

**Muslim Association of Puget Sound  
(MAPS)**

**Bylaws Document  
Version 2.0.2  
Revised: 12/13/08**

<b>ARTICLE 1: NAME</b>	<b>3</b>
<b>ARTICLE 2: GOVERNING LAW</b> .....	<b>3</b>
<b>ARTICLE 3: PRINCIPAL OFFICE</b> .....	<b>3</b>
<b>ARTICLE 4: PURPOSE AND CORE TENETS</b> .....	<b>3</b>
<b>ARTICLE 5: MEMBERSHIP</b> .....	<b>4</b>
<b>ARTICLE 6: GENERAL ASSEMBLY</b> .....	<b>4</b>
<b>ARTICLE 7: BOARD OF DIRECTORS</b> .....	<b>5</b>
<b>ARTICLE 8: RESPONSIBILITIES OF THE BOARD OF DIRECTORS</b> .....	<b>8</b>
<b>ARTICLE 9: BOARD OF TRUSTEES</b> .....	<b>9</b>
<b>ARTICLE 10: ELECTION</b>	<b>11</b>
<b>ARTICLE 11: ADMINISTRATIVE PROCEDURES</b> .....	<b>12</b>
<b>ARTICLE 12: BYLAWS AMENDMENTS</b> .....	<b>12</b>
<b>ARTICLE 13: RULES OF ORDER</b> .....	<b>12</b>
<b>ARTICLE 14: DEPOSITS OF FUNDS</b> .....	<b>13</b>
<b>ARTICLE 15: DISSOLUTION</b> .....	<b>13</b>
APPENDIX A:.....	14
APPENDIX B: DEFINITION OF TERMS .....	15

## **ARTICLE 1: Name**

The name of the corporation shall be “Muslim Association of Puget Sound,” hereafter referred to as the Association.

## **ARTICLE 2: Governing Law**

The corporation was incorporated in the State of Washington on 2/21/2006 pursuant to the Chapter 24.03 RCW, Washington Nonprofit Corporation Act.

## **ARTICLE 3: Principal Office**

The principal office to transact business of the Association is located in King County, Washington. The registered office of the Association, required by the Washington Nonprofit Corporation Act to be maintained in the State of Washington, may but need not be the same as its principal office in the State of Washington. The Board of Directors may change the address of the registered office, from time to time, in the manner provided in the Washington Nonprofit Corporation Act.

## **ARTICLE 4: Purpose and Core Tenets**

### **Section 1: Purpose**

The purposes of the Association are to carry out religious, charitable and educational activities in conformity with the religion of Islam; to do each and everything necessary, suitable, or proper for the accomplishment of these objectives, including, but not limited to the following:

- To conduct religious services and prayers.
- To teach, and to disseminate the faith among Muslims and non-Muslims.
- To establish mosque, Islamic center, and a community center.
- To strengthen fraternal bonds and brotherly relationships among Muslims.
- To revitalize cooperative endeavors with other Muslim organizations.
- To promote friendly relations and understanding between Muslims and followers of other faiths.

The Association shall strive to procure in its affairs and activities, the participation and representation of Muslims of all races, gender, national origin, linguistic or ethnic backgrounds, and Islamic schools of Jurisprudence, without giving preference to any group. The activities of this organization shall be governed by the teachings of the Qur’an and the Sunnah as understood by the companions of Prophet Muhammad (saw). The principle of Shoora shall be the governing principle in arriving at decisions.

The Association shall maintain place(s) of worship (Masjid).

### **Section 2: Core Tenets**

The core tenets of the Association are as follows.

