Masjid in the traditional sense.
- ICBN shall be an association funded mainly by its paying members, and as such, it will be exclusively accountable to Allah (SWT) and its regular members.

ARTICLE II: LOCATION OF ICBN OFFICES

Section 01: Principal Offices

The principal offices of ICBN shall be located in the cities of Bloomington/Normal in the State of Illinois.

Section 02: Other Offices

ICBN may also have offices other than its principal offices in the Greater Bloomington/Normal Area within the State of Illinois.

ARTICLE III: PREAMBLE/MISSION AND OBJECTIVES OF ICBN

ICBN accepts as guidance the universal, comprehensive principles and teachings of Islam as stated in the Noble Qur'an and the Sunnah (Traditions of the Prophet Mohammed, *PBUH*). All actions and positions shall be in accordance with recognized Islamic teachings as expressed by reliable, mainstream Muslim sources and scholars.

Section 01: Mission Statement

The general aim and purpose of the ICBN are to serve the best interest of Islam and of the Muslims living in the Bloomington-Normal area. (C/1/00)

This includes providing a forum in which Muslims of all ages and ethnic backgrounds in the Greater Bloomington/Normal Area can:

- practice, celebrate, and study their faith.
- participate in religious, educational, and social activities with other Muslims.
- promote knowledge and a positive image of Islam to persons of all faiths in the community at-large.

No one would be allowed to use the Center as a platform for furthering political or personal agendas, spreading hatred, attacking legitimate opposing points of view, or forcing a particular ideology.

Section 02: General Objectives

The general objectives of ICBN, with respect to fulfilling this mission shall include, but not be limited to (C/1/00):

- Establishing and maintaining facilities for the practice of the religion of ISLAM in accordance with the teachings of the holy QUR'AN and SUNNAH.
- Establishing and maintaining facilities for educational and social activities in accordance with the teachings of the holy QUR'AN and SUNNAH.
- Helping Muslims carry out Islamic activities in pursuance of Islam as a complete way of life.
- Promoting friendly relations and understanding between Muslims and non-Muslims.
- Presenting information about Islam to followers of other faiths.
- Furthering cooperation with existing Muslim organizations.

ARTICLE IV: ICBN STRUCTURE

ICBN shall have a General Assembly, a Board of Directors, an Executive Committee, Standing Committees, Support Staff, and Special Interest Groups.

ARTICLE V: ICBN MEMBERSHIP RULES

Section 01: Membership Categories

ICBN shall have three (3) categories of membership as follows:

1. Regular Members shall be Muslims 18 years of age or older who:

- Are legal residents of the United States.
- Reside in the Greater Bloomington/Normal Area.
- Agree with the preamble, mission, and general objectives of ICBN.
- Agree to comply with the ICBN constitution and these by-laws.
- Are part of a household for which a completed membership form has been submitted and approved.
- Are part of a household that regularly makes the monthly pledged financial contributions.

Note: Members of these households who are under eighteen (18) years of age shall be Associate Members. (B/V/01)

To maintain their membership, Regular Members must contribute their monthly financial pledges before or by the first Monday of each month.

2. Associate Members shall be Muslims who:

- Reside in the Greater Bloomington/Normal Area.
- Agree with the preamble, mission, and general objectives of ICBN.
- Agree to comply with the ICBN constitution and these by-laws.

3. Honorary Members shall be Muslims who:

- At the discretion of and by a 2/3rd majority vote of the Board of Directors when a quorum is present, have either rendered outstanding contributions to the mission of ICBN, or are needed to fulfill a role that no current regular member can.

Section 2: Member Voting Rights

- Regular members who have been making their pledged contributions **on time** for twelve (12) consecutive months before a vote*, shall have voting rights. (C/V/04)
- Each voting member shall be entitled to one vote on each matter submitted to the General Assembly for approval.
- Voting in the bi-annual elections for the Executive Committee shall be conducted via a secret ballot, or as determined by the Board of Directors. (B/V/03)

*For the year 2001, which shall be considered ICBN's first year of operation, pledged contributions on time for three (3) consecutive months shall provide members with voting rights. (C/V/04)

Section 03: Regular Membership Financial Contributions:

Membership dues may consist of two parts (C/IV/02):

a. Dues for the Association.

- *Minimum* pledges shall be determined by the Executive Committee.
- Instead of a set fee for dues, the Executive Committee may designate that Regular Members shall choose the amount of monthly financial contributions, over and above the established minimum, they wish to pledge.
- Financial contributions shall be non-refundable.

b. Dues for membership in ISNA.

- This part of the membership dues may be determined by ISNA.
- Upon collection, these dues shall be sent to the headquarters of ISNA, along with a list of names and addresses of the members who paid them.

Section 04: Resignation of Membership

- Any member of ICBN who wishes to resign may do so at any time by notice to the President of the Executive Committee.
- The resignation shall take effect as of the date the notice is received or at any later time specified in the notice.
- Unless otherwise specified in the notice, the resignation need not be accepted to be effective.
- Any resignation shall be without prejudice to the rights, if any, of ICBN under any contract to which the Member is a party.

Section 05: Removal of Membership

- Membership of any member, or a household, that misses 3 monthly pledged contributions shall be suspended for all practical purposes. Six months of non-payments, shall end the membership permanently.
- Without prejudice to any rights of a Member or a Member Household under any contract of employment, the Board of Directors may revoke any individual's or household's membership if it determines that such individual or household has failed to continue to meet the criteria for membership eligibility as set by the constitution and these by-laws (B/V/01) or has acted in a way that is damaging to ICBN and/or its mission.
- Two-thirds (2/3) majority vote of the Board of Directors when a quorum is present shall be necessary to revoke membership, and such a Member or Member Household shall have the right to a fair and impartial hearing, during which s/he or they can personally or through representation state her/his or their case for remaining a Member or Member Household, before the Board of Directors.

Section 06: Reinstatement of Membership

Membership can be reinstated on the following conditions:

- Suspended memberships can be reinstated by catching up on the missed contributions before the membership is permanently ended.
- If the former Member or Member Household submits a written and signed request to the ICBN Board of Directors President, the Board of Directors may reinstate a former member upon such terms as the Board of Directors may deem appropriate.
- If the Board of Directors revoked the membership because a Member or Member Household has acted in a way that is damaging to ICBN and/or its mission, two thirds (2/3) majority vote of the Board of Directors when a quorum is present shall be necessary to reinstate it.

Section 07: Transfer of Membership

Membership in ICBN is neither transferable nor assignable.

ARTICLE VI: ICBN GENERAL ASSEMBLY

Section 01: Composition

- The General Assembly shall be composed of all ICBN Regular Members. (B/V/01)
- The General Assembly came into existence and had its first meeting on June 13, 2001

Section 02: Authority

The General Assembly shall:

- Elect the initial members of the ICBN Board of Directors and the initial and subsequent Executive Committees. (C/ V & VI)
- Have the authority to direct the Board of Directors to review any action or decision of the Executive Committee that it sees as contrary to the mission, objectives, and policies of ICBN and if the Board of Directors does not resolve the conflict, request the Islamic Society of North America (ISNA) to review it. (C/ III / 04) (B/ XVIII).
- Have the authority to direct the Board of Directors to cease any board action or rescind any board decision that it sees as contrary to the mission, objectives, and policies of ICBN, and if it does not do so, request ISNA to review the situation. (C/III / 04) (B/ XVIII)

All actions of the General Assembly, except elections, amendments, and voting on special motions, are to be approved by a simple majority vote when a quorum is present. (C/ V/ 04) (B / VI / 06)

Section 3: Regular Meetings

The General Assembly shall meet at least once annually, at the principal office of ICBN or at any other place designated by the Board of Directors, to review the Annual Report from the previous fiscal year. At its annual meeting every two years, it shall elect new members of the Executive Committee. * (C/V/04)

*The Executive Committee decided which of its members elected in June, 2001 would serve one and one-half year terms, ending December 2002. At that time three officers will be elected to the Executive Committee for four-year terms. The other four Executive Committee members elected in June 2001 shall serve three and one-half year terms ending December 2004. (C / V / 04)

Section 4: Emergency Meetings

The Board of Directors may call for emergency meetings of the General Assembly for the purpose of discussing or solving specific issues or problems related to ICBN.

