THE MUSLIM ASSOCIATION OF CLEVELAND EAST

CONSTITUTION AND BYLAWS

THE CONSTITUTION

ARTICLE I

The Muslim Association of Cleveland East, Ohio is hereby established and will henceforth be referred to as "the Association"

ARTICLE II

The Association is established for the fulfillment of the following purposes:

Section A To promote good will, understanding, fellowship and tolerance among Muslims.

Section B To provide Muslims with religious guidance based on the teachings of Islam

Section C To provide a place for the offering of prayers and for the performance of other religious observances, and for cultural activities.

Section D To serve as a cultural institute for the dissemination of information on Islam, its teachings, its history and its culture among Muslims as well as non-Muslims.

Section E To issue literature dealing with Islam and Islamic civilization.

Section F To organize courses of study on the Quran, the language of Quran, and in Islamic history and culture designed to meet the needs of Muslims and Non-Muslims, both adult and children.

Section G To maintain a library stocked with literature and publications on Islam.

ARTICLE III

Section A The Association shall not involve itself in political activities of any nature, within or outside the United States, whether or not any Muslim groups or nations are participating in debate or in strife.

Section B The Association shall not be used for monetary profit, and no part of its funds or possessions may be used for benefit of any of its members. The balance of all moneys received by the Association, after the payment of its debts and obligations, shall be held or used exclusively for the furtherance of the aims and purposes heretofore stated.

Section C The Association shall not involve itself in any form of racism. Persons advocating racism of any kind will not be allowed to join the Association, or if they are members, shall be asked to resign or will be subjected to expulsion as outlined in Article IV, Section D of the Constitution.

Section D The Association shall be comprised of a General Assembly, an Executive Committee, and a Board of Trustees. Definition and functions follow.

Section E Officers of any of the two bodies, "Executive Committee", or "Board of Trustees" may not hold any other office simultaneously as of September 1997.

ARTICLE IV

General Assembly

Section A Membership shall be awarded to Muslim adults, male and female. Membership shall be divided into Active, Associate, and Honorary categories.

An Active Member shall be a resident of North East Ohio area for at least six months. Only Active Members shall be entitled to vote and hold office.

An Associate Member shall be entitled to privileges of the membership, but shall not vote or hold office. Spouses of all Active Members shall be Associate Members upon payment of dues, unless they too want to become Active Members and so apply.

An Honorary Member shall be a Muslim or Muslima from out of the state. He or she shall be recommended by an Active Member.

Section B All Muslims are eligible for admission to the General Assembly upon introduction of at least two members thereof, and upon payment of the membership fee as outlined in Article IX.

Section C 1) The ultimate responsibility of determining the course of policy and activities of the Association shall lie with the General Assembly. Issues of importance or of an unusual nature must be ratified by the General Assembly in accordance with voting procedures detailed in Article VIII.

2) The General Assembly shall have the power to amend this Constitution and may exercise that power in accordance with voting procedures detailed in Article IX.

3) The General Assembly shall meet at least twice each year, once in March/April and once in September/October, at which times the various activities of the Association shall be reported and discussed.

4) The General Assembly, in its September/October meeting, shall elect an Executive Committee and a Board of Trustees.

Section D Upon a recommendation from the Executive Committee and approval by the Board, any member of the Association may be deprived of his membership or be suspended for un-Islamic behavior performed, sponsored or advocate him/her which may be considered by majority vote of the General Assembly to be detrimental to the objectives of the Association, and if such word or deed is performed in the name of the organization. Furthermore, the failure to pay the yearly dues of the Association by the end of March each year (for sustaining members) shall

constitute ground for suspension of membership, such suspension being accompanied by the cessation of all rights and privileges of membership.

ARTICLE V

Executive Committee

Section A 1) the Executive Committee shall be comprised of: President, Vice President, General Secretary, Education Secretary, Treasurer, the Imam, and Past President. Both the Imam and Past President shall be ex-officio members of the Executive Committee. All members except the ex-officio members shall have voting power.

