

MID-HUDSON ISLAMIC ASSOCIATION, INC CONSTITUTION

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ARTICLE 1 - THE ORGANIZATION

§1.1 The name of the organization shall be the MID-HUDSON ISLAMIC ASSOCIATION, INC. (Hereafter referred to as “the Association” or “MHIA”).

§1.2 The Association may work in cooperation with any organization engaged in religious, charitable, educational, literary, research, scientific, social and any other activity, the purpose of which is to improve the image of Islam and to bring Muslims together.

§1.3 The Association shall be a non-profit Islamic religious organization.

ARTICLE 2 - THE PURPOSE

The purpose of the Association shall be:

§2.1

§2.1.1 To establish and maintain a Muslim community for the benefit of the Muslims in the Dutchess, Orange, Ulster, Putnam and Columbia counties of New York State and their vicinities.

§2.1.2 To make Islam better understood by Muslims, and to provide facilities, such as religious instruction classes for children, classes and discussion sessions for adults, help assist in the Islamic way of conducting marriage, help assist conducting burial services and such other activities which will provide an opportunity for the Muslims in the area to lead an Islamic way of life.

§2.2

§2.2.1 To provide continuity of the activities described in §2.1.

§2.2.2 To establish and maintain one or more Mosques and/or an Islamic Center for the benefit of Muslims living in the Mid-Hudson Valley of New York and vicinity.

§2.3

§2.3.1 To strengthen fraternal bonds among Muslims living in the Mid-Hudson Valley of New York State and adjoining areas on the basis of brotherhood among all Muslims.

§2.3.2 To promote friendly relations with Muslim communities or associations in the U.S.A, Canada and other Muslim communities or associations throughout the world.

§2.4

§2.4.1 To carry on religious, charitable, educational, literary, research, scientific, social or any other activity pertaining to the realization of an Islamic way of life.

§2.4.2 To make Islam better understood by non-Muslims. This includes contact with non-Muslim religious groups and/or organization.

ARTICLE 3 - DEFINITIONS

§3.1 Calendar Year:

The official calendar year for the Association shall be January 1 through December 31 of each year.

§3.2 Types of Membership:

For the purpose of annual dues, the Association has two types of Membership:

- Individual Membership, and
- Family Membership:

§3.2.1 Family Membership:

Family membership is defined by a Head of Household. The Head of Household shall be an adult who shall be responsible for maintaining the membership of all family members within the Family Membership. The family may consist of a spouse, dependent children, dependent parents, and dependent parents-in-law provided that all individuals reside with the Head of Household. The Head of Household shall provide the names of their family members on the membership form (§3.8), filed with the Association no later than **March 31** of each year.

§3.2.1.1 All members of a family need not necessarily have the same member class (§4.2). For example, the Head of Household may be a Charter Member, while a dependent son may be a Full Member.

§3.2.2 Individual Membership:

Persons who qualify under §4.1 may, as individuals, become Individual Members, provided they maintain their membership in Good Standing pursuant to §3.3.

§3.3 Good Standing:

Members are considered in Good Standing if they meet the following criteria:

§3.3.1 They have paid their annual dues (§4.5.1 through §4.5.4).

§3.3.2 They have signed an agreement with the MHIA that they shall observe the Code of Conduct (§3.6). The Members shall renew this agreement every year.

§3.3.3 They have signed an agreement with the MHIA that they shall be bound by Arbitration Rules (§3.7). The Members shall renew this agreement every year.

§3.3.4 The above agreements shall be signed by the Heads of Household (for family membership) or by Individual Members. This agreement shall be initially executed at the time of initial membership and renewed at the annual membership. All individual persons included in a Family Membership shall be bound by all agreements executed by their Head of Household, acting as their agent.

§3.4 Voting Members:

Members are considered to be Voting Members who are

- Charter Members (CM) (§4.2.3) or Full Members (FM), (§4.2.2), and
- they are in Good Standing (§3.3), and

- they have paid their annual dues by March 31 (§4.5.5 & §4.5.6).

§3.5 Local Resident:

A Local Resident is one who is a resident of Dutchess, Orange, Ulster, Putnam, or Columbia counties of NY State.