Section 5: Notice Requirements

- Notice for regular meetings shall be given either by fax, mail, e-mail, or any other documented means of communication at least fourteen (14) days in advance of the scheduled meeting.
- Notice for emergency meetings shall be given at least seven (7) days prior to the meeting by means similar to those of regular meetings.

Section 6: Quorum

- One-thirds (1/3) of the General Assembly shall constitute a quorum for any regular or emergency meeting of the General Assembly. (C / V / 04)
- In case the President of the Executive Committee or his/her designate declares that a quorum is not established, the meeting shall be adjourned after the attendees decide upon a specific date, seven (7) to fourteen (14) days later, for a subsequent meeting at which a quorum needs to be established.

Section 7: Waiver of Notice

Notice of a meeting need not be given to any member who signs either:

- A waiver of notice, or
- A written consent to holding the meeting, or
- An approval of the minutes of the meeting.

ARTICLE VII: ICBN BOARD OF DIRECTORS

Section 1: Composition

The Board of Directors shall be composed of a minimum of five (5) and a maximum of eleven (11) members. (C / VI / 01) The composition of the Board of Directors shall be consistent with the policies contained within the constitution and these by-laws to prevent conflict of interests. (B / XVI / 00) At least two (2) members of the Board of Directors shall be Sisters.

The first members of the Board of Directors of ICBN were elected by the General Assembly. (C / VI / 02 & 03)

The Board of Directors shall choose its officers (President, Vice-President, and Secretary) from among its members.

Section 2: Tenure

Members of the Board of Directors shall serve lifetime terms. (C / VI / 04) Board officers shall serve two (2) year terms, and they may serve an unlimited number of consecutive terms.

Section 3: Eligibility

To qualify to serve on the Board of Directors, a candidate shall be a Regular Member who is qualified to vote. (B / V / 02) Members shall be elected based upon their past efforts, in terms of active participation and monetary funding towards the Association, their past and expected future residence in the community, and future commitments to the Association. (C / VI / 02) No single household can have more than one serving member on the Board of Directors.

Section 4: Authority and Duties

a. General Duties

The Board of Directors will be responsible for long-term planning, and it may make by-laws. (C / VI / 01) Long range planning duties shall include:

- Developing written long-range plans for ICBN.
- Overseeing the Executive Committee development of strategies to achieve long-range plans.
- Overseeing the Executive Committee implementation of strategies to achieve long-range plans.
- Evaluating the extent to which these strategies achieve the long-range plans.

b. Nomination and Election Policies

Before each bi-annual election of *Executive Committee* members the Board of Directors shall establish rules for nominations and elections with schedules and procedures. These shall be established by a vote of two-thirds (2/3) of the Board of Directors members at an official meeting of the Board of Directors when a quorum is present. They shall include the following details in addition to those listed in Article V, Section 04 of the constitution and Article IX Sections 3 & 4 of these by-laws:

Procedures for nominations shall, at a minimum, include the following:

- Any two members of the General Assembly may nominate a member of the General Assembly for a position on the Executive Committee.
- In order to be nominated, a member must have paid their dues for the prior twelve-months, except for the first election (June 2001) for which a member must have paid dues for the prior three-month period. (C / V / 04)
- Each nominee shall have the right to accept or decline his/her nomination.
- Any member of the General Assembly shall have the right to contest a nomination.

Procedures for elections shall, at a minimum, include the following:

- Elections shall be held in November in order to elect the Executive Committee for the following year. (C/ V/04)
- A member must have paid dues for the prior twelve-month period to have the right to vote. (C/ V/04) (B/V/02)
- Refer to voting procedures. (B/XVII/01)

c. Other Duties

- Ensure that the decisions of the General Assembly are implemented
- Be responsible for formulating general policies and guidelines for ICBN. (Including, but not limited to guidelines for use of facilities, determining the date of Ramadan and the Eids, halal/zabiha food on premises.)
- Have the authority to manage, acquire, and dispose of real property and material assets of ICBN in conformity with applicable laws and the provisions and limitations of the laws of the State of Illinois.
- Remove and reinstated ICBN membership. (B/V/05 & 06)
- Decide whether the Executive Committee Treasurer should provide a bond. (B/X/05)
- Authorize any officer or officers, agent or agents of ICBN, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of ICBN, and such authority may be general or confined to specific instances.
- Accept on behalf of ICBN any gift or bequest for the general purposes or any special purpose of the corporation.
- Advise ISNA in writing of any changes in the constitution, by-laws, or leadership within 30 days. (C/X/00)
(B/XVII/02)

Section 5: Regular Meetings

- The Board of Directors shall meet at least once a year in a regularly scheduled meeting. (C/VI/05)
- If voting is to occur, a quorum shall be declared, (B/VII/08)
- Members of the Executive Committee, Standing Committees of the Executive Committee, Support Staff, Special Interest Group Leaders, General Assembly, or other persons invited or deemed necessary to attend may attend as necessary or otherwise participate as non-voting observers in all such meetings of the Board of Directors.

Section 6: Emergency Meetings

- The President of the Board of Directors, or any other two (2) members of the Board of Directors, may call for an emergency meeting of the Board of Directors.
- If voting is to occur at an emergency meeting, a quorum shall be declared. (B/VII/08)
- Members of the Executive Committee, Standing Committees of the Executive Committee, Support Staff, Special Interest Group Leaders, General Assembly, or other persons invited or deemed necessary to attend may attend as necessary or otherwise participate as non-voting observers in all such meetings of the Board of Directors.

Section 7: Notice Requirements

- Notice of the time and place for regular meetings shall be made via fax, mail, e-mail or other documented means of written communication at least seven (7) days in advance of a scheduled meeting.
- Notice for regular meetings shall include, but not be limited to, a meeting announcement, an agenda, and minutes of the previous meeting (if they have not already been sent).
- Notice for emergency meetings shall be given at least three (3) days in advance of a meeting either in person, by telephone, or in writing.

Section 8: Quorum

A two-thirds (2/3) majority of the members of the Board of Directors shall constitute a quorum for any regular or emergency meeting of the Board of Directors.

Section 9: Waiver of Notice

Notice of a meeting need not be given to any Board of Directors member who signs either:

- A waiver of notice, or
- A written consent to holding the meeting, or
- An approval of the minutes of the meeting.

Section 10: Removal of Board of Directors Member

- Without prejudice to any rights of a Board of Directors member under any contract of employment, any Board of Directors member may be removed with cause by a 3/4th vote of the Board of Directors.
- Such a Director shall have the right to a fair and impartial hearing, during which s/he can personally or through representation state her/his case for remaining a Director, before the Board of Directors.

Section 11: Resignation of Board of Directors Member

- Any Board of Directors member may resign at any time by giving notice to the President of the Board of Directors.
- The resignation shall take effect as of the date the notice is received or at any later time specified in the notice.
- Unless otherwise specified in the notice, the resignation need not be accepted to be effective.
- Any resignation shall be without prejudice to the rights, if any, of ICBN under any contract to which the resigning Board of Directors member is a party.

