CONSTITUTION 1 OF 2 THE MUSLIM ASSOCIATION 3 OF 4 GREATER ROCKFORD 5 Adopted 10/20/13 6

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ARTICLE I

Name

The organization shall be called "The Muslim Association of Greater Rockford" hereafter as the Association or as MAGR. The headquarters of the Association is located at 5921 Darlene Drive, Rockford, Illinois 61109.

ARTICLE II Object

The Association shall be a non-profit religious and cultural organization in accordance with the teachings of the Quran and the Sunnah. The Association is organized exclusively for charitable, educational, religious, or scientific purposes, within the meaning of section 501 (c) (3) of the Internal Revenue Code and shall be consistent with the teachings of the Quran and the Sunnah and shall include, but not be limited to the following:

- To help Muslims residing in Winnebago County and surrounding counties of Northern Illinois Α. and Southern Wisconsin (defined as Greater Rockford) to carry out Islamic activities in pursuance of Islam as a complete way of life.
- To strengthen fraternal bonds and understanding between Muslims from various parts of the В.
- C. To promote understanding and friendly relations between Muslims and non-Muslims.
- To arrange for continuing Islamic education and personal development of its members and D. their families.
- 32 E. To help arrange for the education of Muslim youth about faith and practice of Islam.
 - To strive to operate the Islamic Center for religious, social, charitable, research and other F. Islamic activities.

36 ARTICLE III 37 Members

- Section 1. Eligibility. Muslims of Greater Rockford, regardless of Race, Color, Sect, Gender, or
 National origin who are practicing Qur'an and traditional Sunnah, are eligible for membership in
 MAGR. An individual must be 18 years old to become a voting member.
- Section 2. Annual Dues. Dues for voting members shall be \$100 per individual. Multiple members from the same family are each eligible for individual membership.
 - A. Annual dues shall be due and payable to MAGR at the beginning of the membership year, by January 31. Membership shall be delinquent if dues are not paid by the last day of February, and forfeited if dues are not paid before March 1. If dues are not paid before March 1, the member shall not have voting rights for the remainder of that calendar year.
 - B. A first-time member in the MAGR Community shall be eligible to vote 90 days after the membership dues are paid.

Section 3. Discipline of Members or Non Members, and Termination of Membership.

- A. A voting member who is in violation of the MAGR Code of Ethics or religious guidelines defined in the MAGR Policy and Procedures shall be subject to the disciplinary actions described in the MAGR Code of Ethics including restricting his or her attendance at the association premises to only conducting religious observances such as daily and weekly congregational prayer, and termination of membership.
- B. A voting member who violates the law of the land may face legal charges by the MAGR
 Board of Trustees or be referred to law enforcement for proper action
- 57 C. A and B above also apply to individuals who are not covered by Section 2 and 3 of this article.
- Section 4. Membership and Fiscal Year. The membership year and fiscal year shall be January 1 to December 31.

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ARTICLE IV

Officers

- **Section 1. Officers.** The officers of MAGR shall be a president, a vice president, a secretary, a treasurer, and eight trustees: Religious Affairs Trustee, RISE Chairman, Sisters Trustee, Public Relations Trustee, Weekend School Trustee, Building Trustee, Brothers Youth Trustee, and Sisters Youth Trustee. The youth trustees are encouraged to be under the age of 30.
- 68 **Section 2. Qualifications.** At election and throughout their term qualifications for Board members shall be based on the following criteria:
 - A. Exemplary practices of Islam (Qur'an and traditional Sunnah), dedication, knowledge and professional skills from which the Association can benefit, and
 - B. Membership in MAGR for both the current year and the immediate past year.
- 73 **Section 3. Nominations.** Nominations for MAGR officers, RISE Chairman, RISE Vice
- 74 Chairman, RISE Secretary and RISE Directors shall be made by completing the Nomination
- 75 Form provided by the Board of Trustees. Nominations shall be submitted to the Board of
- 76 Trustees no later than six weeks before the election date. Nominations are not considered
- complete until a background check has been conducted on each nominee.
- 78 **Section 4. Election.** The MAGR Board shall annually elect an Election Committee whose duty
- shall be to oversee the elections, both for MAGR Board and RISE Board, count the ballots, and
- 80 oversee any run-off election that would be conducted at the Annual General Meeting. Any
- 81 member with a family or business relationship to the current Board and/or nominees is ineligible