§3.6 Code of Conduct:

The Code of Conduct for MHIA sets the standard for conduct and behavior. This Code applies to everyone on MHIA premises and/or MHIA sponsored events off-premises. It is described on the Association's website. All members are expected to be familiar with the rules as provided therein. Adherence to the Code of Conduct is a requirement for all Members in Good Standing (§3.3).

§3.7 Arbitration:

All Members shall accept resolution of disputes through binding arbitration as provided in Article 11. All members shall execute an agreement binding them to the Arbitration described herein in order to maintain their Membership in Good Standing (§3.3). Arbitration Rules shall be published on the Association's website.

§3.8 Membership Agreement:

The membership agreement is a contract executed by each member. In case of family membership, this is executed by the Head of Household on behalf of the entire family. This agreement is executed through the membership form. The membership form shall be owned and maintained by the EC (Article 6), and shall include the agreement requirements as spelled out in §3.3.2 through §3.3.4, §3.6, and §3.7.

ARTICLE 4 - MEMBERSHIP

§4.1 Membership Eligibility:

Any adult Muslim, 18 years or older, who believes that there is no one to be worshipped, except Allah (God), and that Muhammad Bin Abdullah, Hashimi, of Arabia (PBUH) is His last and final messenger, and that Quran and Sunnah are the guide for a Muslim's life is eligible for membership of the Association.

§4.2 Membership Classification:

There shall be three classes of membership:

1. Associate Member (AM),
2. Full Member (FM), and
3. Charter Member (CM)

and they are defined as follows:

§4.2.1 Associate Member (AM):

Persons who satisfy the requirement of §4.1 and are applying for initial membership shall be Associate Members (AMs) for a minimum period of one (1) year, if their application is accepted by MHIA. Prospective AMs

- do not have to be Local Residents (§3.5).
- shall file their membership form (§3.8), and are in Good Standing (§3.3).

§4.2.2 Full Member (FM):

Persons may become FMs provided they satisfy all of the following criteria:

- They meet the requirements of §4.1.
- They are Local Residents (§3.5).
- They have been AMs for at least 12 months.
- They have maintained their membership status (§4.4 and §4.5).
- They are in Good Standing (§3.3).

§4.2.3 Charter Member (CM):

The MHIA shall have a limited number of Charter Members. This number is currently 174.

§4.2.3.1 The Board of Trustees is authorized to increase the maximum number of CMs by no more than 5% of the total number of then-existing Charter Members, every two years.

§4.2.3.2 Vacancies in Charter Membership may arise when:

- CMs are no longer Local Residents (§3.5).
- CMs lose their membership privilege (§4.6).
- The Board authorizes an increase in CM positions (§4.2.3.1).

§4.2.3.3 Charter Members shall meet all of the following requirements:

- They meet the requirements of §4.1.
- They are Local Residents (§3.5).
- They have been FMs for at least 3 years.
- They have retained their membership status (§4.4 and §4.5).
- They are in Good Standing (§3.3).

§4.2.3.4 In case of dependents (of FM or CM), the 3 year requirement (§4.2.3.3) is waived. This is provided the Head of Household is a Voting Member (§3.4) who is a CM (§4.2.3), or a FM (§4.2.2), eligible (§4.2.3.3) to be nominated to Charter Membership.

§4.2.3.5 A vacancy in Charter Membership shall be filled by nomination only. The nomination shall be made by two existing CMs followed by election among all such candidates for available vacancies. This election shall be voted on by CMs only.

§4.2.3.6 Nomination for CMs can only be filed for FMs who meet (§4.2.3.3) or (§4.2.3.4).

§4.2.3.7 Elections for CM shall be held every two years, if vacancies exist.

§4.3 Membership Privileges:

§4.3.1 All members in Good Standing (§3.3) shall have the right

- to attend all general Association meetings (§8.1),
- to take part in all activities of the Association, and
- to express their opinions concerning the welfare of the Association.

§4.3.2 All members in Good Standing (§3.3) whose email is on file with the MHIA shall be notified of all general Association meetings and receive any publications of the Association.