Section 12: Vacancy

A vacancy on the Board of Directors shall exist if either:

- A Board of Directors member dies, resigns, or is removed from the Board of Directors (B/VII/10), and the total remaining number of members is less than the established minimum. (C/VI/01)

Section 13: Filling Vacancies

Vacancies on the Board of Directors shall be filled by a majority vote of the Board of Directors, itself. (C/VI/03) Only eligible persons shall fill such vacancies. (B/VII/03)

ARTICLE VIII: RESPONSIBILITIES OF THE MEMBERS/OFFICERS OF THE BOARD OF DIRECTORS

Section 01: General Responsibilities of Members of the Board of Directors

Each member of the Board of Directors shall:

- Participate as a team member with other Board of Directors members to execute duties. (B/VII/04)
- Leave all records from her/his position at the principal office of ICBN or other site designated by the Board of Directors when leaving the board or office permanently for whatever reason.
- Have other powers and perform other duties as the Board of Directors or by-laws may prescribe.

Section 02: Responsibilities of the Board of Directors President

The Board of Directors President shall:

- Call for meetings and run the affairs of the Board of Directors.
- Oversee the implementation of the recommendations of the General Assembly and the Board of Directors.
- Oversee the execution of the duties of the Board of Directors. (B/VII/04)
- Accept resignations from Board of Directors members. (B/VII/11)
- Arrange to fill vacancies on the Board of Directors as needed. (B/VII/13)
- Accept resignations from Executive Committee members. (B/IX/12)
- Arrange to fill vacancies on the Executive Committee as needed. (B/IX/14)
- Approve forms for regular membership to ICBN. (B/XVII/04)

Section 03: Responsibilities of the Board of Directors Vice President

If the Board of Directors President is absent or disabled, or if the office of the Board of Directors President is vacant (B/VII/12) and until the Board of Directors elects a new President, the Board of Directors Vice President, or any other board member who is officiating as President, shall:

- Perform all duties of the Board of Directors President.
- Have all the powers of and be subject to all the restrictions on the Board of Directors President.

The Board of Directors Vice President also shall perform all the duties delegated to her/him by the Board of Directors President or assigned by these by-laws.

Section 04: Responsibilities of the Secretary

a) Minutes

- The Secretary shall keep, or cause to be kept, minutes of all meetings, proceedings, and actions of the General Assembly and the Board of Directors. (Minutes shall include meeting notices, agendas, names of those present, proceedings, decisions made, and scheduled dates of future meetings)
- The Secretary shall maintain a file of all General Assembly and Board of Directors minutes at the principal office of ICBN or other place as the Board of Directors may direct.

b) Other Files

The Secretary shall keep, or cause to be kept a copy of:

- The Articles of Incorporation.
- Constitution and the By-Laws.
- Amendments to the Constitution and the By-Laws.
- Each Contract entered into by the Board of Directors.
- Each Title to Real Property owned by ICBN.
- Copies of current and outdated Protocols and Procedures as developed by the Board of Directors.
- Written Strategies to Achieve Long-Range Plans and written evaluations of these Strategies to Achieve Long-Range Plans as completed by the Board of Directors, Executive Committee, and Support Staff.
- Rules for Nomination and Election. (B/VII/04)

c) Notices

The Secretary of the Board of Directors shall give, or cause to be given, notice of all meetings of the:

- Board of Directors. (B/VII/07)
- General Assembly. (B/VI/05)

ARTICLE IX: ICBN EXECUTIVE COMMITTEE

Section 01: Composition

The Executive Committee shall consist of seven (7) members. (C/V/01) At least two (2) members of the Executive Committee shall be Sisters. The Executive Committee shall be elected by the General Assembly. (C/V/04)

Executive Committee officers shall include: President, Vice-President, General Secretary, Treasurer, Education Director, Site Manager, and Special Events and Food Coordinator and members elected to the Executive Committee shall decide amongst themselves who shall hold which office. (C/V/01) This shall be decided after each bi-annual election of Executive Committee members.

Section 02: Tenure

- Each member of the Executive Committee, with the exception of the first seven members* shall hold a four-year term. (C/V/04)
- Each member of the Executive Committee shall hold office until his/her successor has been elected and trained.

*Note: The General Assembly elected seven members to the Executive Committee in June, 2001, and they amongst themselves decided which members would serve one and one-half year terms ending December 2002. (C/V/04) At that time three officers will be elected to the Executive Committee for four-year terms. The other four Executive Committee members who were elected in June 2001, will serve three and one-half year terms ending December 2004.

Section 03: Eligibility

To be qualified to serve on the Executive Committee, a candidate shall be a member of the General Assembly who is qualified to vote. (C/V/04) (B/V/02)

Section 04: Nomination and Election

Nomination and election policies shall be determined by the Board of Directors. (B/VII/04)

Section 05: Authority and Duties

The Executive Committee shall be responsible for:

- Developing, implementing, and evaluating the results of strategies to meet the long-range plans set by the Board of Directors and, in so doing, implementing the decisions of the General Assembly.
- Managing the daily operations of ICBN, subject to the provisions and limitations of the laws of the State of Illinois and any other applicable laws, and subject to any limitations of the ICBN Constitution, articles of incorporation, or By-Laws.
- Forming, designating, reassigning functions, or dissolving Standing Committees as deemed necessary for the functions and objectives of ICBN. (C/V/01) (B/XI/01)

In absence of relevant directive from the General Assembly and/or the Board of Directors, and in a manner consistent with these by-laws, the Executive Committee shall have the authority to initiate any actions or make any decisions relating to the operation and management of ICBN.

Section 06: Regular Meetings

- The Executive Committee shall meet at least once a month, or 12 times a year, in regularly scheduled meetings. (C/V/02)
- When voting is to occur, a quorum shall be declared. (B/IX/04)
- The President of the Board of Directors and/or other members of the Board of Directors, Standing Committees, Support Staff, Special Interest Group Leaders, or General Assembly or other persons invited or deemed necessary may attend as necessary or otherwise participate as non-voting observers in all such meetings of the Executive Committee.

Section 07: Emergency Meetings

- The President of the Executive Committee may call for an emergency meeting of the Executive Committee.
- When voting is to occur, a quorum shall be declared. (B/IX/04)
- The President of the Board of Directors and/or other members of the Board of Directors, Standing Committees, Support Staff, Special Interest Group Leaders, or General Assembly or other persons invited or deemed necessary may attend as necessary or otherwise participate as non-voting observers in emergency meetings of the Executive Committee.

Section 08: Notice Requirements

- Notice of the time and place for regular meetings shall be made via fax, mail, e-mail or other documented means of written communication at least seven (7) days in advance of a scheduled meeting.
- Notice for regular meetings shall include, but not be limited to, a meeting announcement, an agenda, and minutes of the previous meeting (if they have not already been sent).
- Notice for emergency meetings shall be given at least three (3) days in advance of a meeting, either personally, by telephone, or in writing.

Section 09: Quorum

A majority of the members of the Executive Committee shall constitute a quorum for any regular or emergency meeting of the Executive Committee.

Section 10: Waiver of Notice

Notice of a meeting need not be given to any Executive Committee member who signs:

- a waiver of notice, or
- a written consent to the holding of the meeting, or
- an approval of the minutes of the meeting.

Section 11: Removal of Executive Committee Members

- Without prejudice to any rights of an Executive Committee Member under any contract of employment, any Executive Committee member may be removed with cause by a two-thirds (2/3) vote of the General Assembly.
- Such an officer shall have the right to a fair and impartial hearing, during which s/he can personally or through representation state her/his case for remaining an officer before the General Assembly.