2) All members of the Executive Committee except the Imam and the past-President shall be elected from among the Active members of the General Assembly.

Section B The Executive Committee shall have authority and responsibility of initiating, implementing, and supervising programs in keeping with the objectives of the Association. The Executive Committee may delegate some of this authority and responsibility in specified areas to appropriate committees.

Section C The Executive Committee in its first regular meeting of the year, shall appoint the chairmen to the standing committees. The chairman shall preferably be a member of the Executive Committee or the Board (for the sake of continuity). A Committee Chairman who is not a member of the Executive Committee shall attend the Executive Committee meetings but shall not have a voting power.

Section D The Executive Committee shall keep a register of names and addresses of Muslims and others who wish to receive notices and publications of the Association.

Section E The Executive Committee shall cause to be kept proper accounts and other records of all financial matters pertaining to the Association, and shall have prepared and submitted for Account Review no later than June 30 a statement of accounts of the current year. The Account Review statement of accounts, as well as any report made by the Account Review Committee shall be published and approved in the following the annual meeting of the General Assembly in September. The Executive Committee shall cause monthly checking of the book of accounts that it be correct and up-to-date. In each of the monthly meetings of the Executive Committee, the interim (monthly) financial reports shall be reviewed for proper control of the financial position of the Association. Other accounting procedures shall be followed as detailed in the Bylaws of the Association.

Section F The Executive Committee shall hold a monthly meeting at which time it shall review the programs underway and discuss the initiation of new programs.

Section G Any member of the Executive Committee may resign by giving notice in writing to the President. When a vacancy arises in the Executive Committee owing to such a resignation or to some other cause, it may be filled by unanimous vote of the remaining members, but only after the General Assembly has been notified and if no widespread objection is raised to such an appointment. In the event of such an objection, a special meeting of the General Assembly shall be called in order to elect a member to fill the vacant seat on the Executive Committee.

ARTICLE VI

Board of Trustees

The Board of Trustees is established in order that the control of the Association shall rest in the hands of the many, rather than a few, of the members of the Association.

Section A The Board of Trustees shall comprise of seven (7) members. All Board Members shall be elected by the General Assembly.

Section B There shall be a monthly regular meeting of the Board. Special meetings could be called by the Chairman of the Board or upon request by a majority of the Executive Committee.

Section C The Board of Trustees shall have the final authority on major issues concerning the Association. The Executive Committee shall vote on such issues and take them up to the Board of Trustees for the final decision.

Section D The Board of Trustees shall elect its own Chairman.

Section E Members of the Board shall not hold office on the Executive Committee. Members of the Executive Committee shall not be elected to the Board of Trustees. However, this clause is not applied until the very first elections are held for the Association.

Section F Each member of the Board shall serve a four (4) year term, ***after an initial one time period of transition where 1,3 and 4 year terms shall be needed to accommodate for an even distribution of starting of terms.***

ARTICLE VII

Procedure regarding meetings

Section A Members shall be notified at least three weeks in advance regarding confirmation of dates of the meeting of the General Assembly

Section B Special meetings may be held either under the direction of the President or upon a written and undersigned request of at least one half of the membership of the respective bodies (Executive Committee, Board of Trustees or General Assembly).

Section C The President shall preside over all General Assembly meetings, regular and special. At any meeting, the senior-most member among the office bearers of the Executive Committee present shall preside in the absence of the President.

Section D Quorum:
1) The Executive Committee shall not transact any business unless a majority

of its members are participating. A decision of the Executive Committee cannot be made unless a majority of its current members concur.

2) The Board of Trustees shall not transact any business unless four (4) of its members are present.

3) The General Assembly shall not transact any business unless ten (10) percent of its Active Members are present. In an election meeting, twenty-five (25) percent of its Active Members must be present.