§4.3.3 Only Voting Members (§3.4) shall have the right to vote on matters concerning the business of the Association and to be eligible for elective office within the Association.

§4.3.4 Only Voting Members (§3.4) shall be eligible for the Executive Committee (Article 6).

§4.3.5 Only CMs who are Voting Members (§3.4) shall be nominated for a position on the Board of Trustees (Article 5).

§4.3.6 Only CMs who are Voting Members (§3.4) shall be allowed to vote to amend the Constitution as described in Article 9.

§4.3.7 Only CMs who are Voting Members (§3.4) can nominate an eligible FM for vacancies in Charter Membership and vote for their choice of CM nominees in subsequent elections (§4.2.3.5).

§4.3.8 Only CMs who are Voting Members (§3.4) can vote for CMs who have been nominated for vacancies in the Board of Trustees.

§4.4 Membership Obligations:

- All members must support the provisions of this Constitution.
- All members must maintain their membership in Good Standing (§3.3).
- All members shall cooperate with the Association's Trustees, EC members and representatives in furthering the goals of the Association.
- All members must make and re-affirm an annual commitment to abide by the Code of Conduct (§3.6) and agree to binding arbitration (§3.7 and Article 11).
- Heads of Household must provide an update of their dependents annually (§3.2.1, §3.3.4).

§4.5 Membership Dues Or Annual Required Contribution:

§4.5.1 The amount of membership dues for an individual or a family shall be determined by the EC and approved by the Voting Members (§3.4).

§4.5.2 Each Individual member or Head of Household shall be responsible for paying their membership dues.

§4.5.3 Member donations for the benefit of MHIA may be applied towards annual dues. Payments for facility rental, Sunday school fees and other collections such as zakat, disaster relief, etc are excluded.

§4.5.4 The dues shall be payable in the calendar year and shall be applicable for the current year except as noted in §4.5.6.

§4.5.5 For members to retain eligibility to vote, they must

- pay their dues for the current year by March 31.
- be continuous and consecutive in their dues payment for the current year and the previous year.

§4.5.6 Members who have allowed their voter eligibility to lapse because they did not pay the previous year's dues, can make up by paying for the previous year by March 31 of the current

year. This shall re-establish their privilege as Voting Member (§3.4) if they are also in Good Standing (§3.3).

§4.6 Membership Termination:

§4.6.1 Membership shall be terminated for failure to pay the annual dues for two (2) consecutive years. Provisions of (§4.5.6) cannot be applied in this case.

§4.6.2 Open defiance to Sunnah or Shariah as described by the Holy Quran and the Holy prophet Muhammad (PBUH) shall immediately nullify the membership in the Association .

§4.6.3 Members may resign from their membership.

§4.6.4 Dependent membership (§3.2.1) shall be terminated for failure to provide an annual update of dependency by **March 31** of each year by the Head of Household.

§4.6.5 Membership termination can result from breach of membership agreement (§3.8).

ARTICLE 5 - BOARD OF TRUSTEES

§5.1 The Board of Trustees (hereinafter referred to as the "Board") shall advise and consult with the Executive Committee (§6.1) in the establishment of the Association's policies in accordance with the purpose stated in §2.1 through §2.4.

§5.2 The Board shall oversee that the functioning of the Association is in keeping with the policies established according to §5.1.

§5.3 Number of Trustees & Term:

§5.3.1 The Board shall consist of Nine Charter Members who are Voting Members (§3.4, §4.3.5).

§5.3.2 These nine (9) members shall be elected by Voting Members (§3.4) who are Charter Members of the Association.

§5.3.3 Each Trustee shall have a term of six (6) years. See also (§5.4.3).

§5.4 Election of Trustees:

§5.4.1 In general, 3 trustees would be elected every 2 years.

§5.4.2 In case of a mid-term vacancy, the position shall be filled by nomination and subsequent election within twelve (12) months by the Voting Members (§3.4) who are CMs.

§5.4.3 No trustee shall be elected to the Board for more than two (2) consecutive terms.

§5.4.4 No trustee shall serve in more than one (1) elected office at the same time.