- to be on the Election Committee. The election of MAGR Officers shall be held in December of
- odd numbered years, before the Annual General Body Meeting and shall be conducted by ballot.
- On the election day and in accordance with election rules, both of which shall be determined by
- 85 the Board of Trustees, the individual receiving the plurality of the votes of eligible members
- voting shall be elected. Members who are unable to be present on the day of the election may
- vote, in advance, by mail-in ballot, following the rules established by the MAGR Board.
- 88 **Section 5. Terms of Office.** Officers shall be elected to serve for two years or until their
- successors are elected. Officers shall assume office by January 15, on the date determined by the
- 90 MAGR Board of Trustees. The officers shall not serve more than two consecutive terms in any
- office. Officers may serve again in any office after being out of office for at least one term.
- 92 **Section 6. Duties.** The officers shall perform the duties prescribed by this constitution, by the
- 93 MAGR Policies and Procedures, by *Robert's Rules of Order Newly Revised*, and by the Board of
- 94 Trustees.
- 95 **Section 7. Removal.** An officer may be removed from office following notice of 14 days to the
- officer and opportunity for the officer to defend him/herself and address accusations/allegations,
- 97 by a 2/3 vote of the MAGR Board.
- 98 **Section 8. Vacancy.** Any vacancy on the MAGR Board shall be filled for the remainder of the
- 99 year by the MAGR Board. At the election held in December of that year, whether an election for
- the MAGR Board or for the RISE Board, the vacancy on the MAGR Board shall be filled by
- election for the remainder of that position's term.

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ARTICLE V

General Body Meetings

- Section 1. Regular Meetings. There shall be at least two regular meetings each year at a time
- and place determined by the MAGR Board. The regular meeting in December shall be known as
- the annual meeting and shall be for the purpose of completing the election of the MAGR Board
- of Trustees, RISE Chairman, RISE Vice Chairman, RISE Secretary and the RISE Directors;
- receiving reports of officers and committees; and for any other business that may arise.
- Section 2. Special Meetings. Special meetings of the General Body may be called by the President, by the Board of Trustees, or upon the written request of ten percent of the MAGR
- membership; a special meeting must be held if called. The purpose of the meeting shall be stated
- in the call to the meeting.
- 114 **Section 3. Meeting Notice.** Written notice, including the meeting agenda, of all General Body
- Meetings shall be communicated to all members at least two weeks before the meeting. Notice,
- including agenda, shall be communicated in Friday prayer, sent by email to all members who
- have submitted email address to MAGR, and placed on the bulletin board.
- 118 **Section 4. Quorum.** Fifty percent of the members shall constitute a quorum, except as explained
- in Article VIII, Section 1B. If less than a quorum of the members is present in one meeting,
- another meeting may be called. In the second meeting, the quorum shall consist of those who
- attend the meeting, except as stated in Article V, Section 5.
- 122 **Section 5. Major Expansion of MAGR.** A major expansion of MAGR requires a majority
- vote. If the vote occurs at a second meeting (according to Article V, Section 4) the vote must be
- at least a majority of fifty percent of the voting members of MAGR. A major expansion of
- 125 MAGR is defined as a building project costing more than \$100,000.

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130 ARTICLE VI 131 Board of Trustees

- 132 **Section 1. Composition.** The members of the MAGR Board of Trustees shall be the officers of
- 133 MAGR as defined in Article IV, Section 1
- 134 **Section 2. Power and Authority.** The MAGR Board of Trustees shall have full power and
- authority over the affairs of MAGR except as otherwise provided in this constitution. The board
- shall adopt MAGR Policies and Procedures to govern its proceedings and the affairs of MAGR
- over which it has power and authority.
- 138 **Section 3. Duties.** The MAGR Board shall exercise their legal fiduciary responsibilities as well
- as the following duties:
- 140 **A.** Set policies and procedures for the Association;
- 141 B. Appropriate funds and expenditures for capital projects and approve the annual budget of the Association;
- 143 C. Appoint the religious director (Imam), and any other employee of MAGR;
- 144 D. Oversee the RISE Board of Directors, as defined in Article VIII; and
- 145 E. Perform such other duties as are prescribed in this constitution, and in the adopted parliamentary authority.
- F. Attend all regular and special meetings of the MAGR Board. Any member with 3 unexcused absences from board meetings within a year shall be considered automatically resigning from the board. The board shall determine which absences are unexcused.