1. The Association will strive to create an open and welcoming environment for the entire family including children as well as unmarried adults in its facilities and activities.
2. The Association will respect diversity and be inclusive of different schools of Islamic Jurisprudence.
3. The Association will ensure that everyone, regardless of their level of iman (faith) and practice of Islam, feels welcome and given the opportunity to grow spiritually and enhance the practice of Islam in their daily lives.
4. The Association will support a range of activities beyond religious affairs within the bounds of Sharia and the laws that govern a 501c(3) non-profit organization. Such activities include visits and forums by activists, politicians, social gatherings, picnics, field trips and educational classes on a variety of skills.
5. The Association will ensure that women have the opportunity to lead and participate in all its activities within the constraints of the Sharia. This includes the opportunities for women to

address gatherings while ensuring that Islamic etiquettes are followed. The women can also choose to run for various positions within Board of Directors and Board of Trustees subject to rules governing the respective boards.

6. Community meetings and lectures will be held in conference room style so as to be inclusive of all members of the community including men, women and children.
7. There will not be a full partition in the main prayer hall between Brothers and Sisters.
8. Where taken as whole, the Khutbahs (Friday sermons, Eid sermons) must be uplifting and inspire positive action. As a rule, Khutbahs must appeal to our youth, women and men; be relevant to practical daily life. The khutbahs will start and end on time.

## **ARTICLE 5: Membership**

### **Section 1: Membership Qualification**

All Muslims who reside in King, Snohomish or Pierce Counties and are in full agreement with the purpose and core Tenets of the Association shall be eligible to become members of the association. A member must be a Muslim who follows the teachings of the Quran and Sunnah as understood by the companions of the Prophet Muhammed (SAW).

### **Section 2: Eligibility to Vote**

An association member becomes an eligible to vote if he/she meets the following conditions.

1. Must be eighteen (18) years of age or older
2. Completes a registration form and pays the membership dues set by the Board of Directors.
3. The term of membership is two years and must be renewed at the end of two years for membership to remain current. Membership is automatically terminated for failure to renew.

### **Section 3: Withdrawals and Dismissals**

1. Withdrawal from membership may be voluntary.
2. A member can be dismissed by 2/3<sup>rd</sup> vote of the Board of Directors for failure to continue to meet the qualifications listed in ARTICLE 5. Section (1) & Section (2) or for failure to comply in a material way with the rules and regulations of the Association or for acting in a way detrimental to the Association. The decision by BoD to remove a member must be approved by a majority vote of BoT.

### **Section 4: Voting Rights**

Only voting members shall have voting rights. Each voting member shall be entitled to only one vote. A member, whose dues are in arrears, loses the right to vote or run for election to Board of Directors or Board of Trustees as long as he/she is in such arrears. New members shall not have voting rights until 180 days have elapsed since their joining and payment of dues.

### **Section 5: Membership Dues**

Annual membership dues shall be determined and may be changed from time to time by the Board of Directors. Inability to pay membership dues shall not constitute a reason for refusing a member's application. Members can request a waiver of the membership dues only on grounds of financial hardship.

## **ARTICLE 6: General Assembly**

### **Section 1: Composition**

The General Assembly shall consist of all members of the Association. Non members can attend the meetings but do not have the right to vote. The General Assembly shall be the supreme body of the Association.

### **Section 2: General Powers and Responsibilities**

The Association shall be managed by its Board of Directors, which is elected by the General Assembly in accordance with the bylaws. Responsibilities of the General Assembly members shall be to safeguard the ideological integrity of the Association and hold the Board of Directors accountable.

### **Section 3: Annual Meeting**

Annual meeting of the General Assembly shall be held during the month of October or November each year for the purpose of acting on the President of the Board's Annual Report, Financial Report, and other transactions as may properly come before the meeting.

#### **Section 4: Special Meeting**

A special meeting of the General Assembly may be called by the President of the Board or by two-thirds (2/3<sup>rd</sup>) vote of the Board of Directors. Special meetings may also be called by a written petition signed by 25% of the voting members. The General Secretary must verify the signed petition requesting special meeting within 2 weeks of submittal. If the petition is declined for not meeting the required number of signatures, the outcome must be also publicly pronounced along with the reasons.

