

Articles of Association and By-laws Version 4.2

| # | Description | Date | Updated by |
|---|--|------------|---|
| 1 | Original By-Law, voted, and Adopted. | 10/3/2010 | Ahmed Khan |
| 2 | 1 st Amendment: Added Board of Directors term from 1 year to 2 years in Article 5, Section 1 | 12/10/2016 | Ahmed Khan |
| 3 | 2 nd Amendment: Added Board of Trustees-Roles and Responsibilities in Article 4 | 12/10/2016 | Ahmed Khan |
| 4 | 3 rd Amendment: Article 3: Sections 1-3; Article 5: Sections 1,2,5; Article 7: Section ; Article 9: Sections 6-7; Article 10: Sections 8-9 | 12/9/2017 | Ahmed Khan, Aisha Shafique |
| 5 | 4 th Amendment: Article 2: Section 4; Article 4: Section 2.6; Article 5: Section 2.1; Article 9:1,2,5; Article 9: Section 4; Article 9: Section 8 | 12/22/2018 | Aisha Shafique |
| 6 | Reordered and Reorganized Articles Added Article for General Body Added Article for Imam | 12/09/2023 | Abdul Qadeer Khan, Qazafi Qureshi, Aisha Shafique |
| 7 | Legal Review and Update | | Bylaws Committee |
| 8 | By Laws Version 4.2 Community Vote update! 3/4 majority of the Quorum voted Yes | 1/5/2024 | Sadia Syed |

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Article 1 - Name & Address

Section 1.1

- The organization shall be called Sammamish Muslim Association, hereinafter also called SMA.
- The existing address:
22011 SE 20th Street, Sammamish, WA 98075.

Article 2 - Mission and Composition

Section 2.1: Mission

Sammamish Muslim Association (SMA) shall be a religious, non-profit, and non-political organization. Its fundamental purpose shall be to encourage and enable Muslims to practice Islam and acquire the basic knowledge and competence in Islam in order to contribute individually and collectively toward meeting human needs in conformity with Islamic doctrines and belief. It shall also be the purpose of the SMA to build a strong community within the boundaries of Islam.

The mission of the SMA is to organize Muslims in the area and help them stay on the path dictated by the Holy Qur'an and practiced by Prophet Muhammad (peace be upon him) through educational and spiritual means. Towards this end, it shall:

1. Maintain a place of worship, hereinafter referred to as a masjid, with men and women's prayer spaces
2. Arrange and hold congregational prayers and Islamic religious festivals at appropriate times.
3. Promote unity and cooperation among Muslims.
4. Provide Islamic services and develop institutions to meet the needs of Muslims in Sammamish and surrounding areas.
5. Endeavor to make Islamic teachings known to interested non-Muslims.
6. Conduct religious, educational, social, cultural, and other activities in the best traditions of Islam.
7. Promote better relations between Muslims and non-Muslims.

Section 2.2: Composition

SMA is organized into three governing entities:

1. General Body of official SMA voting members as defined in Article 3
2. Board of Directors (also referred to as BoD in these bylaws) elected by the General Body
3. Board of Trustees (also referred to as BoT in these bylaws) elected by the General Body

Article 3 – Membership

NEW:

Section 3.1: Membership categories

1. The membership of the SMA shall consist of voting members.
2. Voting members are considered official members of the SMA for the purposes of the Washington NonProfit Corporation Act, 24.03A RCW. Therefore, “member” without a modifier assumes “voting member” for these Bylaws.

Section 3.2: Member Qualifications

1. An SMA voting member shall meet the following qualifications:
 - a. Be a Muslim over the age of 18 years
 - b. Live in the Sammamish/Issaquah area
 - c. Agree to obey these By-Laws
 - d. Complete the available SMA member registration process
 - e. Be up-to-date on payment of any dues
 - f. Be registered for membership for at least 120 days
 - g. Be in good standing as stipulated in section 3.2.2
2. A member is considered to be in good standing if the following hold true:
 - a. The member is current in registration process
 - b. The member is up-to-date in payment of any dues
 - c. The member is acting in accordance with state law
 - d. The member is acting in accordance with these ByLaws
 - e. The member complies with the policies, rules and regulations adopted and communicated through written notice by the Board.

Section 3.3: Membership Expiration and Withdrawals

1. Membership is on an annual basis and expires if it is not renewed via the renewal process as notified by the SMA Board. This notification for renewal must be sent to the member at least two weeks prior to membership expiration.
2. Re-registration after expiration will be considered the start of a new membership, which is subject to the 120 day probation period before voting membership is fully conferred.
3. A voting member can withdraw membership by providing a notice with intent to withdraw emailed to the Board of Directors 2 weeks prior to the effective date of withdrawal.