4) In the case where there is no quorum, another meeting will be called in three weeks with the same agenda.

Section E Each meeting shall be brought to order promptly at the time indicated.

Section F Proper minutes of the meeting should be kept by the Executive Committee. The minutes should include: (1) Notice of the meeting, (2) Date and place of the Meeting, (3) members present and (4) the business transacted and proposals suggested, discussed and accepted or rejected. Such minutes of the meeting should be read and confirmed at the said meeting.

ARTICLE VIII

Voting Procedures

Section A Decision reached at each meeting will be made on the basis of simple plurality, unless otherwise indicated elsewhere in this Constitution for special situations, issues and offices.

Section B Any proposed amendment to this Constitution shall need to be presented in writing to the Executive Committee, signed by at least 10% of the current active membership or by a minimum of 5 active members, and at least 2 weeks prior to the General Assembly meeting.

Section C Amendments to this Constitution shall not be made except by a three-quarter plurality of each of the Executive Committee, Board of Trustees and the General Assembly members present in a valid General Assembly meeting. No Amendment shall be made to this constitution that is in violation of Shari'ah.

Section D The voting shall be the right of all members of the General Assembly with an active status of at least nine (9) months.

ARTICLE IX

Membership Fees and Donations

Section A Members shall be charged an annual membership fee:
Active Single Membership shall be $200 per year.
Active Family Membership shall be $300 per year.
Associate Single Membership shall be $60 per year.
Associate Family Membership shall be $100 per year.
Youth Membership shall be $25 per year.
A Lifetime Active Membership in MACE shall be awarded to a member for a onetime fee of $1000.

The Executive Committee or the Board of Trustees shall have the authority to waive or reduce the membership fee on a case by case basis in circumstances that would clearly qualify as extraordinarily difficult hardship.

No fee shall be charged to an Honorary member.

All fees are due on the first day of January.

Section B Donations may be solicited and accepted from members or non-members. Donations are tax-deductible and shall be acknowledged by a proper receipt issued by the Treasurer.

Section C The Association shall collect and distribute Zakah through procedures defined by Shari'ah.

BYLAWS

PREAMBLE: The Bylaws and the Constitution

Section I These Bylaws complement the Constitution and elaborate on the procedures and functions, within its frameworks, that determine and guide the activities of the Association. Both the Constitution and the Bylaws are to be in accordance with the Islamic Shari'ah.

Section II These Bylaws are fundamental.

Section III Elected officers as well as members shall be expected to comply with and implement these Bylaws.

ARTICLE I: The General Assembly

Section I The General Assembly shall comprise all members with paid membership dues. However, voting shall be limited to the Active Members.

Section II The General Assembly shall discuss and review the Executive Committee's report and the Treasurer's financial statement, duly reviewed by the Account Review Committee. The General Assembly shall elect officers for a new term and also decide on any issue of importance or unusual nature. The important report shall be mailed to the General Assembly members, AT LEAST TEN days before the meeting.

Section III A Nominating Committee of at least three (3) members shall be appointed by the Executive Committee. Such Committee shall secure nominations for positions such as officers of the Executive Committee and members of the Board of Trustees. Only an Active Member shall be eligible for nomination.

Section IV Ballot voting in person shall be used, except in certain special circumstances as validated and permitted by a majority of the Nominating Committee. Absentee Ballots may be cast, in the above circumstances, but only if a request has been presented by a member no later than 24 hours prior to the meeting, and has been approved by a majority of the Nominating Committee.

Section V The Nominating Committee shall validate the membership list, count the votes and and declare the result.

Section VI A member may be suspended temporarily upon charges brought against him/her in writing, filed with the Secretary, and following a hearing by the Board of Trustees. This temporary suspension shall be in effect until a hearing by the General Assembly either confirms the Board of Trustees' decision, or revises it by reinstating said member. The member under suspension shall have such hearings either by the Board of Trustees or by the General Assembly, upon his written request. In either case, the member who is suspended shall be notified as to the date of the meeting when his case is to be considered and advised of his right to a subsequent hearing.