#### **Section 5: Notice of Meeting**

Written or printed notice stating the place and time of any meeting of the General Assembly shall be delivered, either personally, email, or by mail to each voting member, not less than ten (10) days, nor more than thirty (30) days before the date of such meeting by or at the direction of the President of the Board, or the secretary, or the officers. A minimum of ten (10) days notice shall be required for Annual Meeting. The purpose and agenda of the meeting shall be stated in the notice. If mailed the notice of the meeting shall be deemed delivered when deposited in the United States mail addressed to the member at his/her address as it appears on the records of the Association. The notice of the meeting shall also be deemed delivered when the email is sent to the public Association mailing list and posted on the MAPS website.

#### **Section 6: Quorum**

The General Assembly holding more than 50% of the voting members shall constitute a quorum. If such a quorum is not present within sixty-minutes (60) of the specified time, the meeting will be adjourned. The board then should convene the meeting no less than 24 hours but within 2 weeks (14 days). The required quorum for such a meeting is 25% of the voting members. If no quorum is present at this meeting, a subsequent meeting must be called no less than 24 hours but within 1 week (7 days). At such a meeting, the quorum is assumed to exist regardless of number of voting members present at the meeting. In such a meeting, the board can only transact business that must have been transacted at the original meeting.

#### **Section 7: Absentee Ballots**

At any meeting, a voting member can vote in person. . Absentee ballots are allowed only for the following reasons: traveling out of town or if admitted in hospital at the time of voting. Absentee ballots must be submitted to the General Secretary at least 24 hours before the General Assembly meeting. In the event of elections, the ballots must be handed in person to the Election Committee.

## **ARTICLE 7: Board of Directors**

#### **Section 1: Charter of the Board**

Subject to the Provisions of these Bylaws, the affairs of the Association shall be managed by the Board of Directors, which shall be called the "Board" hereafter, and will be responsible to the General Assembly. The Board shall hold in trust, the property of the Association. The Board shall take actual care of the properties, but shall have no power to buy, sell, exchange, mortgage, lease, pledge, transfer, or dispose of, in any manner, any real-estate property of the Association without specific vote of the General Assembly authorizing such action and approval of Board of Trustees. The Board shall obtain approval of the General Assembly for any investment or expenditure in excess of \$20,000.00.

#### **Section 2: Responsibilities of the Board**

The responsibilities of the board shall be as follows:

- Safeguarding the ideological integrity of the Association
- Providing policy guidelines and executing the programs and activities
- Approving budget
- Long range planning
- Ensuring permanency and continuity in operation and programs
- Providing financial stability to the Association

- Assigning the Imam, hire and manage employees
  - Performing the overall objectives of the Association
- Safeguarding the spirit and intent of bylaws and ensuring that the core Tenets of the Association as outlined in ARTICLE 4, Section (2) are followed. In addition, the board will ensure that it does not take any steps leading to dissolution of the Association, unless absolutely necessary once all other viable options are exhausted, and in compliance with these bylaws.

### **Section 3: Structure of the Board**

The Board of Directors shall consist of a President and at least 7 members and at most 9 members. The officers of the Association shall consist of the following:

- President of the Board
- Vice President
- General Secretary
- Treasurer

The Board may also have the following non-officer positions that are filled by Board members.

- Religious Affairs Secretary
- Social Affairs Secretary
- Education Affairs Secretary
- Masjid Affairs (Facilities) Secretary
- Women’s Affair Secretary

A board of directors can hold more than one portfolio of responsibility.

### **Section 4: Board of Director Qualifications**

Qualifications of the Board Member shall include:

- Be a voting member of the Association for at least one year. In the event that an otherwise qualified person is needed to fill a vacancy but has been a member of the Association for less than a year, a motion can be brought to the general assembly to lower the requirement to 180 days for that specific person. The general assembly can approve the motion with more than 50% of votes.
- Sound Islamic beliefs and practices
- Abstains from Kaba’er (major Islamic violations);
- Be a regular attendee to the Masjid and an active participant as a volunteer or a leader of activities of the Masjid and the Association
- Be committed to supporting the Association
- Must have good people management skills
- Must have good communication skills necessary to conduct the affairs of the Association including verbal, written and electronic such as email.
- Women can hold any of the positions with the exception of President, Vice President and Religious Affairs secretary.