Section 3.4: Dismissals

1. *Dismissal*: The board can dismiss a registered member if at least 3/4th of the entire Board of Directors and 2/3rd of the Board of Trustees vote for dismissal.

2. *Notice:* The registered member must be provided a minimum 2 week notice of dismissal and reason for it. If in that time the registered member requests a hearing with the combined boards, membership is suspended until a hearing is held.
3. *Hearing:* The hearing will be held within a month of that member's request, with onus on the member to be available at one of two dates proposed by the SMA Boards. The hearing will include at least a quorum of Board of Directors and a quorum of Board of Trustees.
4. Within two weeks of the scheduled hearing, the Board of Directors and the Board of Trustees will again vote on whether to dismiss the registered member. Dismissal will apply if at least 3/4th of the Board of Directors and 2/3rd of the Board of Trustees vote to dismiss. If dismissal is reversed, the previously dismissed member continues membership status as before. If dismissed, the membership is immediately expired.
5. *Reinstate:* The dismissed member can apply to reinstate membership after 6 months by emailing the Board of Directors. The BoD will vote on reinstating at the subsequent monthly Board meeting. The reinstatement will be pending simple majority acceptance from the Board of Directors as well as completion of registration process and payment of membership dues. If rejected, the dismissed member can try again after 6 months.

Section 3.5: Membership Dues

1. Monthly membership dues shall be determined by the Board of Directors. The Board shall establish a formula for the amount of any dues to be paid by individuals and/or by a family unit, taking into account the number of family members 18 years of age or older residing in the same household. Any family member living separately and independently in a different household from his immediate family shall be required to pay the full monthly dues set for individuals.
2. Annual membership dues shall not be increased more than 25% (twenty-five percent) in any year without the approval by the majority of the members of SMA. Any proposal for increasing dues above the 25% raise must be made and approved at the annual meeting of the General Body.

Article 4– General Body

Section 4.1: Definition

The General Body's members are the SMA voting members who are eligible to elect the governing board of directors and board of trustees in accordance with these bylaws.

Section 4.2: Annual Meeting

The SMA shall have at least one General Body meeting during the year at which time the President or the President's appointee from the Board of Directors will provide the annual and financial report to the General Body.

Section 4.3: Special Meeting

A special meeting of the General Body can be called by at least 2/3rd of the Board of Directors and 1/3rd of the Board of Trustees or by at least 25% of the voting members forming the General Body at that time.

Section 4.4: Notice of Meeting

Written notice of a General Body meeting shall be given to all the voting members of the SMA at least two weeks prior to the date of the meeting. This notice must be relayed to the voting members through the established channel of communication to voting members, as specified in the Board Resolution on Procedures.

Section 4.5: Quorum

1. A quorum for a General Body meeting is reached when 50% or more of voting members are considered present
2. If a quorum of 50% is not reached, the meeting will be postponed to a time no earlier than 24 hours and no later than 2 weeks. At this second meeting attempt, quorum requirement for the meeting will be dropped to 25% of voting members
3. If a quorum of 25% at the second meeting attempted is not met, a third meeting will then be held no earlier than 24 hours and no later than 2 weeks from the second meeting. At this third meeting, quorum will be assumed to be met.
4. In the exceptional circumstance of a general body meeting to determine dissolution of SMA, quorum must be maintained at 51%. If it is not met, then the meeting must be rescheduled until the 51% quorum is met.

Section 4.6: Absentee Ballots and Remote Attendance

1. Absentee ballots for voting on board elections or bylaw amendments are permitted if a voting member requests the ballot at least one week prior to the General Body meeting. For these to be counted, the Election Committee must receive the filled ballot 24 hours prior to the stipulated time of the given General Body meeting, unless the Board of Directors votes to extend the deadline to request and/or deadline to submit ballot up until the point at which vote counting is initiated. These submitted absentee ballots count toward quorum for the General Body meeting for which they are intended.
2. The Board may allow for a remote attendance option. Remote attendance counts toward quorum if a process for remote presence is established for the General Body meeting and communicated to voting members at least one week prior to that meeting.

Article 5 - Board of Trustees

Section 5.1 – Purpose

1. Protect all assets of the Sammamish Muslim Association and ensure the Board of Directors (BoD) is operating the Sammamish Muslim Association in accordance with its vision and mission.
2. Preserve the overall mission and vision of the Sammamish Muslim Association as defined in the approved SMA bylaws.
3. Ensure the Masjid governance does not run afoul established rules from the Quran and the Sunnah.
4. Provide oversight of the administration of SMA.