Section 4. Meetings.

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- **A. Regular.** Regular meetings of the MAGR Board shall be held at least once a month at a places, dates, and times established by the MAGR Board of Trustees. Call of a regular meeting shall be given at least two weeks before the meeting to each member of the board.
- 155 **B.** Special. Special meetings of the MAGR Board may be called by the MAGR President or upon the written request of three members of the MAGR Board, with notice given at least twenty-four hours before the meeting; a special meeting must be held if called.
 - **C. Open.** All meetings of the MAGR Board, except the portions of the meetings that are held in executive session, shall be open to MAGR Voting Members as observers.
- 160 **Section 5. Quorum.** A majority of the MAGR Board shall constitute a quorum.
- 161 **Section 6. Policies and Procedures.** MAGR Policies and Procedures shall be prepared and approved
- by the MAGR Board but will not be official until they have been approved by a majority vote of the
- General Body. If the vote occurs at a second meeting (according to Article V, Section 4) the vote
- must be a majority vote of the members present and voting.
- All members of the MAGR Board and RISE Board shall read and sign a conflict of interest policy, a
- whistleblower's policy, and the MAGR Code of Ethics, as prepared by the MAGR Board and
- approved by General Body.
- 168 **Section 7. Background Checks.** The MAGR Board and the RISE Board may authorize
- background checks on any member who may come in contact with children at MAGR and on
- other members as outlined in the MAGR Policies and Procedures.
- 171 **Section 8. Loans.** MAGR shall never take out an interest-bearing loan or indulge in an interest-
- bearing transaction. Personal loans of any nature shall not be given out except emergency loans.
- Emergency loans must be approved by a 2/3 vote of the Board of Trustees.
- 174 **Section 9. Voting.** Decisions shall be made by the affirmative vote of the majority of the Board
- of Trustees present and voting at a duly convened meeting at which quorum is present, except
- that the affirmative vote of two-thirds of the Board of Trustees is required to:
- 177 A. Propose an amendment to this Constitution;

- 178 B. Acquire or sell real estate;
- 179 C. Incur debt:
- 180 D. Engage in a financial transaction over \$50,000 in value; or
- 181 E. Appoint or remove any Officer as stated in Article IV, Section 8.

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ARTICLE VII

Executive Committee

- **Section 1. Composition.** The members of the MAGR Executive Committee shall be the president, vice president, secretary, treasurer, and RISE Chairman.
- Section 2. Power and Authority. The MAGR Executive Committee shall exercise the authority of the MAGR Board of Trustees between meetings of the board but only to the extent:
- 189 **A.** Necessary to take action on unanticipated business that requires action between board meetings; and
- 191 **B.** Action taken is not contrary to the instructions of the MAGR Board.
- 192 **Section 3. Duties.** The MAGR Executive Committee shall perform the duties as prescribed for
- 193 the executive committee in this constitution, in the MAGR Policies and Procedures, and by the
- 194 MAGR Board.
- 195 **Section 4. Meetings.** Meetings of the executive committee shall be called by the president or
- any two members of the executive committee with at least 24 hours written notice. Notice must
- also be sent to the other members of the MAGR Board of Trustees. The executive committee
- may meet by telephone conference call. All members of the MAGR Board of Trustees who are
- present are eligible to vote at an Executive Committee meeting. Minutes of all meetings of the
- 200 executive committee shall be given to the MAGR Board at the next board meeting. All decisions
- 201 made by the MAGR Executive Committee shall be communicated in writing to the MAGR
- 202 Board of Trustees within 48 hours.
- Section 5. Quorum. A majority of the members of the executive committee shall constitute a quorum.