§5.4.5 The Board of Trustee shall meet at least once a year.

§5.5 Fiduciary Responsibilities of the Board:

The Board shall:

§5.5.1 Control and own the assets of the Association.

§5.5.2 Set the policies of the Association and monitor the operation of the Association to ensure consistency with the will of Allah as prescribed in the Quran and Hadith and as described in the Association's Constitution and the by-laws.

§5.5.3 Be responsible for financial reporting of the Association.

§5.5.4 Elect or dismiss a Chair, Vice Chair and Secretary of the Board.

§5.5.5 Assign specific responsibilities to the Board members as required.

§5.5.6 Be one of the two signatories for MHIA bank accounts (§7.2.3).

§5.5.7 Appoint an auditor for the Association's accounts.

§5.5.8 Appoint, whenever necessary, sub-committees from the membership, which shall be responsible to the Board. The sub-committees shall have a Chair who shall be appointed by the Board. The Chair shall be a CM or FM in good standing and appoint other MHIA member(s) to the sub-committee. The mission of such sub-committees shall be to investigate, research and recommend policy addenda. Policies accepted by the Board shall become by-laws (Article 10) when approved by the Voting Members (§3.4).

§5.6 Resignation, Reprimand and Termination:

§5.6.1 Resignation from the Board:

A member of the Board may voluntarily resign from office with the final approval to be made by the Board.

§5.6.2 Reprimand:

If a member of the Board is:

- charged with Non-Performance of assigned Fiduciary Responsibilities, and/or
- acts Counter to the Purposes of the Association (§2.1 through §2.4), and/or
- does not attend at least half of the meetings,

the Board shall:

- reprimand the trustee by a vote of at least two-third (2/3) majority, and/or
- recommend dismissal, by a vote of at least two-third (2/3) majority, to the Voting Members.

§5.6.3 Dismissal:

If a Trustee is recommended for dismissal,

- this shall be carried out by a 65% majority of votes cast by Voting Members,
- provisions of section §5.4.2 shall apply to fill the vacancy.

ARTICLE 6 - EXECUTIVE COMMITTEE (EC)

§6.1 The Executive Committee of the Association shall consist of the President, Vice-President, Secretary, Treasurer, and Ladies Representative.

§6.2 The EC members shall be elected by Voting Members (§3.4). Only Voting Members (§3.4) shall be eligible for the EC (§4.3.4).

§6.3 Term of the EC:

The term of the EC shall be two (2) years, starting from January 1 following their elections through December 31 of the next calendar year.

§6.3.1 In the event of a vacancy in an elected office, the EC shall appoint a Voting Member (§3.4) of the Association to fill that office. An appointment must then be approved by a simple majority of votes casted by Voting Members (§3.4). This approval shall be by ballot in an election or at the next duly constituted general Association meeting.

§6.4 Election of the EC:

Elections of EC members shall be conducted by the Election Committee.

§6.4.1 The Election Committee shall be responsible to announce the election schedule, invite prospective candidates to file their nominations and hold elections on a timely basis.

§6.4.2 No person shall be elected to the EC for more than two (2) consecutive terms for the same position.

§6.4.3 No person shall serve in more than one (1) elected office at the same time.

§6.5 EC Meetings:

EC meetings shall be held at least nine (9) times in a calendar year at nearly regular intervals within that year.

§6.6 Sub-committees:

The President shall appoint, whenever necessary, sub-committees from the membership, which shall be responsible to the EC. The President shall also appoint the Chair of the sub-committees. The Chair shall be a CM or FM in good standing and appoint other MHIA member(s) to the sub-committee. The sub-committees may include, and are not limited to:

- | | |
|----------------------------|-------------------------------|
| (a) Masjid Affairs, | (e) Facilities & Maintenance, |
| (b) Education, | (f) Constitution & By-Laws, |
| (c) Communication, | (g) Fund-Raising, |
| (d) Nomination & Election, | (h) Membership. |

§6.7 Resignation, Reprimand and Termination:

§6.7.1 Resignation:

A member of the EC may voluntarily resign from office with the final approval of the President.