### **Section 5: Term of the Board**

The term of the board of Directors is two years. The President and four members of the board are elected during even years. The remaining four members are elected during odd years. The Board of Directors cannot serve more than three consecutive terms, after which, they become ineligible to stay on the board for a minimum of one-term (2 years) before becoming eligible again.

### **Section 6: Regular Meetings**

The Board shall hold regular meetings at least once a month, to approve programs, plans, budget and other business that may come before the committee.

### **Section 7: Resignations**

The Board has the right in a regular meeting to accept the resignation of any of its members.

- Any board member who fails to attend three consecutive Board meetings without a legitimate reason given in writing and accepted by the Board will be considered as having resigned from his/her position.

- Any board member who is relocated outside the King, Snohomish or Pierce Counties to another county will be advised to resign and required to do so within 30 days of such relocation.

**Section 8: Removal**

A board member can be dismissed for the following reasons.

1. A board member may be immediately removed from the Board by a unanimous vote of the other members of the board and must be approved by a majority vote of BoT.
2. A board member who does not conduct himself or herself with respectful Islamic etiquettes can be face disciplinary action including dismissal. Such dismissal must be done with 4/5<sup>th</sup> vote of other members of the board and must be approved by a majority vote of BoT.
3. The General Assembly also has the power to remove any office holder for gross misconduct or deliberate violation of the Association Bylaws, or whenever the best interest of the Association warrants it. A two-thirds (2/3<sup>rd</sup>) majority vote of the General Assembly, where quorum is present, shall be required to adopt a “No Confidence Motion” to remove any Board Member.
4. A Board member who commits any of the activities below is subject to automatic disqualification and removal from the Board.
  - a. Engages in illegal activity that leads to that member being indicted or convicted of a felony, as defined by Washington state law or federal law, as the case may be;
  - b. Engages in illegal activity that leads to that member being convicted of a gross misdemeanor, as defined by Washington state law or federal law, as the case may be;
  - c. Commits a criminal act that reflects adversely on the person's honesty or trustworthiness; or
  - d. Engages in conduct involving material dishonesty, fraud, deceit or misrepresentation.

**Section 9: Vacancies**

Vacancies of the Board Members for any reason may be filled by simple majority (51%) vote of the Board members. In case of more than five (5) vacancies on the board within a two-week period, the Board should be considered dissolved, and the General Assembly should be called within 30 days for an emergency meeting to elect a new Board.

If the President of the Board resigns, the Vice President shall assume the responsibility of the President. In the event the position of President is vacated during the first year of his term, a new President shall be elected for a one year term at the next annual general assembly meeting.

**Section 10: Quorum and Manner of Acting**

Quorum shall consist of a simple majority of the members of the Board, which should include the President of the Board or his designee or the Vice President. Without the President or his designee or the Vice President, any meeting of the Board shall not be considered official. All decisions of the Board shall be carried by a simple majority vote, except for the cases otherwise stated in these Bylaws.

**Section 11: Functioning Committees**

The Board has the power of forming special committees for certain tasks, such as fund raising and planning. Also, the Board members can form sub-committees to help them in their tasks after getting the approval of the Board of Directors.

**Section 12: Meeting by Telephone**

Members of the Board of Directors or any committee designated thereby may participate in a meeting of such board or committees by means of a conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

### **Section 13: Management of the Association**

All corporate powers shall be exercised by or under the authority of, and the business and affairs of the Association shall be managed under the direction of, the officers of Board of Directors except otherwise provided by law or the articles of incorporation.

