

Islamic Center of New London

**ISLAMIC CENTER OF NEW LONDON
(ICNL)**

THE CONSTITUTION AND BY-LAWS

FINAL

March 2005

Islamic Center of New London

Ratified at the General Assembly Meeting on February 19, 2005

Approved by the Islamic Center of New London Board of Directors on March 16, 2005

Imran Ahmed, President _____

Altaf Rassol, Vice President _____

Akram AbuTeen, General Secretary _____

The amendments are effective as of March 19, 2005

Islamic Center of New London

Contents

Preamble of the Constitution

Articles of the Constitution

- I. Name and Address
- II. Nature
- III. Purpose
- IV. Membership
- V. Structure and Organization
- VI. Finances
- VII. Dissolution

Articles of the By-Laws

- I. Membership
- II. General Body
- III. Board of Directors
- IV. Overseers Committee
- V. Financial Operations
- VI. Real Estate and Investments
- VII. Election of Board of Directors
- VIII. Amendments
- IX. Indemnity
- X. Dissolution

Islamic Center of New London



IN THE NAME OF ALLAH THE BENEFICENT, THE MERCIFUL

PREAMBLE

Whereas, Islam being the religion of all mankind, and whereas the Holy Qur'ân is the clear guidance in Islam, and whereas we have learned through experience the Qur'ânic deviations of individuals and organizations from the Qur'ân and Hadith, we therefore, declare ourselves Missionaries in the service of Islam in strict accordance to the terms of the Qur'ân and the guidance of the Hadith as projected by the last prophet of mankind Rasulallah Muhammad (peace be upon him). Therefore, we declare ourselves in favor of the organization of Islamic structure be known hence forth as the Islamic Center of New London (ICNL) or the Center and we further declare we have adopted the constitution in order to protect the interest of Islam in America. To this effect, we hereby set forth and enact the following laws governing the Center, which shall be binding on each and all of us, in totality, unless properly amended by the provisions herein. So help us Allah. Amen.

THE CONSTITUTION

Article I: NAME AND ADDRESS

The organization shall be known as the Islamic Center of New London. For the reason of brevity, it is to be called ICNL or "the Center". A central office of the ICNL will be maintained at 16 Fort Street, Groton, Connecticut 06340 with an annex located at 267 Central Avenue, Norwich, Connecticut 06360. The address for the existing annex is subject to change and additional annexes may be added, as needed.

Article II: NATURE

The Islamic Center of New London shall be a non-profit corporation incorporated in the State of Connecticut, and shall conform to all the certification requirements of the Internal Revenue Service, to be a non-profit, religious, charitable and educational organization.

Article III: PURPOSE

The basic character of the ICNL shall remain Islamic at all times.

Section 1. General

The purpose of ICNL shall be to serve the best interest of Islam and Muslims who live or work in New London County and adjacent locales. The ICNL shall strive for the following objectives:

1. To unite all Muslims regardless of other affiliations in the service of Islam.
2. To foster the interest of Muslims and the religion of Islam.
3. To preserve and perpetuate Islamic traditions and Islamic cultural heritage.
4. To extend the facilities of ICNL to religious and educational activities and arranging regular prayer service for the Muslims in the community.
5. To facilitate a better understanding and relations amongst Muslims and between Muslims and people of other faiths.

Islamic Center of New London

Section 2. Educational and Financial

1. To acquaint Muslims through literature and other educational means with our duties and obligations to mankind in general as to promote active participation of the members in all activities of the ICNL.
2. To organize and implement an active Dawah and Muslim outreach programs for propagation of Islam in the community.
3. To raise funds to support ICNL operations and activities and for legitimate charitable donations to assist Muslims in need.

Article IV: MEMBERSHIP

Membership in the ICNL shall be subject to the definition and conditions set forth in the by-laws. All Muslims adults 18 years of age and older residing or working within the service locality as disclosed in Section 1 are eligible to participate in the activities of ICNL if they fully observe the rules and regulations of the Center.

Article V: STRUCTURE AND ORGANIZATION

The Islamic Center of New London structure shall be based on the following three subgroups as shown schematically is Exhibit A.

- (a) **GENERAL BODY**, consisting of duly registered members of the ICNL according to the regulations provided herein. The General Body is the supreme authority of the ICNL. The eligibility, rights, requirements and restrictions for membership in the General Body are stipulated in the by-laws.
- (b) **BOARD OF DIRECTORS**, consisting of members elected by the General Body according to the regulations provided herein. The Board of Directors shall implement services and activities of the ICNL, manage the budget and finances and set operational and strategic goals to ensure the vitality, growth and continuity of the Center. The eligibility, rights, requirements and restrictions for membership in the Board of Directors are stipulated in the by-laws.
- (c) **OVERSEERS COMMITTEE**, comprising an independent council of members nominated by the Board of Directors and endorsed by the General Body according to regulations provided herein. The duties of the overseers will be to interpret and ensure compliance to the ICNL Constitution, safe keeping of the ICNL capital assets, organizing and administering the ICNL election, and conflict resolution. The Overseers Committee will be triggered to action by petitioning either by the Board or by the General Body according to procedures stipulated in the by-laws. The Overseers will have no responsibility, powers or authority pertaining to operational matters and decision-making that fall within the purview of the Board of Directors. The eligibility, rights, requirements and restrictions for membership in the overseers committee are stipulated in the by-laws.