Section 5.2 – Composition of Board of Trustees

The Board of Trustees shall consist of three members.

1. All the members should be elected by the General Assembly for a three-year term.
2. The general body can re-elect a Board of Trustees member for a new term for a maximum of two consecutive terms.
3. All decisions of BoT require approval of a simple majority of the Trustees.
4. The BoT will choose among themselves a Chair, Vice-Chair and a Secretary. The three BoT members-are not part of the board of directors.
5. The Chairman shall preside over the BoT meetings. He/she shall also be the spokesperson of the BoT activities.
6. The BoT Secretary shall maintain a record of minutes of every meeting and of all correspondence pertaining to the BoT activities.
7. The BoT shall meet at a minimum once a month.

Section 5.3 – Board of Trustee Qualifications

1. Have sound Islamic beliefs and practices
2. Follows Al-Sunnah Wal Jama'h
3. Abstain from major Islamic violations
4. Must be the only member of his or her immediate family serving in the BoT and the BoD.
5. Be a regular (daily/weekly) attendee of the Sammamish Masjid and an active participant as a volunteer or a leader of activities of SMA.
6. Be committed to supporting SMA and its charter and mission.
7. Must have previously served at least one full two-year term, in good standing, as a member in the BoD.
8. Must be an active, registered voting member for at least 120 days before the given election

Section 5.4 – Responsibilities of Board of Trustees

1. The BoT will monitor and ensure that long term goals, commitments, strategy and direction for SMA as defined by the BoD are consistent with the SMA bylaws.
2. The BoT shall approve and oversee the BoD strategic and critical decisions impacting the charter: These decisions include (but not limited to):
 - a. Hiring and termination of masjid Imam in accordance with section 9.1 of these bylaws.
 - b. Sale, purchase, lease and construction of SMA property
 - c. Any major structural modifications to SMA property.
 - d. Any project requiring expenses of \$25K or more.
 - e. Any action or omission of action that can lead to the dissolution of SMA or its assets
3. If major conflicts/disagreements arise which impact the SMA community but do not directly involve the BoD, the BoT, in cooperation with the BoD, shall take charge of the issue and resolve it in the best manners according to the Islamic principles putting in mind the best interest for the SMA community, its vision, mission and reputation, and if required, refer it to the religious committee, as stipulated in the Boards' Resolution on Procedures, or the mediation and arbitration panel, as stipulated in Article 11.
4. In the rare instances, if the BoD does not follow the SMA by-laws or deviates from the vision and charter of the organization, the BoT has the right to take necessary actions to

correct the situation. The corrective actions shall include (but are not limited to) the following:

- a. Giving a written notice to the BoD to correct the issue at hand within 60 days.
 - b. If the board does not correct the decision according to the guidance of the BoT, a unanimous vote by the BoT in combination with a 1/3rd vote by the BoD has the authority to dismiss the Board of Directors immediately and call for a general election. The chairman of the BoT must communicate the decision to the community members along with an explanation for the BoT decision within 48 hours. The General Assembly must be called within 30 days for the purpose of electing a new BoD.
 - c. If the joint boards do not jointly resolve to dissolve the BoD, the BoT can unanimously determine that the entire board will be up for reelection at the next general election.
5. The BoT ensures elections are administered in accordance with these By-Laws.
 6. The BoT serves as adviser to the BoD as necessary.
 7. Trustees shall be courteous and treat other Board members and community members with respect.
 8. BoT will support all BoD policies and actions which are in accordance with these By-Laws, approved charter, vision and mission.
 9. Trustees will reclude themselves from any decision where there is a potential conflict of interest.
 10. Trustees should not interfere in the day-to-day activities of the BoD.
 11. Trustees will oversee any removal of memberships in accordance with section 3.4 of these bylaws.
 12. Trustees will oversee any removal of Board of Directors members in accordance with section 6.7 of these bylaws.

Section 5.5 –Engagement with the Board of Directors

1. BoT and BoD shall meet at least once a quarter or as necessary to discuss, review progress on major and critical issues as defined by the BoD, and as outlined in the document above.
2. The BoT and BoD will jointly approve the Boards’ Resolution on Procedures (BRP) annually within six weeks of the last general elections. The BRP will include board meeting procedures, procedures for remote attendance of any meetings, procedures for establishing a religious committee and seeking adjudication from the religious committee, and procedures for maintaining membership lists. The adoption of the BRP will require either at least 51% of BoD support and 2/3rd BoT support, or at least 2/3rd BoD support and 1/3rd BoT support. The BRP will be a part of both the boards’ meeting minutes records. If a new BRP is not adopted within the given timeframe, the previous BRP is considered adopted.
3. Scheduled board meetings (Trustees and/or Directors meetings) shall be open for any board member to attend and board minutes will be shared between the two boards.