§6.7.2 Reprimand:

If an EC member is:

- charged with Non-Performance of assigned Fiduciary Responsibilities, and/or
- acts Counter to the Purposes of the Association (§2.1 through §2.4), and/or
- does not attend at least half of the meetings,

the EC shall:

- reprimand the EC member by a vote of at least two-third (2/3) majority, and/or
- recommend dismissal, by a vote of at least two-third (2/3) majority and consultation from the Board, to the Voting Members.

§6.7.3 Dismissal:

If an EC member is recommended for dismissal,

- this shall be carried out by a 65% majority of votes casted by Voting Members,
- a replacement shall be nominated by the EC and follow the process outlined in §6.3.1.

§6.7.4 If the entire EC is dismissed by the Voting Members, then the Board shall assume the responsibility of the EC. New elections for EC shall be held within three (3) months.

ARTICLE 7 - DUTIES OF THE EC AND SUB-COMMITTEE CHAIRS

§7.1 Duties of EC:

The Executive Committee shall be the governing body of the Association. The EC is responsible to the Association's membership to:

§7.1.1 Establish in concert with the Board, and implement policies for conducting the Association's business as defined by the objectives (§2.1 through §2.4).

§7.1.2 Exercise judgment in directing help and action where needed to keep the Association's business running.

§7.1.3 Establish an Operating Expense Fund for the usual and normal expenses of the Association.

§7.1.4 Authorize unusual expenditures with approval from the Board.

§7.1.5 Own and maintain the membership form (§3.8)

§7.2 Duties of Members of The EC:

§7.2.1 President:
The President shall:

- Be the official spokesperson of the Association.
- Promote purpose and interest of the Association.
- Be responsible to the members in reference to the progress and work of the Association.
- Preside at all general Association meetings.

- Be an Ex-Officio (Non-Voting) member of the Board.
- Be the Chair of the EC.
- Shall cast a vote in case of a tie in the EC meetings.
- Be responsible for maintaining and enforcing the Code of Conduct (§3.6).

§7.2.2 Vice President:
The Vice-President shall:

- Assist the President in his/her duties.
- Coordinate the Association's subcommittee activities.
- Act as the President in his absence.

§7.2.3 Treasurer:
The Treasurer shall:

- Manage all financial assets and records of the Association. This includes:
 - Keeping accounts of the Association.
 - Being one of the two signatories for MHIA bank accounts (§5.5.6).
 - Possessing the bank checkbook(s).
 - Keeping track of checks issued.
 - Publish quarterly statements of income, balance sheet, and cash flow.
- Coordinate the collection of annual dues, contributions and other accounts receivable/payable by the Association.
- Authorize expenses from the operating expense fund (§7.1.3).
- Reconcile the Association's accounts annually with the auditor (§5.5.7).
- Report to the members, at each general Association meeting, the financial status of the Association.

§7.2.4 Secretary:
The Secretary shall:

- Handle all general correspondence on behalf of the Association with members and/or third parties.
- Record minutes of all EC and general Association meetings.
- Report written minutes of prior meetings at each Executive and/or general Association meeting.

§7.2.5 Ladies' Representative:
The Ladies' Representative shall:

- Represent the ladies and be spokesperson for the ladies' issues and concerns
- Coordinate all religious and educational activities for ladies
- Coordinate all social events of the Association
- Develop a forum to discuss children's/family issues and ways to resolve them

§7.3 **Duties of Sub-committee Chairs:**

The subcommittee Chairs shall:

- Coordinate business and activities of their respective subcommittees.

- Report subcommittee activities and recommendations to the appointing authority (Board or the EC).
- At the request of the appointing authority, provide an update to the membership.

ARTICLE 8 - GENERAL ASSOCIATION MEETINGS

§8.1 There shall be at least one (1) general Association meeting in the first quarter of each calendar year. Thereafter, meetings can occur quarterly or as may be deemed necessary;

§8.2 Duly Constituted Meetings - A general Association meeting shall be considered competent to make decisions that do not affect this Constitution when written notification of the meeting was given to the membership at least ten (10) days in advance and when a quorum of at least thirty percent (30%) of the Voting Members (§3.4) are present in person or are represented by ballot in an election.