Article VI: FINANCES

Legitimate, voluntary contributions, donations, membership fees, and other sources of income consistent with purposes of the ICNL will be used to finance the Center.

Section 1. General

1. The finances of the ICNL shall be budgeted and approved for the fiscal year as set forth in the by-laws.
2. The Board of Directors is responsible for managing all finances, assets, and financial commitments on behalf of the ICNL.
3. No one shall have the right to make any financial commitment except if authorized by the Board or the President under the authority of the Board.

Islamic Center of New London

4. The Board shall decide each year prior to the annual meeting and elections the capital and operational budget. These budgets should be presented to the General Body for approval as set forth in the by-laws.
5. The Capital Budget should include the cost of acquiring new facilities along with the cost of maintenance for the next three (3) years from the date of initial completion and use.

Section 2. Strategic Asset Management and Protection

1. Board of Directors has the responsibility to plan for the Center and its financial viability. Hence, income providing investment programs should be initiated to sustain the activities of the Center.
2. Ten percent of all the funds raised in a given year shall be put in a reserve fund. This amount should be invested in long terms, and only in dire emergency can these funds be made available. Under no circumstances can more than half of the Reserve Funds be withdrawn in a given year. Reserve Funds shall be used for long-term expansion/renovation projects.
3. The Board may invest, on behalf of the Center, the capital of the ICNL for appreciation. Such investment shall be within the framework of Islamic Shariah.
4. The Board shall keep the Center solvent at all times. Under no circumstances the long-term debt to asset ratio of the Center shall exceed 20%. This rule shall apply to each and every entity and undertaking of the Center, in addition to total funds of the ICNL.
5. The responsibility for safekeeping and protection of ICNL strategic assets, such as property, investments, deeds, records will reside with the Overseers Committee. Any action that may impact the strategic assets of the Center, such as- sale and acquisition of property, capital investment, or access to critical documents, will require a written petition by the Board to the Overseers Committee and notification of the General Body.

Article VII: DISSOLUTION

The dissolution of the ICNL involving liquidation, transfer or dispersal of ICNL strategic assets will occur according to the format and procedures outlined in the by-laws.

-----X-----

Islamic Center of New London

BY-LAWS

Article I: MEMBERSHIP

Section 1. Membership

1. **Member:** Any person of the Islamic Faith is eligible for membership in ICNL. A person will be called a Member of ICNL if he or she satisfies the following conditions:
 - Hold Islamic Faith (There is no god but Allah and Muhammad (peace be upon him) is the servant and Messenger of Allah)
 - At least 18 years of age
 - Lives or works in New London County and adjacent locales
 - Applied for new or renewal of membership in writing with full payment of the membership fees, as applicable.
2. **Voting Member:** A Member of ICNL shall be a Voting Member if he/she has been a member of ICNL with full compliance for at least two months before the voting date.

Section 2. Rights and Privileges of a Member of Good Standing

1. Actively participates in affairs and activities of the ICNL
2. Holds office, nominates candidates for office and votes in election or referendum.
3. Attends General Assembly meetings, and if eligible, participates in deliberations and voting upon the business of such meeting – subject to the provisions of the ICNL constitution and such other reasonable rules and regulations as may be adopted for the orderly conduct of the meetings.
4. Determines rights and responsibilities of the Board of Directors through the adoption/revision/referendum of this constitution.
5. Determines or changes the policies and programs of the ICNL in the manner prescribed in this constitution and by-laws.
6. Approves all decisions of the Board of Directors which change the long-term goals, major procurements or sales, investments, established policies, programs and procedures of the ICNL before they are made effective.
7. Such decisions of the Board of Directors shall be disseminated in writing and distributed among the members. After discussion by the membership, action upon the decision shall be taken by a simple majority vote of the members, satisfying the quorum of the meeting. The approval of the members present and voting shall be required in order to make the decision operative.
8. If the first called meeting does not meet the quorum then one more meeting will be called within four (4) weeks. If a quorum is again not achieved in this follow-up attempt, then the decision of the Board of Directors will be final.

Section 3. Membership Fees

1. The Board on a yearly basis shall decide the annual membership fee.
2. The membership fee is due by January 31 every year and is non-refundable. Such a person may be reinstated as a member without loss of continuity if he/she pays the full dues plus a penalty to be determined by the Board by February 28.