4. BoT may join a BoD approved sub-committee to support a project and/or to participate in a service to the community.

Section 5.6 – Resignations and Dismissals

1. The General Assembly has the power to remove a member of the BoT for gross misconduct or deliberate violation of the Association bylaws. A three fourths (3/4) majority vote of the General Assembly, where quorum is present, shall be required to adopt a “No Confidence Motion” to remove a BoT member.
2. A BoT member resigns his/her position if the member relocates outside of Sammamish/Issaquah or if s/he has missed three consecutive, scheduled monthly meetings, unless BoT approved the cause.
3. If a BoT member resigns or is removed prior to the expiration of the term, the remaining BoT shall appoint within six weeks the replacement for the remainder of the term with at least 51% support from the BoT and 51% support from the BoD.
4. The newly appointed BoT member must meet the qualification requirements for the BoT set forth in section 5.3 above.
5. If more than 50% of the BoT members resign or are removed, general assembly elections will be called by the remaining BoT and the BoD within 30 days to elect replacement BoT members.

Article 6 – Board of Directors

Section 6.1 – Positions

The SMA shall be managed by a Board of Directors of 7 members consisting of a President, Vice President, General Secretary, Treasurer, and 3 other directors.

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Section 6.2 – Elections

1. General elections shall be conducted every year for the Board members whose terms are expiring in that year.
2. At the first board meeting in the new election year, all of the contested board positions will be elected internally by the elected members of the Board of Directors with majority vote using secret ballots. Board directors will not receive any remuneration for their service on the Board of Directors.
3. A board of director member running for the President position must have a minimum of one year experience on the Board of Directors to be eligible, unless there is no Board of Director member who meets the criteria.

Section 6.3 – Term Limits

1. The term of office for each member on the Board of Directors is two years.

Section 6.4– Qualifications

A member of the Board of Directors must meet the following qualifications:

1. Be an adult, practicing Muslim known for his/her Islamic manners and morals in his/her community and organization dealings.

2. Be a regular attendee to the Mosque and regular participant in Mosque activities.
3. Be committed to supporting the SMA financially.
4. Must be the only member of his or her immediate family serving in the BoT and the BoD.
5. Be a voting member of the SMA for a minimum of one year.
6. Be a voting member in good standing.
7. Must be an active, registered voting member for at least 120 days before the given election

Section 6.5– General Purpose of the BoD

All the members of the Board of Directors, individually and collectively, shall endeavor to implement the aims and purposes of the SMA. Towards this end they shall:

1. Define internal and external policies for the SMA in accordance with generally accepted Islamic principles and these By-laws.
2. Raise funds for the routine and general maintenance of the SMA activities and any obligations and liabilities.
3. Appoint Standing Functional Committees and act on their recommendations.
4. Appoint full time or part time staff and supervise their work.
5. Maintain the office of the SMA.
6. Ensure that a regular Islamic education program is offered to members of the SMA.
7. Abide by all Board of Directors decisions.
8. Modify if necessary and approve the finalized annual budget of the SMA at least 30 days prior to the commencement of the fiscal year.
9. Actively pursue to establish a Muslim center/Mosque in Sammamish area.
10. Vote to adopt in the first six weeks after general elections a Board Resolution on Procedures in conjunction with the BoT, as stipulated in 5.5.2.

Section 6.6 – Meetings

1. Board of Directors meetings will be scheduled in the following ways:
 - a. The board of directors will have at least one 60 minute scheduled monthly meeting, where the schedule is shared with voting members.
 - b. The President may call Board of Directors meetings in addition to the regular monthly meeting whenever s/he deems it necessary.
 - c. An emergency Board of Directors meeting may be called at the request of at least 1/3 of the Board of Directors members. Such a meeting shall be held within one week after the written request is made to the President.
 - d. An emergency meeting of the Board of Directors may be called by petition signed by ten percent of all members of SMA. Such a meeting shall be held within a week after the written petition is presented to the President.
2. Meetings will be run using the following meeting procedures:
 - a. Meetings will be run in accordance with the Board Resolution on Procedures.
 - b. The presence of at least one-half of the members of the Board of Directors members shall constitute a quorum for a Board of Directors meeting. If there is an odd number of Board members serving at any time, the quorum required shall be

determined by rounding off the 50% calculation to the next highest number, rather than to the next lowest number.