### **Section 14: Action without a meeting**

Any action required or permitted to be taken by the Board of Directors or a committee thereof may be taken without a meeting if a written consent setting forth the action so taken, shall be signed by all the directors. Use of email for this purpose is considered acceptable. Such consent shall have the same effect as a vote of the board.

## **ARTICLE 8: Responsibilities of the Board of Directors**

### **Section 1: President**

The President of the Board shall be the principal Board Officer, the spokesperson and representative of the Association. The President of the Board shall:

- Preside over the meetings of the Board of Directors and the General Assembly
- Direct and coordinate all the activities of the Association
- Appoint special and standing committees for various functions with the consensus of the Board.
- Sign, with the treasurer or any other officer of the Association authorized by the Board, any deeds, contracts and the Association checks
- Present the annual report to the General Assembly
- Sign deeds, bonds, contracts, or other instruments on behalf of the Association, except where required by law to be otherwise signed and executed, and except where the signing and execution thereof shall be expressly delegated by these Bylaws to some other officer or agent of the Association.
- The President or his designated appointee is the spokesman for the Association to other Muslim community and to the other community organizations.
- Ensure that the elections are held per the bylaws.

### **Section 2: Vice President**

The Vice President shall:

- Assume the functions of the President of the Board during his absence, in the event of resignation or inability of the President of the Board or when requested by the President of the Board
- Assume any duties assigned to him by the President of the Board
- Assume responsibility for all publications

### **Section 3: General Secretary**

The General Secretary shall:

- Handle and keep records of all official correspondence of the Association
- Take minutes of all meetings of the Board and the General Assembly
- Publish the minutes of the meeting in the Notice board or through other means approved by the Board, in a timely fashion
- Coordinate, distribute information regarding membership and activities of the Association
- Maintain up-to-date membership roster
- Be responsible for the legal matters of the Association
- Responsible for organizing the General Assembly meeting. Ensure that the elections are held per the bylaws.
- Responsible for maintaining the website

### **Section 4: Treasurer**

The Treasurer shall:

- Receive all dues, contributions, donations on behalf of the Association
- Maintain up-to-date financial records for the Association and have it audited annually by a qualified accountant



- Present financial reports at the Board and the General Assembly meetings
- Publish the monthly financial statement in the Notice board or through other means approved by the Board, in a timely fashion
- Be responsible for the banking activities, day-to-day expenses of the Association, and be the cosigner with the President of the Board on its bank accounts
- Collect donations from the donation box and provide receipt of donations promptly.

#### **Section 5: Religious Affairs Secretary**

The Religious Affairs Secretary shall:

- Organize religious activities
- Plan and be responsible for the major religious celebrations
- Coordinate Da'wah activity within and outside the Muslim community
- Be in charge, with the help of the treasurer, in collecting and distributing Zakat and other charity funds
- Coordinate Islamic educational activities within & outside the Muslim community

#### **Section 6: Social Affairs Secretary**

The Social Affairs Secretary shall:

- Organize and execute all the social activities of the Association, including picnics, Eid celebrations, lectures, Ramadan Iftar program, etc.
- Initiate and maintain programs to help the new-comers to the community
- Introduce programs that help in strengthening the brotherhood in the community

#### **Section 7: Masjid Facilities Secretary**

The Facilities Secretary shall:

- Maintain the Facility and be responsible for its up-keeping
- Maintain calendar of activities
- Manage the rental of the facility to the community
- Present plans and budgets needed for any expansion and remodeling of the property of the Association to the Board for approval

#### **Section 8: Education Affairs Secretary**

The Education Affairs Secretary shall:

- Oversee Education committee to plan, develop and execute programs for the education activities such as the Islamic weekend school, Children's Islamic classes, and summer school
- Oversee the youth activities which will be organized by the youth committee
- Coordinate activities of other organizations that cater to the needs of the youth.
- Work with Religious affairs secretary for youth and religious programs.