Islamic Center of New London

3. The membership term is from January 1 thorough December 31. The membership fee cannot be pro-rated for such partial-year membership.

Section 4. Termination and/or Reinstatement of Membership

1. A member may be suspended or expelled from the ICNL for participation or involvement in any activities deemed detrimental to the interests of the Center. Charges against such member shall be brought to and resolved by the Overseer Committee as outlined in the Article V, Section 3. Any member who is expelled or suspended may have hearing before the membership at its next General Assembly Meeting, and if by affirmative majority vote of the members present to set aside such expulsion or suspension, the expulsion shall be not take effect.
2. A written resignation of any member shall be filed with the General Secretary, and when accepted by the Board of Directors, shall become effective.
3. Reinstatement of any member who has resigned or has been suspended shall be made by the majority vote of the Board of Directors present at any regular or special meeting called for such a purpose.

Article II: GENERAL BODY

Section 1. Composition

1. Any person of the Islamic Faith who is a member in good standing of the ICNL as stipulated in Article I of the by-laws

Section 2. General Assembly Meetings

1. There shall be at least one General Assembly Meeting of the General Body during the year coincident with the general election of the Center. In this annual meeting, the Board of Directors shall present the year's activities and financial status of the Center as prescribed in the Constitution.
2. General Assembly Meeting for annual general election will require not less than fourteen (14) days notice to the community before the meeting shall be held.
3. Special or emergency General Assembly Meetings may be called, as needed, upon written request of 1/4 of its total members (but not less than 10 members), or, by the Board of Directors.
4. Emergency or special General Assembly Meetings will require not less than 5 (five) days notice to the community before the meeting shall be held.
5. The presence of 2/3 of the total voting membership (but not less than 25 voting members) of ICNL shall constitute the quorum.

Section 3. Decision-Making Procedure

1. All decisions shall be made by majority vote of those present and voting. The meeting shall meet the quorum and the chairman of the meeting shall announce the time of voting at the beginning of the meeting. This is intended to limit the time for discussion on issues.
2. The General Secretary will record all transactions. The General Secretary shall inform the community of the decisions made at the General Assembly meetings.
3. The General Assembly shall not vote on any issue related to a change in ICNL long-term goal, policy, or investment if the issue is not analyzed or evaluated, *a priori*, by the Board of Directors. Before voting in the General Assembly on such issues, the chairman of the meeting must present the recommendation(s) of the Board of Directors on those issues.

Islamic Center of New London

Section 4. Rights and Privileges of the General Body

1. The General Body is the supreme authority of the Center. The General Body shall have the authority to set forth guideline for establishing policies and to amend the constitution and the by-laws of the ICNL.
2. The General Body can commission the overseers to investigate any matter pertaining to the Center by written petition according to policy and procedures described in the by-laws. In that event, the overseers have the obligation to investigate the matter impartially and recommend a course of action to the requester.

Article III: BOARD OF DIRECTORS

Section 1. Composition

1. The Board of Directors shall comprise of six (6) officers elected by the General Body and an Imam appointed by the Board of Directors. The elected officers will be as follows:
 1. President, 2. Vice-President, 3. General Secretary, 4. Treasurer, 5. Director of Community Affairs- Men, and, 6. Director of Community Affairs- Women
2. No elected board officer is entitled to any remuneration or compensation, financial or otherwise, for his or her time, effort and or services in activities related to ICNL.
3. The Imam, if hired for fee, will be a non-voting member of the Board of Directors and will be the consultant to the Board on religious matter(s).
4. The authorities and responsibilities of the Board of Directors shall be as defined in the by-laws.

Section 2. Eligibility

Only those members of the Center can be elected to the Board who meet the following eligibility criteria:

1. Be an active member of the ICNL in good standing for at least one full year.
2. Must be willing to perform the duties, functions and responsibilities as a Board officer.
3. Donates time and/or money for the service of ICNL and actively participates in ICNL activities.
4. Is not involved in self-promotion, campaigning or lobbying for a position on the Board.
5. Agrees to abide by the rules and regulations of this Constitution in spirit and letter.

Section 3. Term of Office and Procedure for Filling Vacancies

1. The term of office for the elected Board shall be for two years.
2. There is no term limit for any Board member except for the position of the President.
3. The President can serve only two consecutive terms.
4. After serving two consecutive terms as President, a person may be elected to another position on the Board, and can be re-eligible for the President position after the interruption.
5. The Board shall fill any vacancy created during the term by appointment until the next elections. The Board of Directors has the power to fill up to two (2) vacancies during a year.

Islamic Center of New London

6. At any time the Board should not have more than two members who were not elected by the General Body members. If more than two (2) vacancies were created in the Board during a year then the Board of Directors shall arrange for emergency General Assembly Meetings to elect members for the vacant position(s) existing during that time.
7. If the position of the President is vacant, then the Vice-President will become the President for the rest of the tenure if that person meets all the eligibility requirements for President. In that case the position of the Vice-President will be considered as vacant and shall be filled in according to the above procedure. Otherwise, the Board of Directors shall arrange for emergency General Assembly Meetings to elect the President.