- c. The decision on each and every matter in the Board of Directors meeting shall be reached by a majority vote of the members present, unless stipulated otherwise in these bylaws. The President or the member presiding in his absence, shall not vote on any matter, except to break a tie vote. This shall not preclude the President or other presiding officer from voting in a secret ballot election which may be held for election of officers. Members not present at General Body or Board of Directors meetings shall not be able to vote on any issue. Presence is defined as virtual or in-person current time attendance. There shall be no proxy votes.
 - d. Meeting minutes will be recorded for each official BoD meeting.
3. Members may attend board meetings in the following situations:
- a. Monthly scheduled meetings and emergency meetings called for by petitioning voting members are open for attendance to SMA voting members. Members can attend the last 30 minutes of the meeting, unless the BoD President permits earlier entry. For members wishing to address the directors, they must provide written notice to the BoD one week prior to the beginning of the scheduled meeting, unless the President deems the issue urgent, in which case the BoD shall be notified of all speakers at least 2 hours prior to the meeting. Each member will be given at least 5 minutes to speak.
 - b. The Board of Directors, through an approved Board motion, may also invite past Board of Directors member (s), SMA committee members, and/or any other member (s) to any Board of Directors meeting for such purposes as ascertaining the history of past decisions and seeking their views on the items on the agenda for the meeting. However, none of the invitees shall have a right to vote in any Board of Directors meeting.

Section 6.7 – Resignations & Dismissals

1. A member of the Board of Directors may be immediately removed from the Board of Directors by a unanimous vote of the other members of the Board of Directors. Additionally, the General Assembly has the power to remove a member of the BoD for gross misconduct or deliberate violation of the Association bylaws. A three fourths (3/4) majority vote of the General Assembly, where quorum is present, shall be required to adopt a “No Confidence Motion” to remove a BoD member.
2. A position is automatically vacated if the BoD member relocates outside of Sammamish/Issaquah or has missed three, consecutive, scheduled monthly meetings. However, if the BoD approves a motion that a particular absence for a BoD member was due to mitigating circumstances, that absence shall not count as a missed meeting.

Section 6.8 – Filling Vacancies

1. In the event of a vacancy in the positions of Vice President, General Secretary, Treasurer, or one of the other three Directors, if fewer than 50% of the BoD seats are empty, the Board of Directors shall vote within 30 days of vacancy on whom to fill the vacancy with

from among members of the SMA. The selected member must meet the requirements set forth in qualifications in Section 6:4.

2. If more than 50% of the BoD positions are vacant, the BoD shall call a general body meeting to elect new members within 30 days.
3. In the event the position of President is vacated and there is a year or more remaining in his/her term, a new President shall be elected by the Board of Directors from within its members once all empty seats have been filled at the closest annual elections. Until that annual election, the Vice President shall assume the functions of the President, as specified in Section 7.2.

Article 7 – BoD Individual Roles & Responsibilities

Section 7.1—President

1. The general management of all the activities of the SMA.
2. Directing and coordinating all the activities so as to achieve the purpose of the SMA.
3. Calling and presiding over meetings of the Board of Directors and the General Body.
4. Leading formation of various temporary committees and leading the appointment process of their members, with approval of the Board of Directors.
5. Controlling funds and expenses of the SMA as defined in Article 12 8.
6. Presenting reports on the state of the SMA to the annual meeting and in its Newsletter.
7. Being the spokesman, representative and correspondent for the SMA towards external activities and media.
8. Establishing efficient links between the SMA and other Muslim organizations, and local entities.
9. If male, carrying out the duties of the Imam in his absence.

Section 7.2—Vice President

1. Presiding over the Board of Directors meetings when the President is absent.
2. Taking over the President's role, as specified in section 7.1, when the President is unable to do so.
3. Managing and overseeing SMA Voting Membership and maintaining oversight of the SMA website and social media.
4. Performing any other committee responsibility delegated by the President as outlined in section 7.1.

Section 7.3—General Secretary

1. Preparing and maintaining the minutes of all Board of Directors and General Body meetings and circulating these minutes within 14 days of the relevant meeting.
2. Preparing, posting, and circulating the agenda for the Board of Directors and General Body meetings.
3. Presenting the minutes of previous Board of Directors and General Body meetings for approval by the Board of Directors and posting of approved Board of Directors decisions.
4. Maintaining all official records of the SMA, such as meeting minutes, BoD decisions, membership list of voting SMA members, and list of all people interested in SMA affairs.
5. Working with at least one other member of the BoD (whose seat is not up for re-election in that year) to aid the Elections Committee, as specified in Article 10, providing it with

a list of members eligible to vote in elections, and posting other information regarding the time, venue, and process of General Body meeting on the SMA mosque bulletin at least 14 days before the meeting at which the voting will take place.