#### **Section 9: Women's Affair Secretary**

This position is reserved for a woman.

- The Women's Affair Secretary shall: Act as a liaison between the Board and the female members
- Oversee Women's Committee and drive women's participation in the masjid activities
- Create programs tailored to the needs of the sisters in the community
- Address the needs, opinions, and concerns of the women in the community
- Performing any other responsibility delegated by the President

## **ARTICLE 9: Board of Trustees**

### **Section 1: Purpose**

The purposes of creating a Board of Trustees (hereinafter referred to as BoT) are as follows:-

1. Preserve the overall vision of the Association of building a vibrant community.

2. Protect the assets of the organization.
3. Act as a means of checks and balances to the Board of Directors, as the executive body, by holding a veto power on the Board's major decisions which the BoT deems jeopardizing the core tenets of the organization.

### **Section 2: Responsibilities of Board of Trustees**

1. The BoT holds veto power on the following decisions of the Board of Directors
  - a. Any action involving the hiring and termination of the Imam of the Association.
  - b. Any action involving the purchase, sales, leasing of the facility (other than short term leasing for events) must be done with the approval of the Board of Trustees.
2. In the rare instance when the Board of Directors does not follow the above rules or deviate from the vision and charter of the Association, the Board of Trustees has the right to take the following actions.
  - a. Declare the action as void, upon written notice and give the board 60 days to correct it.
  - b. If the board does not correct the decision according to the guidance of the BoT, the BoT has the authority to dismiss the Board of Directors and call for a general election. The chairman of the BoT must communicate the decision to the members of Association along with explanation for the BoT decision within 48 hours. The General Assembly must be called within 30 days for the purpose electing a new BoD. Should the quorum be not present at the general assembly meeting, the election must be completed within 60 days of dismissal.

### **Section 3: Composition of Board of Trustees**

1. The Board of Trustees shall consist of 5 members.
2. Three of the members are elected by the General Assembly for a 4-year term.
3. The remaining two are appointed by the Board of Directors for a 2-year term. These members are appointed by the Board of Directors coinciding with the election of the President.
4. The BoT members, selected by election or appointment will serve no more than two consecutive terms regardless of whether they completed their term. Such a member must stay out of the BoT for at least one term (4-years) before rejoining the BoT.
5. All decisions of BoT require approval of a simple majority of the Trustees.
6. The BoT will choose among themselves a Chairman and Secretary. The BoT members, including the Chairman and the Secretary are not the officers of the Association.
7. The Chairman shall preside over the BoT meetings. He is also the spokesman of the BoT activities.
8. The BoT Secretary shall maintain record of minutes of every meeting and of all correspondence pertaining to the BoT activities.
9. The BoT will meet at a minimum on a quarterly basis.

### **Section 4: Board of Trustee Qualifications**

Qualifications of Board of Trustee shall include the following:-

1. Must be a voting member of the organization for at least 2 years.
2. Have sound Islamic beliefs and practices
3. Abstain from Kaba'er (major Islamic violations)
4. Be a regular attendee to the Masjid and an active participant as a volunteer or a leader of activities of the Association.
5. Be regular attendee to the Masjid and regular participant in Masjid activities
6. Be committed to supporting the Association

7. They must meet one of the criteria below:
  - a. Must be a current member of Board of Directors or must have previously served in the Board of Directors. Current members of the Board of Directors can only join the BoT by appointment and not by election unless the term of such a current member expires within 60 days of the General Assembly meeting in which BoT members are elected.
  - b. Must have served in at least one subcommittee under a Board member for a period of at least 1 year and have made significant contribution through such service. There must be documented proof of contribution and participation.