Section 4. Rights and Responsibilities of the Board of Directors

1. The Board of Directors shall be responsible for long-term goals and all day-to-day activities of the center subject to the provisions of this constitution and by-laws.
2. The Board shall have jurisdiction over all elements of the Center; however, it will be answerable to the General Body. The decision of the General Assembly on the activities of ICNL shall be binding on the Board of Directors.
3. The Board of Directors shall ensure the proper implementation of the constitution and by-laws of ICNL in all dealings.
4. The Board members must cooperate fully with the overseers if they are investigating an issue petitioned by the General Body members.
5. The Board of Directors will make the intention for the sake of Allah to hold a mid-year General Assembly meeting before the July of each year to inform the general members on its current activities, future plan, and to solicit their suggestions and guidance. Such meetings of the General Assembly will not require meeting quorum. Quorum will be required if the General Assembly wants to vote on some issue.
6. The Board of Directors shall have other rights and responsibilities as mentioned in the constitution and by-laws of ICNL.

Section 5. Meetings and Decision-Making

1. The Board shall have at least one meeting every month.
2. The President of ICNL shall chair the Board meetings. In the absence of the President, the Vice-President will chair the meeting. If both the President and Vice-President are absent, then the Board members present in the meeting will elect one person from them to chair the meeting.
3. The President of ICNL may call special meetings.
4. Notification for the regular monthly meeting must be sent to all Board Members at least twenty-four (24) hours before the meeting, including the agenda for the forthcoming meeting.
5. A quorum for the conduct of the Board of Directors meeting would be the presence of four (4) members if the Board consists of six (6) members, 5-out-of-7 members if the Imam is also an elected Board member or appointed by the Board without any enumeration or compensation for his time, effort and service. If the Board consists of five or less members then the quorum for the meeting would be the presence of three members.
6. Unless mentioned otherwise in the constitution or by-laws, all Board decisions shall be made by a simple majority vote of the quorum.
7. The President will make the decision if there is a tie vote within the Board.

Islamic Center of New London

8. The Board must convene a General Assembly meeting if requested by a quorum of the General Body as stated in Article II, Section 2, Part 3 of the by-laws.
9. The Board of Directors may call on emergency General Assembly meeting of the General Body as set forth in Article II, Section 2, Part 3 of the by-laws.

Section 6. Sub-Committees and Special Appointments

1. The Board may appoint any number of advisors, consultants, and/or associates (and/or committees) with no voting rights, to assist it in carrying out their normal and/or specific tasks/responsibilities. Under these circumstances, the assigned personnel shall be accountable to the Board only and not the General Body; however, their general outlook on the subject at hand shall be of exemplary Islamic manner and their motif shall be of the general good of the community at large.
2. The Board may, by a majority vote, sanction the creation of any subsidiary association, society, or committee that may be organized for any purpose consistent with the objectives of the Center.
3. The Board of Directors may appoint committees or sub-committees consisting of ICNL members for specific task(s). Membership, tenure and responsibilities of these committees and sub-committees will be as decided by the Board of Directors.
4. The general framework, remit and reporting structures of standing committees are outlined in Exhibit B. The Board may alter this framework at its discretion, as needed.
5. The Board of Directors shall appoint up to two ICNL members for yearly audit of its accounts. Audits shall be reported to the General Body in form of an annual report prepared by the auditors.

Section 7. Duties of the Officers

1. President
 - a. Shall chair all meetings of the Board of Directors and General Assembly.
 - b. Shall be the spoke-person of ICNL and Board of Directors.
 - c. Shall generally oversee all activities of the ICNL as provided by the by-laws.
 - d. May appoint any help as needed from time to time.
 - e. Shall provide directions for day to day operation of ICNL
 - f. Shall establish and maintain communications with other Islamic organizations
 - g. Must be eligible to lead congregational prayer and deliver Jumu'a khutba, if necessary
2. Vice-President
 - a. Shall assist and work closely with the President.
 - b. If the President is absent or if requested by the President then the Vice-President shall assume all duties of the President.
 - c. Shall be responsible of organizing and implementing an active Dawah program for the Center with the help of the Imam.
3. General Secretary
 - a. Shall be responsible for all minutes and maintenances of records related to ICNL operations.
 - b. Shall be responsible for co-coordinating activities of ICNL and work closely with the President and officers of the Board of Directors.
 - c. Shall prepare a weekly announcement on the activities of the Center to be made at the Jumu'a Prayer.
 - d. Shall maintain records on membership status.