Section 12: Resignation of Executive Committee Members

- Any Executive Committee Member may resign at any time by giving notice to the Executive Committee President (B/X/01) and the Board of Directors President. (B/VIII/02)
- The resignation shall take effect at the date the notice is received or at any later time specified in the notice.
- Unless otherwise specified in the notice, the resignation need not be accepted to be effective.
- Any resignation shall be without prejudice to the rights, if any, of ICBN under any contract to which the Executive Committee Member is a party.

Section 13: Vacancy

A vacancy or vacancies on the Executive Committee shall exist if either an Executive Committee member: dies, resigns (B/IX/12), or is removed from office. (B/IX/11)

Section 14: Filling Vacancies

- Vacancies on the Executive Committee shall be filled by the General Assembly for the remainder of the term if the vacancy occurs within fourteen (14) days of a scheduled meeting of the General Assembly.
- Otherwise, the vacancy shall be temporarily filled, until the next meeting of the General Assembly, by the consent of three quarters (3/4) of the members of the Board of Directors.

ARTICLE X: RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE OFFICERS

Section 01: Responsibilities of the Executive Committee President

The President of the Executive Committee shall:

- Answer to the Board of Directors and attend meetings of the Board of Directors as necessary.
- Oversee the development, implementation, and evaluation of Plans to Achieve Objectives that are based on the long-range plans set by the Board of Directors, and in so doing implement the decisions of the General Assembly. (B/X/02 thru 08)
- Supervise direct, and call for meetings of the Executive Committee, (B/IX/06 & 07) and Newsletter, Website, and Library Coordinators (B/XI/07 & 08).
- Provide notice of Newsletter, Website, and Library Coordinator regular and emergency meetings. (B/XII/09)
- Recruit volunteers for Newsletter, Website, and Library Coordinator positions (B/XII/01 & 05)
- Develop written protocols and procedures for the duties of the Executive Committee President, and oversee the development and implementation of written protocols and procedures for management of daily ICBN operations by other Executive Committee, Standing Committee, and Support Staff positions. (B/X/02 thru 08) (B/XI/02) (B/XIII/01 thru 03)
- Assign Regular and Associate Members to Standing Committees or remove them from Standing Committees with just cause as necessary. (B/XI/01 & 03)
- Review and approve applications for Special Interest Groups and maintain a file of information about Special Interest Group leaders (B/XIV/04), remove Special Interest Group Leaders (B/XIV/09), and dissolve Special Interest Groups (B/XIV/13) as necessary.
- Sign checks in the absence of the Treasurer. (B/X/05)
- Edit the newsletter and Website. (B/XIII/02 & 03)
- Handle all phone book and similar advertising.
- Develop and maintain current written protocols and procedures (B/X/01) for review and approval of informational materials used in ICBN in-house and dawah activities (B/X/03), scheduling speakers for ICBN fundraising and special events (B/X/04, 06, and 08) and coordinating halaqas, prayer, and in-house adult education activities.
- Review informational materials used in ICBN in-house and dawah activities for conformance with recognized Islamic teachings as expressed by reliable, mainstream Muslim sources and scholars, approve of them, disapprove of them, or recommend modifications in them (B/X/06), maintain a log of materials reviewed, date of review, names of committee members who reviewed them, and approval status, and provide a copy of this log to the Executive Committee Secretary to file. (B/X/03)
- Maintain good public relations with the non-Muslim community. Respond to information requests regarding Islam and Muslims in general and ICBN in particular. Assign appropriate people to represent ICBN at various local events.
- Review the ICBN newsletters and website and recommend changes. (B/XIII/02 & 03)
- Maintain an adequate supply of print materials (such as brochures).
- Maintain or cause to be maintained an adequate supply of current prayer schedules at ICBN facilities by the first day of each month, and provide a copy of the prayer schedule for each month to the Newsletter and Website Coordinators for possible inclusion in the newsletter and website.
- The President, at his discretion, shall delegate certain responsibilities to appropriate persons to carry out the duties ascribed to this office.
- Have other powers and duties as the General Assembly, Board of Directors, or by-laws prescribe.

Section 02: Responsibilities of the Executive Committee Vice President

a) If the Executive Committee President is absent or disabled, or if the office of the Executive Committee President is vacant (B/IX/13) and until the Executive Committee elects a new President, the Executive Committee Vice President shall:

- Perform all duties of the Executive Committee President.
- Have all the powers of and be subject to all restrictions on the Executive Committee President.

b) Other Duties

- The Vice President may have other responsibilities and duties as delegated by the Executive Committee President or as prescribed by by-laws.
- Develop and maintain current written protocols and procedures for the duties of the Executive Committee Vice President. (B/X/01)
- Develop, implement, and evaluate the results of Plans to Achieve Objectives for activities for which the Executive Committee Vice President is responsible, as necessary. (B/X/01)

Section 03: Responsibilities of the Executive Committee Secretary

a) Minutes

The Secretary of the Executive Committee shall:

- Keep or cause to be kept, minutes of all meetings, proceedings, and actions of the Executive Committee. (Minutes shall include meeting notices, agendas, names of those present, proceedings, decisions made, and scheduled dates of future meetings.)
- Maintain a file of Executive Committee, Standing Committee, and Support Staff meeting minutes at the principal office of ICBN or other place as the Executive Committee President may direct.

b) Other Files

The Secretary of the Executive Committee shall keep, or cause to be kept, a copy of:

- Copies of current and outdated protocols and procedures developed by the Executive Committee, Standing Committees, and Support Staff.
- Written Plans to Achieve Objectives as developed and evaluated by the Executive Committee.
- Each ICBN Newsletter.
- Other ICBN Announcements or Mailings sent by the Executive Committee.
- Current Library List. (B/XIII/03)
- List of all brochures and literature reviewed by the Executive Committee President and their approval status. (B/XI/01)
- Copies of current and past data bases of Muslims who reside in the Greater Bloomington/Normal area.

c) Notices

The Secretary of the Executive Committee shall give, or cause to be given, notice of all meetings of the Executive Committee. (B/IX/08)

d) Other Duties

- Inform the Board of Directors of Executive Committee activities by submitting Minutes of Executive Committee meetings to the President of the Board of Directors.
- Maintain a data base of Muslims who reside in the Greater Bloomington/Normal area.
- Develop and maintain current written protocols and procedures for the duties of the Executive Committee Secretary. (B/X/01)
- Develop, implement, and evaluate the results of Plans to Achieve Objectives for activities for which the Executive Committee Secretary is responsible. (B/X/01)
- Leave all secretarial records as described above at the principal office of ICBN or other site designated by the Executive Committee President when her/his term of office expires or when otherwise leaving office.
- Have other powers and perform other duties as the Executive Committee President or by-laws may prescribe.