ARTICLE II: The Board of Trustees

Section I The Board of Trustees shall comprise seven (7) elected Members.

Section II The Board of Trustees (Board) is an intermediate body, entrusted with decisions on questions, though not necessitating a General Assembly meeting, dealing with issues that the Executive Committee cannot or may not handle alone.

The Board shall review any problem facing the Executive Committee in its handling of its day-to-day tasks and shall suggest the appropriate course of action accordingly. The Committee Chairman shall also report to and seek the advice of the Board with regard to their respective concerns.

Section III The Chairman of the Board shall call the meetings of the Board once a month, or as he deems necessary, or in response to a request made by the Executive Committee.

Section IV Each member of the Board of Trustees shall either chair or be the Board's representative on a MACE Committee of their choice, reporting on the said Committee's activities to the Board and coordinating them with the Executive Committee.

Section V Any member nominated for a position on the MACE Executive Committee or the Board of Trustees shall be required, as a pre-requisite to run for election, to have served as an active member of any MACE Committee as detailed in MACE Bylaws Article IV. This pre-requisite shall start only after 2 years of adopting of this amendment.

ARTICLE III: The Executive Committee

Section I The Executive Committee shall be comprised of President, Vice President, General Secretary, Education Secretary, Treasurer, the Imam and Past President. Both the Imam and Past President are ex-officio members of the Executive Committee. All members except ex-officio members have voting power. All elected members of the Executive Committee shall serve a two (2) year term.

Section II The functions of the Executive Committee shall be:

1) To implement the Constitution.
2) To plan, manage and execute the activities of the Association in order to accomplish the purposes of the said Association.
3) To carry out the policies and decisions of the General Assembly and the consensus of the Board of Trustees.
4) To coordinate and appropriate the funds to the various Committees.

Section III The Executive Committee shall meet at least once every month. The President shall call all such meetings, either on his own initiative or upon request of at least three members of said Committee and/or ten members of the Association. A meeting shall be held within seven days of a written request by other members of the Executive Committee or said members-at-large. The participation of at least a simple

majority of members of the Executive Committee shall constitute a quorum for official deliberation and decision by said Committee.

Section IV The functions of the President shall be:

1) In consultation with the Executive Committee, be responsible for the general management and coordination of the activities of the Association.
2) Assure formulation of overall plans to implement the Constitution.
3) Call and preside over the Executive Committee meetings.
4) Represent the Association in contacts with the outside community, be it in a Muslim or non-Muslim situation. He may delegate this responsibility to others with the consent of the Executive Committee.
5) With the approval of the Executive Committee and the Board of Trustees, appropriate funds and control the expenses of the Association.

Section V The Vice-President shall:

1) Oversee the integrity, care and availability of the Building.
2) Plan projects to meet the future needs of the Association.
3) Coordinate Da'wah education and social activities of the Association.
4) Keep the community at large informed.

Section VI (A) The General Secretary shall:

1) Prepare, maintain and circulate minutes of all Executive Committee and General Assembly meeting.
2) Prepare agendas in consultation with the President and notify members of the Executive Committee and General Assembly within reasonable time regarding impending meetings in accordance with the Constitution.
3) Be responsible for the correspondence of the Association.
4) Maintain and up-to-date and effective bulletin board.
5) Maintain accurate lists of members and a general mailing list of supporters and others who may be interested in the activities of the Association.
6) Make regular announcements during important functions and/or events of the Association.
7) Prepare circulars, bulletins and forms.