Islamic Center of New London

4. Treasurer
 - a. Shall be responsible for keeping all accounts.
 - b. Shall submit up to date status of account to the Board of Directors from time to time or as requested by the President.
 - c. Shall be responsible for making the yearly budget.
 - d. Shall be responsible for fund raising.
 - e. Shall be responsible for preparing and submitting the necessary state and federal tax papers.
 - f. Shall be accountable for all financial transactions of the Center.
5. Director(s) of Community Affairs
 - a. Shall establish and maintain relationship with the community
 - b. Shall arrange the Islamic functions, like Eid prayer, Eid parties, etc.
 - c. Shall arrange community social gathering in the center or elsewhere.
 - d. Shall publish any necessary information (i.e. bulletins, pamphlet, prayer schedule, etc.)
6. Imam
 - a. Shall be the religious teacher and guide for the Center.
 - b. Shall be responsible for arranging prayers at the Center.
 - c. Shall arrange the Jumu'a sermon ("Khutba").
 - d. Shall help the Vice-President with Dawah program.
 - e. Shall be responsible for Islamic teachings and guidance for Muslims in the correction centers.
 - f. Shall perform religious activities including Nikah and Funeral Services.

Article IV: OVERSEERS COMMITTEE

Section 1. Composition

1. The Overseers Committee shall comprise of three (3) officers nominated by the Board of Directors and endorsed by the General Body.
2. No Overseers Committee officer is entitled to any remuneration or compensation for ICNL-related services.
3. The authorities and responsibilities of the Overseers Committee shall be as defined in the by-laws.

Section 2. Eligibility

To be nominated and appointed to the Overseers Committee a candidate must fulfill the following minimum eligibility criteria:

1. Be an active member of the ICNL in good standing for at least one full year.
2. Has effectively served the Center with tangible and significant contributions to the stated goals and objectives of the ICNL.
3. Must be willing to perform the duties, functions and responsibilities as an Overseers Committee member as defined in the by-laws.
4. Agrees to abide by the rules and regulations of this Constitution in spirit and letter.
5. Has a demonstrated the wisdom, knowledge and problem-solving capability of uniting the community
6. Exemplifies good Islamic manners, morals, ethics and practices in personal and public life.

Islamic Center of New London

Section 3. Appointment and Term of Office

1. The Board of Directors shall identify and nominate the Overseers Committee members by consensus.
2. The Board of Directors will present the nominee recommendation to the General Body for endorsement at a General Assembly meeting as expeditiously as possible, preferably within 60 days of being triggered by a decision to appoint overseers. The General Assembly meeting will be conducted as defined in Article II, Section 2, Part 5 of the by-laws.
3. All Overseer Committee member appointments shall be endorsed by a referendum of the General Body comprising a simple majority vote of the quorum.
4. The term of office for first appointed Overseers Committee shall be staggered- three (3) years for member #1, four (4) years for member #2, and five (5) years for member #3. The Board will recommend the term of office for each appointee for endorsement by the General Body.
5. For subsequent appointments, the term for office for Overseers Committee member will be three (3) years.
6. There is no limit to the number of terms that a person may be appointed to and serve on the Overseers Committee.

Section 4. Rights and Responsibilities of the Overseers Committee

1. The Overseers Committee will be responsible for interpreting and ensuring compliance to the ICNL Constitution.
2. The Overseers Committee shall be responsible for safe guarding the Organizational continuity of the ICNL and safe keeping of critical documents pertaining to real estate property, premises, investments and acquisitions.
3. The overseer member shall not be a party to or involved in any decision-making process of the Board of Directors in any form or manner other than the capacity of a member of the General Body.
4. The Overseers Committee shall be called upon only through a request either by the Board of Directors and/or the majority of the General Body and/or the quorum of the General Body.
5. The overseers shall not and must not initiate any investigation on their own behalf. The overseers must investigate thoroughly and completely any issue if either the Board or the General Body petitions them. All Board officers and General Body members must facilitate the overseers in their task.
6. The overseer will be responsible to resolve all issues of conflict, discord, arguments, grievances, misunderstanding and/or differences of opinions between any individuals, groups and/or the Board of Directors.
7. The overseers shall communicate their judgment, ruling, findings, opinions, interpretations on a given issue either to the Board or to the General Body as they see fit and necessary in their judgment.
8. The overseer shall receive all nominations for elections and they should make sure that each nominee conforms to the rules and requirements prescribed in the Constitution, before any name is put on the ballot. The overseer may at their option require written statements from the nominee and his/her family stating their consent and indicating their awareness of the potential liabilities. The overseer shall announce the accepted nominations eligible for election. An overseer cannot be a nominee for any Board position.
9. The overseer shall carry out the entire election proceedings. A written report shall be filed with the Board for the permanent record of the Center.
10. Any election related grievance shall be addressed and resolved by the Overseers Committee.