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ARTICLE VIII Rockford IQRA School (RISE)

208 **Section 1.**

- A. **Regulations.** The RISE Board of Directors shall comply with the regulations required by the state of Illinois and the federal government concerning the operation of Rockford IQRA School.
- B. **Expansion/Reduction.** Major expansion of RISE shall require approval by a 2/3 vote of the MAGR Board of Trustees. Closing of the IQRA High School, separation of RISE from MAGR, or a major reduction of RISE shall require approval by a 2/3 vote of the voting members of MAGR conducted at a General Body Meeting. No quorum is required. The quorum requirements in Article V, Section 4 are not applicable to this vote.
- 218 C. **Dissolution.** Dissolution of RISE is bound by the dissolution of MAGR.
- D. **Finance.** RISE will receive income from tuition payments, and from donations made to MAGR that are identified for RISE/IQRA. All donations to MAGR that are identified as
- RISE/IQRA donations will go to the RISE/IQRA budget. RISE is required to have an
- annual Agreed Upon Procedures (AUP) from an outside, independent consultant and
- report findings to the MAGR Board no later than 3 months after the end of the fiscal year.
- IQRA financials shall be posted on MAGR bulletin board on a quarterly basis.

- Section 2. RISE Board. The Rockford IQRA School Establishment (RISE) shall be operated
 under the direction of the RISE Board, following the RISE Bylaws.
 - A. **Composition.** The RISE Board shall be composed of ten directors elected:
 - 1. The MAGR General Body shall elect the Chairman, Vice Chairman, Secretary and 4 Directors;
 - 2. The MAGR Board shall elect the Treasurer; and

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- 3. The Rockford IQRA School parents shall elect the Parent-Teacher Relations Director.
 - 4. The RISE Board of Trustees will elect the Curriculum Director.
 - 5. All directors, except the Treasurer, External Professionals Director, and Curriculum Director, must be a current parent of a student, or a past student at IQRA School.
- B. **Responsibilities and Duties**. The RISE Board shall operate under the leadership of the MAGR Board. The RISE Board shall have power and authority over the affairs of RISE. The RISE Board shall exercise their legal fiduciary responsibilities as well as the following duties:
 - 1. Prepare an annual budget, submit it to the MAGR Board for approval, and upon approval, operate within that budget;
 - 2. Share board meeting minutes and quarterly financials with the MAGR Board in a timely manner;
 - 3. Select the RISE Principal candidate (who must be a Muslim) and recommend that individual to the MAGR Board for final approval. The RISE Board shall appoint a Hiring Committee made up of the Principal, the Parent Teacher Relations Director, and three Directors from the RISE Board for selection of staff. The RISE Principal shall recommend the top candidates to be hired for each staff position and the Hiring Committee shall make the final selection.
 - 4. Issue and maintain parent/teacher manual in coordination with the Principal; and
 - 5 Additional duties as defined in the RISE Bylaws.
- Nominations. Nominations for RISE Vice Chairman, RISE Secretary and RISE
 Directors shall be made by completing the Nomination Form provided by the Board of
 Trustees. Nominations shall be submitted to the Board of Trustees no later than six
 weeks before the election date. Nominations for all RISE Board positions are not
 considered complete until a background check has been conducted on each nominee.
- 258 D. **Election.** The election of Vice Chairman, Secretary, 5 Directors, Treasurer and Parent-259 Teacher Director shall be conducted by ballot, by plurality vote, in December, before the 260 Annual General Body Meeting, in even numbered years, on the day of the election as 261 determined by the MAGR Board, following the election rules established by the MAGR Board. Members who are unable to be present on the day of the election may vote, in 262 advance, by mail-in ballot, following the rules established by the MAGR Board. The 263 264 election of the RISE Treasurer and RISE Parent-Teacher Relations Director shall be completed no later than December 15 in even numbered years. 265
- E. **Term of Office.** The term of office for the RISE directors shall be two years or until their successors are elected and their term of office shall begin by January 15, on the date determined by the RISE Board of Directors. The directors shall not serve more than three consecutive terms in any position. Directors may serve again in any position after being out of office for at least one term.
- F. **Removal.** A director may be removed from office following notice of 14 days to the director and opportunity for the director to defend him/herself and address