Section 05: Responsibilities of the Treasurer

a) Books of Accounts

The Treasurer shall:

- Keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of ICBN properties, transactions, contributions collected, deposits, and disbursements.
- Send, or cause to be given, to the Executive Committee President and/or Board of Directors members such financial statements and reports as are required to be given by law, by these by-laws, or by the Executive Committee President and/or Board of Directors.
- Open the books of account for inspection by the Executive Committee President and/or any Board of Directors member at all reasonable times.
- Render to the Executive Committee President and/or the Board of Directors, when requested, an account of all transactions.
- Prepare an Annual Report for the General Assembly to review at its annual meeting. (B/ VI/03)

b) Deposit and Disbursement of Money and Valuables

The Treasurer shall:

- Deposit, or cause to be deposited, all money and other valuables, including Fitra, zakaat, and sadaqats collected, (B/VII/04) in the name and to the credit of ICBN with such depositories as the Board of Directors may designate.
- Disburse ICBN's funds including Fitra, zakaat, and sadaqats (B/VII/04), as the Executive Committee President and/or Board of Directors may order and sign all checks.

c) Fundraising and Collecting Contributions

- Collect, or cause to be collected, all contributions deposited in donation boxes at ICBN facilities, sent through the mail, or given personally.
- Maintain a file of completed Membership Enrollment Forms (B/V/01) either at ICBN's principal site or another location specified by the President of the Executive Committee.
- Maintain a log of monthly Regular Member contributions.
- Remind Regular Members who are late with their monthly contributions to make them.
- Maintain a log of other financial and in-kind contributions.
- Organize Other Fundraising Efforts in Coordination with the Food and Special Event Director, who shall help plan events (B/X/08), the Executive Committee President, who shall schedule speakers, (B/XI/01) and the Newsletter and Website Coordinators, who shall help with publicity (B/XIII/02 & 03)

d) Bond

If required by the Board of Directors (B/VII/04), the Treasurer shall give ICBN a bond:

- In the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of the office
- For restoration to ICBN of all of its books, papers, vouchers, money, and other property of every kind in her/his possession or under her/his control of the Treasurer upon her/his death, resignation, retirement, or removal from office.

e) Other Duties

- Develop and maintain current written protocols and procedures for the duties of the Executive Committee Treasurer. (B/X/01)
- Develop, implement, and evaluate the results of Plans to Achieve Objectives for activities for which the Executive Committee Treasurer is responsible. (B/X/01)

Section 06: Responsibilities of the Education Director

a) Planning and Evaluation of Youth School Activities

The Education Director shall:

- Develop and maintain current written protocols and procedures for the duties of the Education Director and Youth School. (B/X/01)

- Develop, oversee the implementation of, and evaluate the results of Plans to Achieve Objectives for the Youth School. (B/X/01)
- Develop and/or maintain up-to-date, written protocols and procedures for the Youth School activities.
- Report Youth School activities to the Executive Committee.
- Provide information about Youth School Curricula to the Executive Committee President as necessary and modify curricula based on direction from the Executive Committee President. (B/X/01)
- Act as the ICBN Contact Person for parent/caregiver concerns about the Youth School.

b) Supervision of Youth School Support Staff

- Maintain a file of volunteer applications for Youth School Support Staff positions. (B/XII/01)
- Interview and choose persons to fill Youth School Support Staff positions. (B/XII/01)
- Supervise Youth School Support Staff.
- Hold regular and emergency meetings of Youth School Support Staff. (B/XII/07 & 08)
- Provide notice of regular and emergency Youth School Support Staff meetings. (B/XII/09)
- Keep, or cause to be kept, minutes of all Youth School Support Staff meetings, and provide a copy to the Executive Committee Secretary for filing. (B/X/03)
- Train Youth School Support Staff to develop written lesson plans for Youth School sessions.
- Assign, or cause to be assigned, substitute Teachers to classes as necessary during Teacher absence. (B/XIII/08)

Section 07: Responsibilities of the Site Director

The Site Director shall:

- Develop and maintain current written protocols and procedures for the duties of the Executive Committee Site Director position. (B/X/01)
- Develop, implement, and evaluate Plans to Achieve Objectives for activities related to the Executive Committee Site Director. (B/X/01)
- Check the mail at each ICBN facility on a routine basis and route mail to the proper person(s), or cause it to be checked and routed.
- Check the answering machine at each ICBN facility on a routine basis and either return calls or route return calls to the proper person(s) as necessary, or cause it to be checked and routed.
- Maintain ICBN facilities, or cause them to be maintained, including, but not limited to cleaning, rehab, repairs.
- Maintain working safety equipment, including but not limited to smoke detectors, carbon monoxide detector(s), fire extinguishers, first aid kit, telephone(s), exit sign(s).
- Maintain, or cause to be maintained adequate paper (towels, toilet tissue, etc.) and cleaning supplies at ICBN facilities.
- Make sure that all cleaning supplies and chemicals are stored away from the reach of children.

Section 08: Special Event and Food Director

The Special Event & Food Director shall:

- Develop and maintain current written protocols and procedures for the duties of the Special Event & Food Coordinator position. (B/X/01)
- Develop, implement, and evaluate Plans to Achieve Objectives for activities related to the Executive Committee Site Director. (B/X/01)
- (B/X/01) Organize special events, such as Eid celebrations, with the Executive Committee Treasurer, who shall organize fundraising activities (B/X/05) and the Newsletter and Website coordinators, who shall help with publicity. (B/XIII/02 & 03).
- Maintain or cause to be maintained adequate supplies of plates & eating utensils as well as non-perishable food items, such as coffee, tea, sugar, non-dairy creamer, canned milk, artificial sweetener, and soda.
- Maintain or cause to be maintained organized, clean kitchen and supply area(s).
- Make sure no perishable foods are left on ICBN premises after snacks or meals.
- Develop and Distribute Schedule of Host Families for Weekend School Snacks, Iftar, or other regularly scheduled snacks or meals at ICBN facilities.
- Maintain Contact w/Host Families regarding their dates to host snacks or meals.

- Develop contingency plans that can be put into place in situations such as hosts not showing, not bringing enough food for all in attendance, etc.

ARTICLE XI: STANDING COMMITTEES OF THE EXECUTIVE COMMITTEE

Section 1: Standing Committees of the Executive Committee

The Executive Committee may create one or more additional permanent or ad-hoc committee(s) as needed. (B/IX/05) Each such committee shall:

- Consist of as many ICBN Regular or Associate Members assigned by the Executive Committee President as necessary.
- Have a committee chairperson chosen by the committee unless otherwise designated by the Executive Committee President or specified in these by-laws.
- Have all of the authority granted to it by the Executive Committee President, except that no committee may take any action that is illegal, in disagreement with the ICBN constitution and by-laws, or that is damaging or disloyal to ICBN and its mission.

Section 2: Meetings and Actions of Committees

- The time for regular meetings and the calling of special meetings of Standing Committees may be determined either by the Executive Committee President or the Committee Chairperson.
- Notice of the time and place for regular meetings shall be made by the Committee Chairperson or someone designated by her/him via fax, mail, e-mail or other documented means of written communication at least seven (7) days in advance of a scheduled meeting.
- Notice for regular meetings shall include, but not be limited to, a meeting announcement, an agenda, and minutes of the previous meeting (if they have not already been sent).
- Notice for emergency meetings shall be given at least three (3) days in advance of a meeting by the Committee Chairperson or someone designated by her/him either personally, by telephone, or in writing.
- Minutes of each Standing Committee meeting shall be kept by someone designated by the committee and shall be provided to the Executive Committee Secretary to file. (B/X/03)
- The Executive Committee may adopt rules for governing a Standing Committee, provided they are consistent with the ICBN constitution and these by-laws or, in the absence of rules adopted by the Executive Committee, the Standing Committee may adopt such rules, policies, and procedures.
- Each committee chairperson shall leave all records of committee proceedings at the principal office of ICBN or other site designated by the Executive Committee President when her/his term of office expires or the committee is terminated.

Section 03: Removal of Standing Committee Members

- Without prejudice to any rights of a Standing Committee Member under any contract of employment, any Standing Committee member may be removed with cause by the Executive Committee President. (B/X/01)
- Such a Standing Committee Member shall have the right to a fair and impartial hearing, during which s/he can personally or through representation state her/his case for remaining a Standing Committee Member before the Executive Committee President and two other Executive Committee Members (one of the Standing Committee Member's choice and one of the Executive Committee President's choice).

Section 04: Terms of Office

Each member of a Standing Committee shall continue as such until:

- The Standing Committee is dissolved. (B/IX/05)
- S/he is removed from the Standing Committee. (B/XI/03)
- S/he ceases to qualify as a member of the Standing Committee.
- S/he resigns from the Standing Committee by submitting a letter of resignation to the Standing Committee Chairperson and the Executive Committee President.