Islamic Center of New London

11. The overseers, if it is necessary, may call a general assembly meeting to report the findings; however, their primary responsibility of accountability and reporting rest with the requester(s).
12. The ruling of the overseers shall be binding on the requester(s) and/or the parties involved.
13. An Overseer member can resign at any time with due reasons sighted to the Board of Directors in writing and upon approval of the resignation request by Board of Directors.
14. An Overseer can be removed from his/her position by the consensus of the Board and majority approval of the General Body.

Article V: FINANCIAL OPERATIONS

1. The fiscal year of ICNL shall begin on the first day of January and shall end of the thirty-first (31) of December of the same year.
2. The accounts of the ICNL shall be audited once every year and made public to the General Body at a General Assembly meeting.
3. ICNL shall maintain at least one bank account at a local bank. All funds of ICNL shall be deposited to the credit of ICNL account in the designated local bank, as soon as possible.
4. All checks issues in the name of ICNL for any payment or withdrawal from ICNL account shall be signed by at least two of the following: President, General Secretary and Treasurer of ICNL.
5. Funds shall be expended for the purposes they were donated, collected, and/or appropriated for. The Board of Directors for proper use shall appropriate donations accepted for unspecified purposes.
6. The Treasurer of ICNL shall be responsible for preparing an annual budget for the Center. This proposed budget should accommodate directions or suggestions of the President.
7. The Treasurer shall present the proposed budget in a meeting of the Board of Directors. Board has the authority to make any changes to the proposed budget. The items approved by the Board shall become the annual budget for the current year. The Board of Directors shall approve a budget for the Center by March 31.

Article VI: REAL ESTATE INVESTMENT

1. The General Body must endorse all major capital investments and/or real estate acquisitions proposed by the Board of Directors exceeding \$30,000.
2. The Center and its members will use all real estate acquisitions and investments for the purposes in keeping with aforementioned objectives of the organization.
3. Any property or investment of the Center shall not be used for any individual member's personal gain.
4. The Board will manage the operations investment according to Islamic standards.
5. The Board shall establish guideline for the usage of the property.
6. It shall be the responsibility of the Overseers Committee to safe guard and secure deeds and documents of ownership pertaining to real estate and investments.

Islamic Center of New London

Article VII: ELECTIONS OF BOARD OF DIRECTORS

1. The Overseer Committee shall initiate the election activity at the request of the Board of Directors-at least six (6) weeks before the election.
2. The Overseer Committee and Board of Directors will decide the date of the election. The Overseer Committee will announce time and place for the election meeting.
3. The Overseer Committee members may not be nominated for election to any position of the Board of Directors.
4. Nominations:
 - a. The Overseer Committee shall ask for nominations for different positions of the Board of Directors at least six (6) weeks before the election.
 - b. The Overseer Committee may identify qualified members who are willing to accept the responsibilities of the office and provide a list of such members to the General Body as potential candidates for nominations.
 - c. The nominee must consent to accepting the nomination.
 - d. All nominations shall require approval of the Overseer Committee.
 - e. The Overseers Committee will publish a candidate profile for all the nominated, qualified candidates at least two weeks before the election date.
 - f. All nominations will be closed fourteen (14) days prior to the election. There shall be no further nomination from the floor on the day of the election. If the election meeting is postponed after closing the nomination, then nomination process will not be opened again if there is at least one nominee per position. If there is no nominee for a position then nominations will be accepted one for that position if nominations are received with 14 days from the second date of election.
 - g. The list of approved nominees shall be communicated to all ICNL members at least ten (10) day before the election. If there is any change in the list of nominees due to a change of election date, the revised list of approved nominees shall be communicated to ICNL members within seven (7) days before the date of election.
5. Qualifications for a nominee:
 - a. The minimum qualifications for the nominee are listed in Article III, Section 2 of the by-laws.
 - b. The current President may be re-elected; however, the person cannot be elected for president for more than 2 terms.
6. Overseer Committee shall post the list of voting members on the ICNL bulletin board at least five (5) days before the election. Only the voting members are allowed to vote.
7. The voters shall come to the precinct and be allowed to vote in secret.
8. If a voting member is unable to attend the election meeting then the member may cast his/her votes by writing a letter to or by using a ballot prepared by Overseer Committee. The Overseers Committee before the start of voting must receive such votes. The deadline to receive such votes will be decided by the Overseer Committee. Details of absentee ballots will be prepared and announced by the Overseer Committee. The Overseer Committee shall ensure the validity of the absentee ballots.
9. The quorum for the election meeting shall consist of the voting members present at the meeting plus the number of voting members who have casted their votes by writing letters or using ballots.
10. The elections ballots, documents related to a particular elections year should be considered confidential and not to be released to any member. The overseers committee shall keep this information for 2 years after which these documents should be destroyed by shredding them. Only final results can be announced to the community and posted on the bulletin board.