- 273 accusations/allegations:
- Upon recommendation to the MAGR Board by a majority vote of the RISE Board, and
 - 2. A 2/3 vote of the MAGR Board.
- Vacancy. Any vacancy on the RISE Board shall be filled for the remainder of the year by
 the RISE Board. At the election held in December of that year, whether an election for
 the MAGR Board or for the RISE Board, the vacancy on the RISE Board shall be filled
 by election for the remainder of that position's term.
- H. **Votes Required.** Decisions shall be made by the affirmative vote of the majority of the Board of Directors present and voting at a duly convened meeting at which quorum is present, except that the affirmative vote of two-thirds of the Board of Directors is required to:
- 285 1. Incur debt;
 - 2. Expansion or reduction of RISE;
 - 3. Recommendations to the MAGR Board regarding major expansion or reduction of RISE;
 - 4. Engage in a financial transaction over \$50,000 in value; or
 - 5. Appointment or removal or any member of the RISE Board.

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ARTICLE IX

Committees

- **Section 1. Standing Committees**. The standing committees of MAGR shall be the Religious Affairs, Weekend School, Finance, Building, Public Relations, Sisters, Brothers Youth, and Sisters Youth Committees.
- 297 A. **The Religious Affairs Committee**. The function of this committee shall be to supervise and approve all religious activities in MAGR.
- B. Weekend School Committee. The function of this committee shall be to operate
 MAGR's Weekend School by the Weekend School's Policy and Procedure Document.
 The Weekend School Trustee shall choose and supervise the Weekend School Principal.
 - C. **Finance Committee**. The function of this committee shall be to have general supervision of the finances and investments subject to the approval of the MAGR Board; to fund raise for MAGR; and to ensure an annual Agreed Upon Procedures (AUP) from an outside, independent consultant is completed and report the findings to the MAGR General Body, by April 1 of each year.
- D. **Building Committee.** This committee will work in coordination with the Executive Committee and will operate and maintain the physical facilities of the Islamic center.
- 309 E. **Public Relations Committee**. The function of this committee shall be to maintain communications between MAGR, MAGR members, and the Community at large. This committee is also responsible for any non-religious, community building events.
- F. Sisters Committee. The function of this committee will be to assess the needs of the women and children of MAGR and plan social and religious activities for all women, and children between the ages as defined in the MAGR Policies and Procedures.
- 315 G. **Brothers Youth Committees**. The function of this committee will be to assess the needs of the brother youth of MAGR and plan social and religious activities for males between the ages as defined in the MAGR Policies and Procedures.

- 318 H. **Sisters Youth Committees.** The function of this committee will be to assess the needs of the sister youth of MAGR and plan social and religious activities for females between the ages as defined in the MAGR Policies and Procedures.
 - **Section 2. Special Committees.** Special (ad hoc) committees may be created as necessary by the MAGR Board of Trustees, the Executive Committee, or the President.
- **Section 3. Composition**.
 - A. **Standing Committees.** The chairmen of each standing committee shall be the board member who is elected to that position, except for the Finance Committee which shall be chaired by the Vice President. Committee members shall be appointed by the committee chairman, with approval from the MAGR Board.
 - B. **Special Committees.** The President, with approval from the MAGR Board, shall appoint the chairman and members of each special committee.
- 330 C. **Ex-officio Member**. The President shall be an ex-officio member of all committees.
- Section 4. Duties. All committees shall be responsible for the duties as outlined in this
- constitution, in the MAGR Policies and Procedures, and as assigned by the Board or the
- President. Each committee shall report regularly to the MAGR Board of Trustees and spend within the budgeted amount assigned to them by the board.

ARTICLE X Dissolution

Upon the dissolution of the Association, the Association shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purpose of the Association in such manner and to such Muslim or Islamic organization(s), organized and operated exclusively for charitable, educational, religious, or scientific purposes, and such organization(s) being approved as exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed

located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XI Indemnification

of by the Court of Common Pleas of the county in which the principal office of the Association is then

MAGR shall protect Trustees, Directors, and Officers from any liabilities they may face as a result of their actions or inaction on behalf of the Organization, provided that such actions are

not deemed to be negligence or self-dealing.