Section 05: Vacancy

A vacancy or vacancies on a Standing Committee shall exist if either a Standing Committee member dies, resigns (B/XI/04), or is removed from office. (B/XI/03)

Section 06: Filling Vacancies

Vacancies on a Standing Committee shall be filled by the President of the Executive Committee (B/X/01).

ARTICLE XII: SUPPORT STAFF

Section 01: Composition

- ICBN shall have a Support Staff which shall consist of the Library, Newsletter, and Website Coordinators and Teachers, Teachers' Assistants, and Substitute Teachers.
- In the event that more than one person applies for a particular support staff position, the Executive Committee President or Education Director, as appropriate and shall conduct interviews and choose the volunteer s/he feels is best suited to the position to fill it. The other persons will be kept in a pool of potential applicants for the future. (B/X/01 and 06) (B/XII/05)

Section 02: Tenure

Support Staff Members may serve unlimited terms. Each member of the Support Staff shall be encouraged to serve until her/his successor has been recruited and trained.

Section 03: Eligibility

To qualify to serve on the Support Staff, a candidate shall be a Regular Member or an Associate Member (B/V/01) and possess the skills necessary to perform the duties of the support staff position.

Section 04: Initial Support Staff

Persons who volunteered for Support Staff positions prior to the adoption of these by-laws may remain in their positions. They shall, however, complete a volunteer application with information such as name, address, and telephone number, for the Executive Committee President, or Education Director, as appropriate and to file (B/X/01 & 06).

Section 05: Recruitment

New volunteers shall complete applications and submit them to the Executive Committee President or Education Director, as appropriate. The Executive Committee President or Education Director shall fill positions as they become available from the pool of volunteers. (B/X/01 & 06)

Section 06: Authority and Duties

The Support Staff shall be responsible for: leading ICBN activities according to relevant directives from the Executive Committee President or Education Director and subject to the provisions and limitations of the laws of the State of Illinois and any other applicable laws, and subject to any limitations of the articles of incorporation or by-laws.

Section 07: Regular Meetings

- The Youth School Support Staff shall meet at least twice a year in regularly scheduled meetings with the Education Director to review long-range plans and strategies to meet them. (B/X/06)
- The Executive Committee President may hold meetings with other Support Staff positions as necessary (B/X/01)
- Other members of the Executive Committee, Standing Committees, Support Staff, Special Interest Group Leaders, General Assembly and or other persons invited or deemed necessary may attend or otherwise participate as observers in all such meetings of the Support Staff.

Section 08: Emergency Meetings

- The Education Director or the Executive Committee President, as appropriate, may call for an emergency meeting of the Support Staff. (B/X/01 & 06)
- Other members of the Executive Committee, Standing Committees, Support Staff, Special Interest Group Leaders, General Assembly and or other persons invited or deemed necessary may attend or otherwise participate as observers in all such meetings of the Support Staff.

Section 09: Notice of Meetings

- Notice of the time and place for regular meetings shall be made by the Executive Committee President or Education Director (B/X/01 & 06) via fax, mail, e-mail or other documented means of written communication at

least seven (7) days in advance of a scheduled meeting.

- Notice for regular meetings shall include, but not be limited to, a meeting announcement, an agenda, and minutes of the previous meeting (if they have not already been sent).
- Notice for emergency meetings shall be given at least three (3) days in advance of a meeting either personally, by telephone, or in writing.

Section 10: Waiver of Notice

Notice of a meeting need not be given to any Support Staff member who signs:

- A waiver of notice.
- A written consent to the holding of the meeting.
- An approval of the minutes of the meeting.

Section 11: Removal of Support Staff Member

- Without prejudice to any rights of a Support Staff Member under any contract of employment, any Support Staff Member may be removed with just cause by the Executive Committee President or the Education Director, as appropriate. (B/X/01 & 06)
- Such a Support Staff Member shall have the right to a fair and impartial hearing, during which s/he can personally or through representation state her/his case for remaining a Support Staff Member, before the Executive Committee President or the Education Director, as appropriate and two more members of the Executive Committee (one of the Support Staff Member's choice and one of the Executive Committee President's or Education Director's choice, as appropriate).

Section 12: Resignation

- Any Support Staff Member may resign at any time by giving notice to the Executive Committee President or Education Director, as appropriate.
- The resignation shall take effect as of the date the notice is received or at any later time specified in the notice.
- Unless otherwise specified in the notice, the resignation need not be accepted to be effective.
- Any resignation shall be without prejudice to the rights, if any, of ICBN under any contract to which the Support Staff member is a party.

Section 13: Vacancies

A vacancy or vacancies on the Support Staff shall exist if either a Support Staff Member:

- Dies
- Resigns (B/XII/12)
- Removed from the position (B/XII/11)

Section 14: Filling Vacancies

A vacancy on the Support Staff shall be filled by the Executive Committee President or Education Director, as appropriate. (B/X/01 & 06) (B/XII/05)

ARTICLE XIII: SUPPORT STAFF POSITIONS AND RESPONSIBILITIES

Section 01: Responsibilities of Library Coordinator

The Library Coordinator shall:

- Develop and/or Maintain current written protocols and procedures for the Library Coordinator Duties.
- Maintain a current catalog of Library books, curricula, and audio/visuals, and provide a copy to the Executive Committee Secretary for filing. (B/X/04)
- Maintain a current list of library materials that are on loan, and contact persons to whom the materials have been loaned when they are overdue.

- Attend regularly scheduled and emergency meetings with the Executive Committee President (B/XII/07 & 08)
- Leave all ICBN library records, as described above, at the principal office of ICBN or other site designated by the Executive Committee President when term of office expires or otherwise leaving office.
- Have other powers and perform other duties as the Executive Committee President or by-laws may prescribe.

Section 02: Responsibilities of Newsletter Coordinator

The Newsletter Coordinator shall:

- Develop and/or Maintain current written protocols and procedures for the Newsletter Coordinator Duties, including recommendations and directives from the Executive Committee President (B/X/01).
- Develop timely newsletters with public relations, information and education, fundraising, volunteer recruitment, and marketing components that are in accordance with recognized Islamic teachings as expressed by reliable, mainstream Muslim sources and scholars.
- Provide a copy of each newsletter draft to the Executive Committee for editing before finalizing and distributing it, unless otherwise directed by the Executive Committee President. (B/X/01)
- Recruit persons to write for the newsletter as appropriate.
- Distribute newsletters to the Muslim Community at-large in the Greater Bloomington/Normal area by mail, e-mail, or other method as directed by the Executive Committee President.
- Provide one copy of each newsletter to the Executive Committee Secretary to file. (B/X/04)
- Leave all records of the Newsletter Coordinator, as described above, at the principal office of ICBN or other site designated by the Executive Committee President when term of office expires or otherwise leaving office.
- Attend regularly scheduled and emergency meetings with the Executive Committee President. (B/XII/07 & 08)
- Have other powers and perform other duties as the Executive Committee President or by-laws may prescribe.

Section 03: Responsibilities of the Website Coordinator

The Website Coordinator shall:

- Develop and/or Maintain current written protocols and procedures for the Website Coordinator Duties, including recommendations and directives from the Executive Committee President (B/X/01)
- Develop a Website with public relations, information and education, fundraising, volunteer recruitment, and marketing components that are in accordance with recognized Islamic teachings as expressed by reliable, mainstream Muslim sources and scholars.
- Modify the Website as necessary and as directed by the Executive Committee President. (B/X/01)
- Recruit persons to assist with the Website as necessary.
- Route e-mail from the Website to appropriate persons within ICBN as necessary.
- Attend regularly scheduled and emergency meetings with the Executive Committee President. (B/XII/07 & 08)
- Leave all records of the Website Coordinator, as described above, at the principal office of ICBN or other site designated by the Executive Committee President when term of office expires or otherwise leaving office.
- Have other powers and perform other duties as the Executive Committee President or by-laws may prescribe.