Islamic Center of New London

Article VIII: AMENDMENTS

1. Any proposed amendment to this constitution or by-laws must be submitted in writing to the Board of Directors not less than fourteen (14) days prior to the regular Board of Directors' meeting. Any member of the ICNL can propose amendments to the constitution or by-laws in writing.
2. The Board of Directors shall examine all proposed amendments and prepare their recommendations. If the Board of Directors approves the amendment in principle, the Board will present the proposed amendment and their recommendations in a General Assembly meeting for final approval.
3. Affirmative votes of at least four members of the Board of Directors will require approving an amendment to the constitution or by-laws.
4. If the Board does not approve the proposed amendment, the proposal will not be considered for voting in the General Assembly, unless the original proposal for amendments, submitted to the Board of Directors, were requested and signed by 25% of the total voting members (but not less than 10 voting members) of ICNL.
5. Before voting on the proposed amendments, changes to the proposal can be accepted in the General Assembly meeting if the proposed changes are approved by more than 50% of the voting members present in the meeting. Only one proposal for amendments will be considered for final voting.
6. Affirmative votes of at least two-thirds of all voting members present in the general assembly meeting satisfying the quorum will be required to approve any amendments to the constitution or by-laws.
7. If the first called General Assembly meeting; for any amendments the constitution or by-laws, does not meet the quorum then the decision of the Board of Directors on the proposed amendments will be final.

Article IX: INDEMNITY OF MEMBERS OF THE BOARD OF DIRECTORS

Every person who serves as a member of the Board of Directors shall be held harmless by the Center from and against any loss, cost, liability, or expense that may be imposed on or incurred by the person in connection with or resulting from any claim, action, suit, or proceeding in which the person may become a party or otherwise involved because of that person being or having been a Board Member. The phrase, "loss, cost, liability, or expense," shall include all expenses incurred in defense of the claim, action, suit or proceeding and amounts of judgments, fines, or penalties levied or rendered against the indemnified Board member, provided that no person shall be entitled to indemnity under this Article unless the Board of Directors determines in good faith that the person was acting in good faith and within what the person reasonably believed to be within the scope of that person's authority and for a purpose that the person reasonably believed to be in the best interest of the center.

Article X: DISSOLUTION

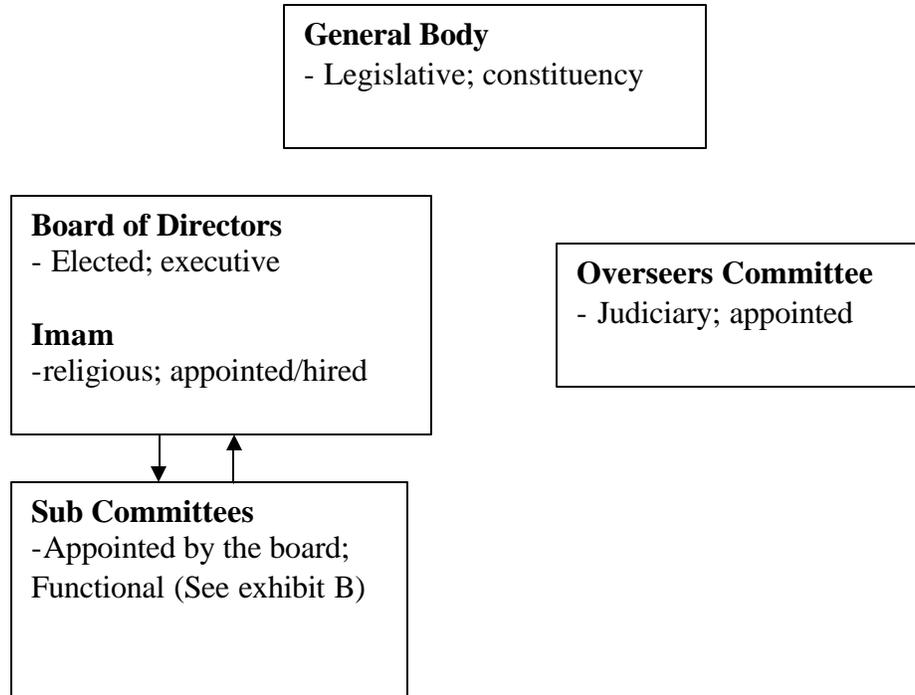
In the event of dissolution of ICNL, voluntary or involuntary, all of the property and assets of this center shall go to one or more nonprofit religious corporations or centers organized and operated exclusively for Islamic religious purposes and which has established its tax-exempt status under Section 501 (c) (3) of Internal Revenue Code. No portion of the assets, property, or funds of this center shall ever be distributed to any member of the Board of Directors or Overseers Committee.