6. Performing any other committee responsibility delegated by the President as outlined in section 7.1.4.

Section 7.4—Treasurer

1. Maintaining the record of all the financial and legal transactions of the SMA. He/she shall be responsible for systematic upkeep of books and writing disbursements, receipts, bank reconciliations and posting of monthly income and expense statements.
2. Collecting and depositing all funds received on behalf of the SMA.
3. Countersigning all withdrawal checks on behalf of the SMA.
4. Preparing the annual budget of the SMA for the following fiscal year, in consultation with the Board of Directors at least two months prior to the end of the current fiscal year.
5. Presenting before the Board of Directors a monthly report on the status of the SMA's financial affairs, including a monthly income and expense statement. Treasurer will alert BoD if Mosque funds fall below \$20,000.
6. Assisting the Board of Directors in preparation of any required government reports involving tax activities, including tax returns and applications for property tax exemption.
7. Performing any other committee responsibility delegated by the President as outlined in section 7.1.4.

Article 8– Committees

Section 8.1 – Standing Functional Committees

1. The SMA may have standing functional committees to assist in the implementation of the aims and purposes of the SMA. These may include, but are not limited to, a Sisters' Committee, Youth Committee, Religious Services Committee, and Website Committee.
2. The Board of Directors shall appoint the chairperson of all functional committees within 30 days of the annual elections. No person can be a chairman of more than one standing committee.
3. The committee members shall be appointed by the Board of Directors with the concurrence of the appointed committee chairman.
4. The sessions of the functional committees shall be called and presided over by the chairman of the committee. A representative of the Board of Directors may participate in the meetings as an observer.
5. Each functional committee shall stay active until a new committee is formed by the newly elected Board of Directors.
6. The members or chairperson of any functional committee may be removed and replaced by the Board of Directors at any time during their tenure.
7. The Board of Directors shall provide goals and guidelines for all functional committees. The recommendations of all the functional committees will be acted on by the Board of Directors.

Section 8.2 – Temporary Subcommittees

1. The BoD may also form temporary subcommittees for the purpose of achieving a temporary task.
2. These temporary committees will be headed by a BoD member appointed via majority carried BoD motion.
3. The lead BoD member will appoint committee members to fill the committee positions. A majority BoD vote can veto the appointments.

Article 9 – Imam

Section 9.1 – Imam Hiring Process

1. The BoD and BoT will hire an Imam for SMA with support from at least 2/3rd of the BoD and 2/3rd of the BoT.
2. The Imam’s employment can be terminated if at least 2/3rd of the BoD and 2/3rd of the BoT vote to terminate.

Section 9.2 – Qualifications

1. The Imam will be fluent in English.
2. The Imam will meet all legal work conditions according to Federal and Washington State law.
3. The Imam will have cleared a background check
4. The Imam will meet 70% of the following conditions:
 - a. Hafiz-e-Quran
 - b. Degree in Islamic Studies from a reputable University
 - c. At least one Ijazah
 - d. At least one year teaching experience
 - e. Recite Qur’an with correct Tajweed
 - f. At least one-year prior experience as an Imam at a masjid
 - g. Knowledge of Fiqh

Article 10– Elections

Section 10.1 – Elections for BoD and BoT

1. Annual elections shall be held at a specified date no later than December 30 of each year in order to elect the members of the Board of Trustees and the Board of Directors whose terms will commence on January 1 of the following year.

Section 10.2 – Election Committee

1. The elections shall be conducted by a three-member Election Committee appointed by the Board of Trustees and the Board of Directors. Election Committee members must be in good standing as defined in Article 3. No member of the Board of Directors may serve on the Election Committee.

2. At least two weeks prior to the election, the Elections Committee shall announce the date, time, and place of the election. The Elections Committee shall also announce the procedure for nominating candidates and shall produce a list of all members eligible to vote.
3. The Election Committee members shall not campaign in favor of or against any candidate. However, they shall have the right to vote as members of the SMA.