Section 04: Responsibilities of Youth School Teachers

Youth School Teachers shall:

- Develop, in advance, Written Lesson Plans that are in accordance with recognized Islamic teachings as expressed by reliable, mainstream Muslim sources and scholars for each class session
- Provide copies of lesson plans to Substitute Teachers as needed.
- Provide copies of lesson plans for review as necessary by the Executive Committee President and modify them to reflect recommendations and directives. (B/XI/01)
- Teach classes assigned, supervise students from that/those classes during class breaks, and direct them toward appropriate areas for prayer during prayer times.
- Advise the Education Director when absence will occur so a Substitute Teacher can be assigned to the class. (B/X/04)
- Communicate classroom problems to the Education Director.
- Attend regularly scheduled and emergency meetings with the Education Director. (B/XII/07 & 08)

Section 05: Teachers' Assistants

Teachers' Assistants shall:

- Assist Teachers with classroom activities.
- Assist teachers with break and prayer time supervision of youth
- Act as substitute teachers as assigned by the Education Director.
- Advise the Education Director when absence shall occur.
- Attend regularly scheduled and emergency meetings with the Education Director. (B/XII/07 & 08)

Section 06: Substitute Teachers

Substitute Teachers shall, as assigned to classes by the Education Director, complete all the duties of Teachers (B/XIII/06) except for developing lesson plans.

ARTICLE XIV: SPECIAL INTEREST GROUPS

Section 01: Composition

- ICBN Special Interest Groups may form and use ICBN facilities for activities at times that do not conflict with regularly scheduled activities.
- The purpose(s) of each Special Interest Group shall be in keeping with the mission and general objectives of ICBN. (B/III/01 & 02)
- Membership in Special Interest Groups will be open to Regular, Associate, and Honorary Members of ICBN based on the criteria of the groups.
- When a group of members wishes to form a new Special Interest Group, it shall submit an application to the Executive Committee President. (B/X/01)
- Each Special Interest Group shall have at least one (1) Group Leader.

Section 02: Tenure

- Special Interest Group Leaders may serve unlimited terms.
- Each Special Interest Group Leader shall be encouraged to serve until his/her successor has been recruited and trained or the Special Interest Group s/he leads is dissolved.

Section 03: Eligibility

To qualify to serve as a Special Interest Group Leader, a candidate shall be a Regular Member or an Associate Member. (B/V/01)

Section 04: Initial Special Interest Groups and Group Leaders

- Special Interest Groups that formed prior to the adoption of these by-laws may continue to exist without prior application to the Executive Committee President, however they must submit a copy of a purpose statement, criteria for membership, and a list of types of activities they expect to engage in to the Executive Committee President to keep on file. (B/X/01)
- The Persons who volunteered for Special Interest Group Leader positions prior to the adoption of these by-laws may remain in their positions. They shall, however, complete a volunteer application with information such as name, address, and telephone number, for the Executive Committee President to keep on file (B/X/01)

Section 05: Choice of Group Leaders

- Regular or Associate ICBN Members may be chosen as Special Interest Group Leaders by the members of the Special Interest Group in any manner the group deems appropriate.
- Through the submission of a completed volunteer application by the Special Interest Group Leader, the Executive Committee President shall be informed of all such decisions, including the Group Leader's name, address, and phone number. (B/X/01)

Section 06: Authority and Duties

The Special Interest Group Leaders shall be responsible for leading ICBN Special Interest Group activities according to relevant directives from the Executive Committee President and subject to the provisions and limitations of the laws of the State of Illinois and any other applicable laws; and subject to any limitations of the articles of incorporation, the constitution, or the by-laws.

Section 07: Regular Meetings

- Special Interest Group meetings shall be called by Group Leaders.
- Special Interest Groups shall meet as often as their members deem appropriate.
- ICBN Members or non-members may attend as invited or as necessary or otherwise participate as observers in all such meetings of the Special Interest Groups.

Section 08: Emergency Meetings

- Emergency Meetings of Special Interest Groups may be called by the Special Interest Group Leader, or the Executive Committee President.
- ICBN Members or non-members may attend as invited or as necessary or otherwise participate as observers in all such meetings of the Special Interest Groups.

Section 09: Removal of Special Interest Group Leaders

- Without prejudice to any rights of a Special Interest Group Leader under any contract of employment, any Special Interest Group Leader may be removed with just cause by a two-thirds (2/3) majority of the Special Interest Group members, the Executive Committee, or the Executive Committee President. (B/X/01)
- Such a Special Interest Group Leader shall have the right to a fair and impartial hearing, during which s/he can personally or through representation state his/her case for remaining a Special Interest Group Leader before the Executive Committee, or the Executive Committee President and two more members of the Executive Committee (one of the Special Interest Group Leader's choice, and one of the Executive Committee President's choice.)

Section 10: Resignation

- Any Special Interest Group Leader may resign at any time by giving notice to the Special Interest Group and the Executive Committee President.
- The resignation shall take effect as of the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective.
- Any resignation shall be without prejudice to the rights, if any, of ICBN under any contract to which the Special Interest Group Leader is a party.

Section 11: Vacancies

A vacancy or vacancies of Special Interest Group Leader(s) shall exist if either a Special Interest Group Leader:

- Dies.
- Resigns. (B/XIV/10)
- Is removed from the position. (B/XIV/09)

Section 12: Filling Vacancies

A vacancy of a Special Interest Group Leader shall be filled by the Special Interest Group Members. (B/XIV/05)

Section 13: Dissolution of Special Interest Group

- Without prejudice to any rights of Special Interest Group members under any contract of employment, any Special Interest Group also may be dissolved with cause by a two-thirds (2/3) majority of the Special Interest Group members or the Executive Committee President, with just cause. (B/X/01)
- If dissolved by the Executive Committee President, such a Special Interest Group shall have the right to a fair and impartial hearing, during which group members can personally or through representation state their case for remaining a Special Interest Group, before the Executive Committee President and two more members of the Executive Committee (one of their choice and one of the Executive Committee President's choice.)
- The Group Leader of any Special Interest Group that chooses to dissolve itself shall submit notice to the membership of the Special Interest Group and the Executive Committee President.

ARTICLE XV: COMPENSATION, INSURANCE, AND INDEMNIFICATION

Section 01: Compensation and Reimbursement

Members of the Board of Directors, Executive Committee, Standing Committees, Support Staff, and Special Interest Groups may receive such compensation, if any, for their services and such reimbursement of expenses, as the Board of Directors may determine by resolution to be just, reasonable, and in accord with the goals of ICBN at the time that the resolution is adopted.

Section 02: Indemnification

a) Right of Indemnity:

To the fullest extent permitted by law, and to the best of its ability, ICBN shall indemnify members of its Board of Directors, Executive Committee, Standing Committees, Support Staff, Special Interest Group Leaders, and persons formerly occupying any such positions against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any proceeding, and including an action by or in the right of ICBN, by reason of the fact that the person is or was a person described in that section.

b) Approval of Indemnity:

- On written request to the Board of Directors by any person seeking indemnification, the Board of Directors will promptly determine whether the applicable standard of conduct has been met and, if so, the Board of Directors shall authorize indemnification.
- If the Board of Directors cannot authorize indemnification because the number of Board of Directors Members who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of the Board of Directors members who are not parties to that proceeding, the Board of Directors shall promptly call an emergency meeting of the General Assembly.
- At that meeting, the members of the General Assembly shall determine whether the applicable standard of conduct has been met and, if so, the members of the General Assembly present at the meeting shall authorize indemnification.

c) Advancement of Expenses:

To the fullest extent permitted by law, and to the best of its ability, except as otherwise determined by the Board of Directors in a specific instance, expenses incurred by a person seeking indemnification in defending any proceeding covered by this section shall be advanced by ICBN before final disposition of the proceeding, on receipt by ICBN of an undertaking by or on behalf of that person, that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by ICBN for those expenses.