-----END-----

Islamic Center of New London

Exhibit A

Organizational Structure Schematic



Islamic Center of New London

Exhibit B. Standing Committee Structure

Framework	
<p>The ICNL Board of Directors (BoD) is a governance and decision-making body comprising of elected officials who operate according to the policies and procedures set forth in the ICNL Constitution. The BoD is authorized to appoint committees reporting into the BoD. The committee requires BoD endorsement on what and when; it is empowered on who and how. The committees should have a BoD sponsor; a BoD member may also chair it but preferably the chair and membership should draw heavily on the community to maximize the sense of ownership and empowerment of the community.</p>	
Structure	
1. Islamic Community Service Committee	<p>Manage the ICS Fund dispersal; manage the Zakah Fund dispersal; identify people in the community who need assistance and take action; identify people in the community who are sick and ailing and arrange visits; provide funeral and burial services; recognize persons in the community who have made accomplishments; identify persons to give congratulations and regrets.</p>
2. Facilities Maintenance and Safety Committee	<p>Arrange for routine repairs; ensure that the premises are clean and presentable at all times; ensure supply stocks are maintained and replenished; plan and execute renovation and facilities improvement projects; ensure facilities safety and security; ensure safety evacuation procedures and action plan is in place; establish a list of preferred service contractors and key contacts</p>
3. Muslim Youth Development Committee	<p>Organize Young Muslim and Muslima Clubs; identify training and development needs for youths' organize field trips and outings' support youth participation in ICNL Islamic courses; provide counseling and assistance in school work; create study groups; organize bake sales and other entertainments; provide opportunities for internships and resume building.</p>
4. Public Relations & Media Response Committee	<p>Represent ICNL at churches, synagogues, school functions; give interviews and briefings to media and press; organize letter writing campaigns; respond to any negative press coverage with timely rebuttals; identify and act on opportunities to publicize ICNL in the media and press; support Habitat for Humanity World House Project; establish strategic alliances with supportive non-Muslim organizations; create and training program for how to respond to public queries.</p>
5. Publication & Information Committee	<p>Post announcements in The Day; post announcements in the ICNL; publish an ICNL Monthly news bulletin; maintain the ICNL web page; publish an ICNL brochure; publish an ICNL business directory.</p>
6. Budget & Finance Committee	<p>Assists the Treasurer to prepare the annual budget; organizes and runs fund-raising campaigns; solicits monthly donations; maintain up-dated accounts and balance; make recommendations on spends and expenditures; research and recommend investment options; create strategic plans to ensure financial solvency and sustainability of ICNL; organize annual audits and inspections.</p>
7. Training & Life Skill Development Committee (Secular Focus)	<p>Organize educational forums on leadership and life skill development; identify skill and subject matter experts within the Muslim who can provide mentorship and training; maintain an up-dated library on the premises; arrange for tutoring for youth who need extra help with school work or subjects; administer work shops on topics of community interest and well-being.</p>
8. Dawah-Visitation-Committee (Islamic)	<p>Establish an active Dawah program to strengthen the sense of Islamic identity and responsibility within the Muslim community; propagate Islam to non-Muslims; liase with other Muslim communities through mutual visitations; acquire and distribute Dawah literature; provide Dawah services to area prisons, hospitals and schools; invite Islamic scholars; arrange trips to Islamic conferences.</p>
9. Social Function Programming Committee	<p>Organize and supervise community social activities including monthly potlucks, Eid celebrations, Open Houses, graduations; serve as the ICNL point of contact for community requests for use of ICNL premises for weddings or other Islamic related social gatherings; ensure cleanliness, safe-keeping and up-keep of ICNL facilities; provide security and oversight of premises; implement "good neighbor" initiatives.</p>
10. Policies and Procedures Committee	<p>Assists the President to set policy for conduct for ICNL members; maintain and up-grade ICNL Standard Operating Procedures; investigate and correct deviations; enforce the parking policy; recommend policy adjustments to the Board of Directors, as needed.</p>

Islamic Center of New London

16 Fort St. Groton, CT 06340 (860) 405-8006

Application for renewal/new membership _____ (year)

Name of the Primary Member: _____

Names of other members in the family who would like to be a member of ICNL:

1. _____

2. _____

3. _____

4. _____

Address: _____

(City) _____ (State) _____ (Zip) _____

Phone: (home) _____ (work) _____

E-mail: _____

I/We would like to be a new member/renew membership of ICNL for the _____ year.

Enclosed my/our membership fee of \$ _____

Signature of the Primary Member: _____ Date: _____

Any person is eligible for membership in ICNL and will be called a member if he or she satisfies the following conditions:

2. Hold Islamic Faith (There is no god but Allah and Muhammad (peace be upon him) is the Messenger of Allah)
3. At least 18 years of age
4. A person who lives or works in New London County or adjacent locales
5. Applied for new or renewal of membership in writing with full payment of the membership fees, as applicable.

The annual membership fee is \$40 for an individual plus \$10 for each additional member in the family. Please make your check or money order payable to **Islamic Center of New London**.

You can download this form from <http://www.islamiccenterofnewlondon.com/>