#### **Section 5: Resignations and Dismissals**

1. A BoT member can be immediately removed from the BoT by an unanimous vote of other BoT members.
2. The General Assembly also has the power to remove a member of the BoT for gross misconduct or deliberate violation of the Association Bylaws, or whenever the best interest of the Association warrants it. A two-thirds (2/3<sup>rd</sup>) majority vote of the General Assembly, where quorum is present, shall be required to adopt a “No Confidence Motion” to remove a BoT member.
3. If a BoT member resigns, or is removed or leaves the area prior to the expiration of his term, the following rules are used to fill the vacancy.
  - a. If the outgoing Trustee (either by resignation or dismissal) is an appointed member from Board of Directors, the Board of Directors will appoint the replacement.
  - b. If the outgoing Trustee (either by resignation or dismissal) is an elected member from the general assembly, the BoT will appoint another member.
  - c. In either case, the appointed member must meet the requirements set forth in Section 8.4.

## **ARTICLE 10: Election**

### **Section 1: Election of Board of Directors and Board of Trustees**

The election of the Board of Directors and Board of Trustees is held during the Annual meeting of the General Assembly. The election will be conducted by an election committee appointed by the Board of Directors. The election shall be conducted during the meeting and the results shall be announced during the meeting. The General Assembly shall then elect the President from among the elected Board of Directors. The incoming Board Members shall hold a meeting within two weeks and will elect from themselves a Vice-President of the Board, a Secretary, a Treasurer, and such other officers as may be appointed in accordance with the provision of the Bylaws.

In the event a quorum is not present at the General Assembly meeting, the Election Committee shall seal the ballots until subsequent meetings of the General Assembly called to attain the quorum.

### **Section 2: Election committee**

The Board of Directors shall appoint an Election committee consisting of a chairman and two other members to conduct the elections at the annual meeting. All three members of the Elections Committee must be voting members of the Association and cannot be members of the Board of Directors or Board of Trustees. The nomination for the election must reach the Elections Committee two weeks before the specified time for the election. The nominators as well as the one who seconds the nominations shall be member of the Association. The nominee must meet the qualifications of the position. The Elections Committee members shall not campaign in favor of or against any candidate; however, they shall have the right to vote as members of the Association. The elections will be conducted according to the rules laid down in the bylaws.

All nominees shall agree and sign the contract as written in Appendix A when accepting the nomination.

## **ARTICLE 11: Administrative Procedures**

### **Section 1:**

Any member of the Association may bring charges of misconduct, misdemeanor, misappropriation of funds, fraud, corruption, or cover-up of such offenses against any Board of Director, BoT member, ex-board member who served within the previous one year, or employee of the Association. Such charges shall be given in writing to the President of the Association. Administrative proceedings shall not be invoked more than once within any twelve month period by an individual member.

### **Section 2:**

Within two weeks of receipt of the written charges, the Board shall form a panel to hear the charges. The panel shall consist of seven members, two selected by the accuser(s), two selected by the accused, and two more members and a chairperson selected by the first four members. Neither the accused nor the accuser shall be on the panel. Each panel member shall have been a voting Association member for at least one year.

### **Section 3:**

This panel shall be considered a panel of judges rather than advocates for either party. Decisions shall be made by a simple majority of the panel and a decision shall be reached within two months of formation.

### **Section 4:**

Upon the formation of the panel, all parties must agree in writing that the findings of this panel shall constitute binding arbitration. Both the accuser and accused must agree to consider this matter closed at the close of the proceedings and no further action shall be taken.

### **Section 5:**

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 6:**

The panel shall hear the charge(s) as well as witnesses from both sides, examine all evidences, pass a verdict of "Guilty" or "Not Guilty", and determine punitive and/or corrective measures. The panel shall report its findings to the Board of Directors which is obliged to enforce the decision of the panel. If the panel finds clear evidence of criminal violation according to State and/or Federal laws, it may recommend to the General Body to consider the possibility of legal suit against the person(s) accused.

## **ARTICLE 12: Bylaws Amendments**

### **Section 1: Amendments to Core Tenets**

Amendments of ARTICLE 4, Section 2. Core Tenets of the bylaws require approval of four-fifths of the General Assembly.