Section 10.3 – Election Process

1. Only SMA members eligible to vote shall be permitted to nominate candidates or to second their nomination. Only voting members can be nominated for Board positions.
2. Only members in good standing shall be eligible to vote in an election. In order to be in good standing, a member must be currently registered and have maintained a registered status for at least 120 days during the calendar year of the elections and must meet all requirements specified in section 3.2.2.
3. The Election Committee will confer with the joint Board of Trustees and Board of Directors to determine whether nominees for the Boards meet the By-Law qualifications for their respective seats. Where there is a dispute among the board members on whether a nominee fulfills a given By-Law qualification, only if a 3/4th majority (rounding down to the nearest whole number) of the *entire* combined Boards determines a nominee does *not* meet the qualification can the nominee be disqualified. The Boards must then provide the Election Committee a clear statement on the basis for disqualification, as per the By-Laws.

Section 10.4 – Election year

1. The newly elected members of the Board of Trustees and the Board of Directors shall assume their positions on January 1.

Article 11 – Mediation and Arbitration

Section 11.1

1. Any charge (s) against a member including but not limited to misappropriation of funds, fraud, corruption, violation of the By-laws, etc., can be brought against a member by a petition signed by at least ten percent (10%) of the total members. The petition shall be handed over to the President.

Section 11.2

1. The Board of Directors shall meet within two weeks of receipt of the petition in order to set up a panel to hear the charge (s).

Section 11.3

1. The panel shall consist of a Board of Trustee member, two Board of Directors members, and four other active, voting members outside the Board of Directors. Active members here shall be defined as those that participated in voting in the previous elections.

Section 11.4

1. The member or the group of members against whom the charge (s) has/have been brought and three members from those who signed the petition shall have the option of overseeing BoD's process of randomly choosing the 4 voting members from the SMA community; the Board members who will serve on the panel shall be picked in a similar, random way.
2. If the charges are against one or more Board member (s), the names shall be picked randomly from the names of non-charged board members. In this case, uncharged members of the BoT will be responsible for overseeing the panel selection process.
3. If the charges are against all Board of Directors members or Board of Trustees, then no panel member shall be selected from that board entity. Instead, replacement members will be randomly selected from all members of SMA other than Board of Directors members. In this case, uncharged members of the BoT will be responsible for overseeing the panel selection process.
4. The person(s) against whom charge(s) has/have been brought does (do) not qualify to be on the panel. The member shall have been a member for at least six months to serve on the panel.

Section 11.5

1. The panel shall appoint its own Chairperson by simple majority vote.

Section 11.6

1. If the person (s) accused refuse (s) to exercise the right to oversee the choosing of names of members on the panel, the President or his replacement shall conduct the oversight in the presence of the Board of Directors.

Section 11.7

1. The Chairperson of the panel shall fix the time for the first session of the panel within two weeks after the formation of the panel and shall notify, in writing, the panelists at least one week before the scheduled session.

Section 11.8

1. The panel shall hear the charge (s) as well as witnesses from both sides, shall examine all evidence and shall arrive at a decision and determine an appropriate measure supported by a minimum 5/7 majority. If the panel includes a trustee and two directors, the panel's measures can include suspension or termination of membership. If the charges are against most of the board such that the prescribed board members are not a part of the panel, the panel can at most prescribe a General Body meeting with special elections for the board positions of charged members in accordance with Article 10, without barring those charged from rerunning.

Section 11.9

1. The panel shall submit a detailed report on their findings and actions to the General Body.

Section 11.10 – Conflict of Interest

1. If a board member has any conflict of interest, monetary or non-monetary, regarding an issue brought in front of the board, that board member must disclose that conflict of interest, and it should be recorded in the minutes.
2. If either of the boards is making a board decision that involves (a) the financial interests of a board member or his/her household member or (b) disciplinary action against a board member or his/her household member, that board member must reclude him/herself from that meeting entirely. That board member will not be a part of the quorum, will have no vote in any decision making regarding the matter, and will not be present for any part of the meeting while the matter is being discussed, unless the board specifically requests the member to stay for the purposes of providing relevant information.
3. If a board member or his/her household member has a financial conflict of interest that has a total business value exceeding \$5000 a year, that board member must either resign or extricate him/herself from that financial dealing. However, if the combined BoT and BoD unanimously waive this requirement, the board member may continue to hold his/her position.

Article 12 - Finance and Records

Section 12.1 – Records

1. The SMA shall maintain a secure space, physical or **online**, that is rented/owned by the SMA for secure deposit of official SMA documents.