ARTICLE XII

Parliamentary Authority

The meetings of the General Body, the Committees and the Board of Trustees shall be conducted in accordance with the teachings of the Quran and the Sunnah. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this constitution and other rules of order the Association or the Board of Trustees may adopt.

364 **ARTICLE XIII** 365 **Amendment of Constitution** 366 **Section 1. Proposed Amendments.** Proposed amendments to the Constitution may be 367 submitted to the Board, in writing, by a majority vote at a General Body Meeting, a member with 368 the signature of 40 additional members, or by the MAGR Board of Trustees. 369 Proposed amendments must be submitted to the MAGR Board. A. 370 В. The MAGR Board shall review all proposed amendments and submit them in writing to 371 the MAGR members at least 30 days before the General Body Meeting at which they will 372 be voted on. 373 **Section 2. Vote.** A two-thirds vote of the members present and voting at a General Body 374 Meeting shall be required for adoption of any amendment to the Constitution. If the vote occurs at a second meeting (according to Article V, Section 4) the vote must be at least two-thirds of 375 376 fifty percent of the voting members of MAGR. 377 378 379 380 381 382 383 **APPENDIX** 384 Article XI establishes the MAGR Parliamentary Authority as the current edition of Robert's Rules of Order Newly Revised. In 2013, the current edition is Robert's Rules of Order Newly 385 Revised, 11th edition. This book contains the rules that will guide MAGR in all of their 386 meetings. It is helpful when interpreting and explaining some of the aspects of this Constitution. 387 Robert's also contains the rules that will guide the MAGR meetings and elections. Attached 388 389 with this constitution is a document titled Basic Information on Motions which is based on 390 Robert's.

PROVISOS** TO THE MAGR CONSTITUTION

1. Provided, That those MAGR Board of Trustees members in office at the time of the adoption of this revision shall remain in office until the date in January as determined by the MAGR Board of Trustees (Article IV, Section 5). The positions of Sisters Youth Trustee and Sisters Trustee shall be appointed by the Board of Trustees by November 15, 2013. Those two trustees shall immediately becoming voting members of the Board of Trustees and shall remain in that position until the end of their term in January, 2014.

- 2. *Provided*, That those RISE committee members in office at the time of the adoption of this revision shall remain in office until the completion of the Fall election of the ten directors.
 - a. The MAGR Board shall appoint an Election Committee by November 15, 2013 to oversee the RISE election in the Winter.
 - b. That election shall take place during the month of December, 2013, on a date determined by the MAGR Board of Trustees.
 - c. Directors elected at the election held in 2013 shall take office immediately after the close of the election when the election results are announced and shall remain in office until the date in January, 2015 as determined by the RISE Board of Directors (Article VIII, Section 2 E).
 - d. The term of office between the election held in 2013 and January, 2015 shall not be considered a "term of office" as is referred to in Article VIII, Section 2. E.
- 3. *Provided*, That any voting member of MAGR, as of the date of the adoption of this constitution, shall remain a voting member of MAGR until December 31, 2013. Nonmembers as of the adoption of this constitution:
 - a. Individuals who are not voting members at the time of the adoption of this constitution who wish to become voting members for the remainder of 2013 may become voting members by paying the \$100 individual membership dues which will make them voting members up until December 31, 2013.
 - b. In order to vote in the 2013 RISE Board of Directors election and in the 2013 MAGR Board of Trustees election, an individual must become a voting member of MAGR by November 15, 2013.
- 4. *Provided*, That members who are committee members at the time of the adoption of this constitution, except for the RISE committee members, shall remain in those positions until November 15, 2013. At that time the committee structure adopted in this revision shall go into effect. RISE committee members shall remain in those positions until the completion of the Winter election.
- 428 5. Provided, That the RISE bylaws, referred to in the Constitution, Article VIII, Section
 429 2, shall be adopted by the RISE Board of Directors and in effect by December 31,
 430 2013.

** These provisos are to assist in making the transition from the current constitution/bylaws to the newly revised constitution as smooth as possible.