Section VI (B) The *Education Secretary* shall *be the representative of all Educational Activities of MACE at the Executive Committee level*. He shall also assist the General Secretary in the following:

1) Prepare, maintain and circulate minutes of all Executive Committee and General Assembly meetings.
2) Prepare agendas in consultation with the President and notify members of the Executive Committee and General Assembly within reasonable time regarding impending meetings in accordance with the Constitution.
3) Be responsible for the correspondence of the Association.
4) Maintain an up-to-date, and effective bulletin board.
5) Maintain accurate lists of members and a general mailing list of supporters and others who may be interested in the activities of the Association.

6) Make regular announcements during important functions and/or events of the Association.
7) Prepare circulars, bulletins and forms.

Section VII The Treasurer shall:

1) Maintain a record of all financial transactions of the Association.
2) Collect all funds on the behalf of the Association and deposit them in the appropriate bank accounts in accordance with the procedures described in the appendix of these Bylaws.
3) Issue checks on behalf of the Association to cover all routine expenses such as utility bills or bills due for the operations of the said Association or for the upkeep of the facilities. Other expenses shall be met on the basis of authorization of payment by the President or documented authorization by the Executive Committee. The President handles all aforementioned procedures in the absence of the Treasurer.
4) Prepare a monthly statement for the Executive Committee and a financial report for the General Assembly meetings.

Section VIII The Imam shall:

The Imam is the religious leader and spiritual guide of the Association. Although he is not to claim to be the ultimate authority in religious matters, his knowledge of Shari'ah and his respectable Islamic conduct shall lend authority to his decision around which the membership and the Muslim community at large can unite in brotherhood. His learned opinion shall be sought in all aspects of the functions and the activities of the Association with regard to questions needing a pronouncement of Shari'ah.
The initial procedure to appoint a new Imam shall be the prerogative of the Executive Committee through any committee it deems appropriate, which Committee shall evaluate his qualifications and credentials.
The new Imam shall be approved subsequently by the General Assembly. However, the Imam shall be approved every two years by the General Assembly, following recommendation by the Executive Committee.

More Specifically the Imam will:

1) Following consultation with the Da'wah Committee, whose responsibility is to ascertain the viewing of the Crescent, either themselves or through the recognized Islamic institutions in North America, and Canada, decide which is to be the first day of Ramadan, the day of Eid-ul-Fitr and the first day of Zul-Hijja so as to ascertain the forthcoming celebration of Eid-ul-Adh'ah. He is then to relay that decision to the President of the Association who in turn, shall proceed with the planning of the Eid functions accordingly.
2) Set forth rules for dispensation of the Zakah, Zakatul Fitr and other relief funds in accordance with the Shari'ah, and also approve requests for the dispensation of such funds in conjunction with the Executive Committee.
3) Decide an alleged violation of the Shari'ah on the part of members so charged before the hearing by the Board of Trustees.
4) Attend Committee meetings as he deems appropriate.

Section IX The outgoing officers shall turn over their files, documents, and any property of the Association at their disposal to the incoming officers shortly, if not immediately, after the annual election. This is to be accomplished with helpful information with regard to any unfinished business, outstanding charges etc., thus making for a smooth transition.

Section X Any member nominated for a position on the MACE Executive Committee or the Board of Trustees shall be required, as a pre-requisite to run for election, to have served as an active member of any MACE Committee as detailed in MACE Bylaws Article IV. This pre-requisite shall start only after 2 years of adopting of this amendment.

ARTICLE IV: Committees:

Section I Standing Committees shall be formed to advise and help in the planning and execution of various specialized functions of the Association. This will give stability, continuity and depth to the Organization as it will broaden the range of participation of its Membership.

Section II Seven standing Committees shall be assigned tasks vital to the realization of the goals of the Association.

1) **Da'wah Committee**: Shall plan and carry out programs to enhance the members' knowledge of Islam, and introduce Islamic concepts to outside groups. The teaching of Islam should be, clearly and wisely, the heart of Da'wah.

2) **Finance Committee:** shall be responsible for planning and conducting fund raising efforts. It shall assist the Treasurer in preparing the annual budget and review his financial reports to the General Assembly. The Chairman of the Finance Committee may submit separate observations and suggestions with regard to financial matters to the General Assembly as he deems necessary.