Section 3: Insurance

a) Liability Insurance

ICBN shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Board of Directors, Executive Committee, Standing Committee Members, Support Staff, Special Interest Group Leaders, employees and other agents, against any liability asserted against or incurred by any of the above in such capacity or arising out of that person's status as such.

b) Property & Casualty Insurance

ICBN shall have the right to purchase and maintain Property and Casualty insurance for each of its facilities to the full extent permitted by law.

ARTICLE XVI: LIMITATION ON INTERESTED PERSONS AS MEMBERS OF THE BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

No more than forty-nine percent (49%) of the persons serving on each the Board of Directors and Executive Committee may be interested persons. An interested person is any person compensated by ICBN for services rendered to it within the previous six (6) months, for services rendered or as a major independent contractor, excluding any reasonable compensation or reimbursement paid to a Board of Directors member. However, any violation of the provisions of this

paragraph shall not affect the validity or enforceability of any transaction entered into by ICBN.

ARTICLE XVII: MISCELLANEOUS

Section 01: Voting

- Only members with voting rights shall participate in any general assembly voting (C/V/d).
- Unless specified otherwise in these by-laws, voting shall be based on one person, one vote.
- General assembly members can vote in the following manners:
 - Show of hands.
 - Secret ballots.
 - Paper or email ballots that will be available to all members with voting rights. (C/V/d)
 - The ballots may be cast during a general assembly meeting.
 - Returned by mail during a specified period of time.
 - Returned by email during a specified period of time.

Section 02: Fiscal Year

The fiscal year of ICBN shall coincide with the calendar year.

Section 03: Parliamentary Procedure

All procedures of ICBN shall be governed by parliamentary law as set forth in Robert's Rules of Order when it does not conflict with the ICBN constitution and these by-laws, or main-stream Islamic teachings and principles.

Section 04: Approval of Membership Forms

The Treasurer or any member of the exec committee shall officially approve regular membership forms. Approval shall be based on the criteria established in the constitution and the by-laws (B/IV/1). If approved, membership will start from the application date on the form.

ARTICLE XVIII: AFFILIATION

Section 01 ISNA Affiliation

ICBN shall be affiliated with the Islamic Society of North America (ISNA). (C/III/01) As such:

- ICBN will keep ISNA informed of any changes in leadership or constitution and bylaws in writing within 30 days of such change taking place. (C/X/00)
- ICBN may not undertake any activity that violates the Islamic standards of the constitution and by-laws of ISNA. In the case of any such violations, the President of ISNA may send a representative to mediate. If a solution is not reached the Executive Committee of ISNA may dissolve the Executive Committee of the Association and supervise a new election. (C/III/03)
- ISNA may send a representative to supervise the election of the Executive Committee of the Association. (C/II/04)
- The Executive Committee of ISNA may revoke any decision of the ICBN Board of Directors or Executive Committee if at least seventy-five (75) percent of the members of the General Assembly so demand. Such a demand should be in writing and signed and notarized. (C/III/04)
- In the event of any conflict in the organization, ISNA may send a representative to arbitrate. The decision of the ISNA representative will be the final solution that would be accepted for the purposes of the organization. (C/IX/00) ISNA shall only be consulted after all ICBN attempts to solve the problem have failed.

Section 02 Entrusting Real Estate

Real estate purchased or donated to ICBN shall be entrusted with the North American Islamic Trust (NAIT). (C/III/02)

Section 03: Affiliation with Other Organizations

The matter of affiliation with other similar organizations shall be decided by a two-thirds (2/3) vote of the General Assembly and a two-thirds (2/3) vote of the Board of Directors.

ARTICLE XIX: DISSOLUTION OF ICBN

Section 1: Process of Dissolution

If the situation arises which makes the dissolution of the Association inevitable, the Executive Committee of the Association shall call upon the Executive Committee of ISNA to handle the process of dissolution. (C/VII/00)

Section 2: Distribution of Assets upon Dissolution (C/VII/00)

- Any surplus assets, after meeting all liabilities, shall be distributed to The North American Islamic Trust, Inc., which is an exempt organization under Section 501(c)(3) of the Internal Revenue Code.
- In case of the nonexistence of The North American Islamic Trust, Inc. surplus assets shall be distributed to The Islamic Society of North America, Inc. which is exempt under section 501 (c) (3) of the I.R.C, and in its absence, disposal shall be made to one or more of the affiliated organizations which shall have an exempt status under Section 501(c)(3) of the Internal Revenue Code, and then to an Islamic organization organized and operated exclusively for religious, charitable, educational, or scientific purposes as shown at the time qualified as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine.
- Any of such assets not shown as disposed of, shall be disposed of by the Court of Common Pleas of the county in which the Principal Office of the Organization is then located, exclusively for such Islamic organizations, as said Court shall determine.

ARTICLE XX: AMENDMENTS TO THE BY-LAWS

Section 01: Authority to Amend

The Board of Directors has the sole right to amend or change the by-laws of ICBN.

Section 02: Procedures for Amendment

- Members of the Board of Directors may suggest amendments to the by-laws.
- The Board of Directors shall approve amendments by a two third (2/3) majority vote.
- ISNA shall be informed in writing of amendments to these by-laws within 30 days. (C/X/00) (B/XVIII/01)

Section 03: Principles of Amendment

These by-laws shall not be amended in any manner which is not in accordance with:

- The laws of the State of Illinois.
- Main-stream Islamic teachings and principles
- The constitution or by-laws of ISNA. (C/III/03)

ARTICLE XXI: AMENDMENTS TO THE CONSTITUTION

Section 01: Authority to Amend

The General Assembly and the Board of Directors jointly hold the right to amend or change the constitution of ICBN. This arrangement will safeguard the stability and the sanctity of the constitution by setting a high threshold for change.

Section 02: Procedures for Amendment

- Members of the General Assembly may suggest amendments to the constitution in writing. Such a request

should be backed by a simple majority of the regular members.

- The members of the Board of Directors may suggest amendments to the constitution by a simple majority vote.
- To be effective, members of the General Assembly with voting rights and the Board of Directors would have to jointly approve amendments to the constitution by a three fourth (3/4) majority vote of each body.
- ISNA shall be informed in writing of amendments to the constitution within 30 days. (C/X/00) (B/XVIII/01).

The prior approval or the later confirmation of the Executive Committee of ISNA will be necessary to amend the following sections of the constitution: (C/VIII/00)

- Aims and Purposes
- Affiliation
- Membership Dues
- Deposit Account
- Dissolution
- Amendments
- Arbitration

Section 03: Principles of Amendment

The constitution shall not be amended in any manner which is not in accordance with:

- The laws of the State of Illinois.
- Main-stream Islamic teachings and principles
- The constitution or by-laws of ISNA. (C/III/03)

Certification:

I, _____, the Secretary of the Board of Directors of ICBN, hereby certify that these by-laws have been adopted by the Board of Directors of ICBN on the _____ day of _____, _____ and amended by the Board of Directors of ICBN on the _____ day of _____, _____

Signed: _____

Dated: _____