§8.2.1 Also see Article 9 for procedures regarding Amendments to this Constitution.

§8.3 General Association Meetings shall be called by any one (1) of the following methods:

§8.3.1 At the previous general Association meeting by a majority of those present;

§8.3.2 By a majority of a duly constituted EC meeting (§6.5).

§8.3.3 By petition where at least twenty percent (20%) of the Voting Members (§3.4) are signatories.

ARTICLE 9 - APPROVAL OF AND AMENDMENTS TO THIS CONSTITUTION

§9.1 Amendments to this Constitution shall be made by a 65% majority of the Voting Members (§3.4) who are CMs (§4.2.3). The voting shall be organized and managed by the Election Committee which shall be appointed by the EC. Voting for the Amendment to the Constitution consisting of only Voting Members (§3.4) who are CMs shall be considered competent when written notification of the meeting was given to the membership at least twenty (20) days in advance.

§9.2 Any proposed amendments must be presented to the EC, in writing, at least thirty days (30) days in advance of such meeting. Such proposals can be petitioned as described in §8.3.3.

§9.3 The EC must notify the Voting Members (§3.4) who are CMs (§4.2.3) of any proposed amendment(s) at least twenty (20) days before the general Association meeting at which such amendment(s) is(are) expected to be voted upon.

§9.4 There shall be no amendments to §1.1, §1.2, §1.3, §2.1, §2.2, §2.3, and §2.4.

ARTICLE 10 - BY-LAWS

§10.1 By-Laws of the Association shall be installed by a majority of those Voting Members (§3.4) who are present in person at a duly constituted general Association meeting or are represented by ballot in an election.

§10.2 A proposed by-law or by-law change shall be announced, in writing, to the membership at least twenty (20) days prior to the general Association meeting or by ballot at an election.

ARTICLE 11 - ARBITRATION

§11.1 The Association affirms that all disputes described in §11.5 shall be resolved through a process of binding arbitration, to which all members in Good Standing (§3.3) shall consent and agree to as a part of their membership agreement.

§11.2 Arbitration policy and procedures are available on the Association's website. These procedures shall be established and maintained by the Board.

§11.3 Disputes and controversies that are criminal or governmental related shall not be handled through arbitration but left to the MHIA Board.

§11.4 Situations arising out of misconduct by members, EC or Trustees should be handled as specified in the Code of Conduct (§3.6).

§11.5 **Matters to be Submitted to Arbitration:**

The arbitration shall be conducted on a confidential basis, pursuant to:

- (a) Article 75 of the New York Code,
- (b) Articles of the MHIA Constitution; and
- (c) By-laws.

11.5.1 Any claim, demand, dispute, controversy, and difference arising out of or related to MHIA between any member (in any category) and an EC members, trustee, or another member of MHIA, among themselves or between any of them and MHIA, shall be resolved among the parties involved in an amicable spirit of Islamic brotherhood. If a peaceful agreement cannot be reached between the parties then as a last resort, the matter shall be exclusively settled by binding arbitration as set forth in the Arbitration Rules (§3.7) pursuant to Article 75, et seq. of the New York Code.

§11.6 Arbitration procedures require that any/all arbitrators shall be familiar with the Association's governance structure, Constitution and By-laws.

§11.7 The Arbitrators' documented award shall be reviewed by the Board for consistency with the Association's governance structure, Constitution and By-laws.

§11.8 After the Board's approval (§11.7), the Board, EC, and all members shall be bound by the decision of the Arbitrators, and all decisions by the Arbitrators shall be final.

ARTICLE 12 - DISSOLUTION

§12.1 In the event that the Association cannot be sustained, the Board shall recommend dissolution of the Association. This shall be carried out by a 90% majority of votes cast by Voting Members.

§12.2 Upon dissolution of the Association, the Board and the EC shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of the remaining assets of the Association to one or more non-profit Islamic organization, or organizations working in the cause of Islam according to Islamic principles, such as Islamic Society of North America (ISNA).

END