3) **Social Committee:** shall make plans and design programs for Islamic Holidays and other events. This Committee shall also promote regularly scheduled social functions to bring the members together. It shall be responsible for keeping in touch with the Muslim community in such a way as to identify the needs thereof, recognize particular problems therein, and recommend solutions thereto. It shall serve as a bridge between the Muslim and non-Muslim communities, and Executive Committee, thus helping to make the integration of all Muslims living in the community as well as newcomers, an Islamic reality.

4) **Building Management Committee:** shall manage the interior and exterior of the building of the Association, and keep all its facilities in working order so as to ensure their availability in any event or as the need arises.

5) **Account Review Committee:** Shall review all accounts of the Association prior to the Treasurer's report to the General Assembly at its September meeting.

6) **Youth Committee: (MYCE)** shall be responsible for planning and conducting programs for the youth (10-20 years old). The Committee will strive to enhance betterment of the self and the community while portraying Muslims in a positive identity by bringing the youth together (brotherhood/sisterhood) through volunteering, education and social/community activities and events.

7) ***Education Committee: shall be responsible for planning, organizing, operating, and administering the Educational activities of the Association, including the weekend, part time or full time school.***

Section III The President of the Association, after consultation with the Executive Committee, may also form Ad-hoc Committees to deal with special or temporary tasks . The Chairman of such committees shall report to him. Sub-Committees may be set up by Standing Committee Chairman to deal with certain aspects of their respective Committees' function.

APPENDIX A

Responsibilities of the Treasurer:

1. To write a receipt for all income.
2. Keep an accurate accounting of all receipts.
3. Pay bills promptly.
4. Keep checkbook balanced at all times.
5. Keep receipts for all bills paid.
6. Keep a record of every deposit and every check written in an account record book.
7. To reconcile the checkbooks against the bank statements monthly.
8. To make a written statement of all income and expenses and bring it to the Executive Committee meeting, along with checkbooks, bank statements and the account records monthly.
9. In the semi-annual monthly meeting, give a written report of all income and expenses.
10. To keep one account, for Muslim Association of Cleveland East.
11. Checks for the above mentioned account can be written by either the Treasurer or, in his absence, by the President. If the amount exceeds $2000.00 (two thousand dollars) the check has to be signed by both the President and the Treasurer.
12. To help the Chairman of the Building Management Committee prepare an inventory of properties of the Association, to be reviewed once a year, to coincide with the new term of the Executive Committee.

APENDIX B

Responsibilities of the Education Secretary:

As per amendment to the MACE Constitution, made at the General Assembly meeting held on September 25, 2005,
The position of the Joint Secretary shall be included.

As per amendment to the MACE Constitution, made at the General Assembly meeting held on October 5, 2013.
The Joint Secretary position shall be replaced by the Education Secretary.

The Bylaws Article III shall be amended to include

Section VI (A): The Education Secretary shall
Be the representative of all Educational Activities of MACE at the Executive Committee level. He shall also assist the General Secretary in the following:

1) Prepare, maintain and circulate minutes of all Executive, and General Assembly meetings.
2) Prepare agendas in consultation with the President and notify members of the Executive Committee and General Assembly within reasonable time regarding impending meetings in accordance with the Constitution.
3) Be responsible for the correspondence of the Association
4) Maintain an up-to-date, and effective bulletin board.
5) Maintain accurate lists of members and a general mailing list of supporters and others who may be interested in the activities of the Association.
6) Make regular announcements during important functions and/or events of the Association.
7) Prepare circulars, bulletins and forms.

Signatories to MACE Constitution, Bylaws, and Amendments:

President: _____

Vice President: _____

Secretary: _____

Education Secretary: _____

Treasurer: _____

Board of Trustees:

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

7: _____