### **Section 2: Amendments to other sections of Bylaws**

Other sections of the Bylaws may be amended at the Annual meeting of the General Assembly or a special meeting duly called for this purpose. The notice for such a meeting shall be mailed, or emailed to the voting members at least 10 days before the proposed meeting. The notice shall describe the amendments. A two-third (2/3<sup>rd</sup>) vote of the General Assembly shall be required to amend the Bylaws.

## **ARTICLE 13: Rules of Order**

The meetings of the General Assembly, the Board of Trustees and the Board of Directors shall be conducted in observance of the Islamic etiquettes, and all debates shall be carried out in an atmosphere of Islamic brotherhood.

## **ARTICLE 14: Deposits of Funds**

All funds of the Association shall be deposited from time to time to the credit of the Association in one or more banks, trust companies or other depositories the Board of Directors may from time to time designate, upon such terms and conditions as shall be fixed by the Board of Directors. The Board of Directors may, as it may deem necessary, authorize the opening and keeping with such depository as it may designate, of general and special bank accounts and may make such special rules and regulations with respect thereto, consistent with the provisions of the Bylaws.

## **ARTICLE 15: Dissolution**

### **Section 1: Dissolution Process**

A decision to dissolve the Association can only be reached after the board of directors approve by 2/3rd majority vote and then brought to General Body meeting held for that purpose and requires approval by at least four fifths of the members of the Association.

### **Section 2: Handling the Dissolution**

In the event of dissolution of the Association, the Board of Trustees shall call upon the Islamic Society of North America (ISNA) to handle the process of dissolution. Any assets which are left after meeting all liabilities shall be transferred to the Islamic Society of North America.

These Bylaws were approved by the General Assembly at its Annual Meeting held on: June 17<sup>th</sup>, 2006.  
The revised bylaws were accepted on \_\_\_\_\_

---

Reviewed By:

---

General Secretary

---

Treasurer

Approved By:

---

Vice President

---

President

**Appendix A:**

The following is the letter that is to be signed by those who are running for board of Trustees or Board of Directors before they can run in the elections.

By accepting the nomination, I affirm as Allah Subhanahu wa ta'ala is my witness to serve the community for the sake of Allah and adhering to the principles of prophet Muhammed (SAW) and his companions. I also affirm that I will uphold and champion the vision of MAPS, which is guided by the Qur'an and Sunnah.

I agree to uphold the bylaws of Muslim Association of Puget Sound. I agree to the core tenets of the Association (ARTICLE 4, Section 2) and will adhere to those principles if I am elected to the Board of Directors or Board of Trustees.

I, the undersigned, affirm that I subscribe and am committed to the foregoing. Additionally, I affirm that I am not a board member or in any other official capacity in any institution (religious or otherwise) whose charter, spirit or publicly stated positions are counter to (or are explicitly critical of) the charter, vision and practices of the Muslim Association of Puget Sound.

Signed:

---

Date: \_\_\_\_\_

## **Appendix B: Definition of Terms**

### **Qur'an**

The Qur'an is the holy book of the Muslims and it was revealed to the Prophet Muhammad (peace be upon him).

### **Muslim**

A Muslim is a person who believes in:

- Allah (the one true God)
- Prophet Muhammad (peace be upon him) as the last and final prophet and messenger of Allah
- Qur'an
- The Angels
- The Hereafter
- The Destiny (Qadr)

### **Sunnah**

Sunnah is the authentic tradition of the Prophet Muhammad (peace be upon him), which was related to us through Ahadith (sayings of the prophet) or an action, or an approval of action by the Prophet (peace be upon him).

### **Shoora**

Shoora is consultation of the community. The Association shall practice Shoora in all its matters in the broadest forum possible. The decisions of the Association, become binding on all members after proper Shoora action is taken, regardless of their position on the particular issue.

### **Dawah**

Educating a person of another faith about the Tenets of Islam.

### **Masjid**

A Muslim place of worship.