Section 12.2 - Financial Accounts

1. The SMA shall maintain the following separate funds:
 1. Mosque Fund: This fund shall include unrestricted donations and will be used to pay for all running expenses.
 1. Construction Fund: This fund shall be solely allotted for mosque construction, expansion and maintenance of the building.
 1. Education Fund: This fund will include receipts from and payments for educational activities, but money may be transferred to Mosque Fund as needed.
 1. Zakat Fund: This fund will receive and disburse zakat and sadaqat donations with concomitant receipt and payments.
 1. Matching Fund: This fund is for matched funds provided by donor's company and allows disbursement according to the conditions set by the company matching employee's donations.
2. An appropriate number of bank accounts may be maintained to manage these funds. All accounts shall be interest-free.

Section 12.3 - Funding

1. The Board of Directors may accept any contribution in any form, from any source consistent with the purposes of the SMA and with the principles of Islam.
2. All funds collected for a specific purpose shall be used for that purpose unless a 2/3 majority vote of the members authorizes its use for a different purpose within the goals and objectives of the SMA. However, funds collected for the specific purpose of expanding and maintaining the Mosque shall not be used for any other purpose.

Section 12.4 - Authorization

1. All SMA financial accounts and financial services will be accessible and monitored by the Treasurer and the President, and in the absence of the President, the Vice President.
2. Authorization of Expenditures from Mosque Fund Accounts. Except for regular operating expenses, as designated in the annual budget, and Zakat distributions, all Mosque Fund expenditures must be approved by the Board of Directors. Furthermore, the President shall not authorize expenditure of more than twenty-five hundred dollars (\$2500.00) per month from the Mosque Fund account without the approval of the Board of Directors.
3. Authorization of Expenditures from Construction Fund Accounts. All withdrawals from the Construction Fund account must be approved in advance by the Board of Directors.
4. For new expenses above 20% of annual budget, General Body vote is required either in a special meeting or an annual meeting. In the case of an emergency, unanimous decision by the BoT and BoD can waive this clause.

Section 12.5 - Accounting

1. The fiscal year for SMA shall commence on January 1 and end on December 31.
2. The SMA subscribes to and shall adhere to generally accepted accounting principles in all of its financial affairs.
3. The Board of Directors shall nominate an independent CPA as an auditor for the following fiscal year. The CPA shall audit the SMA accounts annually and submit a report to the Boards and an annual report to the General Body.

Article 13 - Dissolution

Section 13.1: Dissolution

1. If the situation arises which makes voluntary dissolution of the SMA inevitable, both the Board of Directors and the Board of Trustees shall take all action required by Washington law to effect that dissolution. A proposal to dissolve the SMA must be made by 3/4th majority of the combined Board of Directors and the Board of Trustees at a special meeting of the General Body convened for that purpose. A quorum of 51% of the members shall be necessary to vote on the question of dissolution. Approval of the dissolution shall require a four-fifths majority vote of the members present.

Section 13.2: Asset Distribution

1. Any surplus assets, after meeting all liabilities, shall be distributed to another Washington nonprofit, tax-exempt Islamic organization that has purposes and objectives similar to those of the SMA. At the special meeting, the members shall nominate candidate organizations for such distribution of assets. An organization receiving at least 51% of the vote shall be the beneficiary of this distribution upon the Board of Directors' verification that it meets the criteria specified in this paragraph. Any of such assets not shown as disposed of, shall be disposed of by the Court of Common Pleas of King County, exclusively for such Islamic organizations, as said Court shall determine.

Article 14 - Amendments

Section 14.1 – Process for Amendment Proposal

1. A proposal for amendment (s) shall be signed by ten percent of the members and submitted to the General Secretary. The General Secretary will relay the proposal to both boards. The board of directors will then send the proposal to the General Body members and call a General Body special meeting within thirty days after the receipt of the proposed amendment (s).
2. The Board of Directors may also make a proposal for amendment (s) with 1/3rd of its members. The Board of Trustees may make a proposal of amendment with a 2/3rd majority vote as well. In either of these cases, a vote by the members of the General Body on the proposed amendment shall take place at the annual meeting, unless the Board of Directors deems the amendment so urgent that a vote must be taken sooner.
3. Each proposed amendment will be a separate item on a ballot to be voted on individually.

Section 14.2 – Adoption

1. An affirmative vote by 2/3rd of the members present shall be necessary for the adoption of all amendments.

Article 15 – Adoption and Effect

Section 15.1

These By-laws shall be effective immediately after they have been adopted by a 2/3rd majority of the members present in the General Body meeting, with quorum of total members eligible to vote met, as per Section 4.5.

It was approved and adopted on Dec 14, 2024

Mohammed Arshad Khadim
Dec 14, 2024

Board of Trustees Chair
Signature and Date

Noor Shaikh
Dec 14, 2024

Board of Directors President
Signature and Date