

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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In the Name of Allah, the Compassionate, the Merciful

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AL-AMIN ETHIOPIAN MUSLIM COMMUNITY

(An association of Ethiopian Muslims in Houston, Texas, USA)

(Al-Amin)



By-Laws

Version 1.0
May 2004

Revised January 7, 2017

አል-አሚን የኢትዮጵያ ሙስሊም ኮሚቴ በሂውስተን ቴክሳስ

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፩ኛ እስላማዊ ባህላችንና ታሪካችንን ማስተዋወቅና ማስተማር፡

፪ኛ በቁዱስ ቁርባን ላይ የተመሰረተ እስልምናን ማስተማርና ማስፋፋት፡

፫ኛ የኮሚቴ አገልግሎቶችን መስጠት፡

፬ኛ ካብራካችን የተፈጠሩትን ልጆቻችን ሃይማኖታችንና ባህላችንን እንዲያውቁ ማስተማርና ወዳጅነት እንዲመሰርቱ መድረኩን ማዘጋጀት፡

፭ኛ የኮሚቴ ሴንተር በማቸቸም ልጆቻችን እንዲማሩበት ለደስታ ለሃዘንና እንዲሁም ለጸሎት የምንገናኝበት አዳራሽ እንዲኖረን ማድረግ፡

ከዚህ በላይ የተዘረዘረውንና በሰፊው በዚህ የመተዳደሪያ ደንብ የተደነገገውን ህግ በመከተል ይህ ድርጅት ግልጋሎቱን ለናንተ ሊሰጥ ተዘጋጅቶታል፡

በግዜ እጥረት ምክንያት ይህን የመተዳደሪያ ደንብ በአማርኛ ሊተረጎም አልቻለም ሆኖም ለወደፊቱ ይተረጎማል፡

“ ኢትዮጵያ ቢላልን ያፈራች እንዲሁም የሰደት አገር በመሆን የነቢዩ ሙሃመድን (ሰለላሁ ዓለይሂ ወሰለም) ተከታዮችና ወዳጆችን ተቀብላ ያስተናገደች በታሪኩ የምንኮራባት አገራችን ናት ”

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BY-LAWS

AL-AMIN ETHIOPIAN MUSLIM COMMUNITY

(An association of Ethiopian Muslims in Houston, Texas, USA)

ARTICLE I NAME, STATUS, ADDRESS

SECTION 1: NAME

The name of the organization shall be **Al-Amin Ethiopian Muslim Community** hereinafter interchangeably referred to as “Al-Amin” or “The Al-Amin Community.”

SECTION 2: LEGAL STATUS

The Al-Amin Community is formed upon the articles, conditions and provisions relative to non-stock corporations, which are contained in the general laws of the state of Texas. The Al-Amin Community is organized and shall be operated exclusively for religious, educational and charitable purposes within the meaning of section 501(c)(3), of the Internal Revenue Code. No part of the net earnings or assets of the Al-Amin Community shall inure to the benefit of, or be distributable to the members, Directors, Officers, other private individuals, or organizations organized and operating for profit (except that the Al-Amin Community shall be authorized and empowered to pay reasonable compensation for, or make payments and distributions in furtherance of, the purposes as hereinabove stated). The Al-Amin Community also shall not be conducted or operated for profit, nor shall it be a participant in any political campaign on behalf of any candidate for public office or political party of one's preference, as this would violate the tax-exempt status of the religious organization.

SECTION 3: Address

Al-Amin is incorporated in the state of Texas and shall have its principal office or headquarters in Houston, Texas or at such other convenient locations as the Executive Board shall determine. It's Mailing Address is: P.O. Box 36622, Houston, Texas 77236-36622.

SECTION 4: ADHERENCE TO THE BYLAWS

The Al-Amin shall manage its administrative and financial affairs in accordance with the terms and provisions of these bylaws effective following its official adoption by the registered members of the assembly (jama'a). All rules, regulations, and provisions pertaining to the internal administrative procedures of the Al-Amin are fully contained in these bylaws and therefore shall be strictly adhered to.

SECTION 5: AMENDING PROCEDURES

- A. Any registered member of the Al-Amin may submit in writing a proposal to amend these bylaws to the registered members of the organization through the Executive Board at least 30 days prior to the general meeting of the Al-Amin membership. The Board of Trustees shall first deliberate on the proposal and present it to the assembly with recommendation for approval or disapproval.
- B. proposed amendment shall become part of the bylaws if approved by a 2/3 vote of the registered members of the organization. A 2/3 quorum shall be required in the first meeting, but failing to achieve such a quorum, a second meeting shall be necessary at which time a 1/3 quorum must be established. If the 1/3 quorum is not possible, a third and final meeting shall be held only among those registered members present.

SECTION 6: METHODS OF REVENUE GENERATION

- A. The sources of revenues for the Al-Amin shall include, but not be limited to, membership dues; fees charged for wedding or burial services; voluntary donations; legacies from estates of decedents; income from sales of movable and immovable properties; and proceeds generated through fund-raising activities and campaigns.

SECTION 7: DEFINITION OF TERMS IN USE

Unless indicated otherwise, the definitions that follow are intended for the limited purpose of these bylaws and thus shall be understood

only in the meaning ascribed to each term.

- A. **"REGISTERED MEMBERS"** shall mean those members of the organization who regularly and promptly pay Al-Amin membership dues and have certain rights and privileges granted under these bylaws that non-members shall not be entitled to.
- B. **"EXECUTIVE BOARD OF TRUSTEES,"** or **"EXECUTIVE BOARD,"** or **"THE BOARD,"** for short, shall refer to the governing body of the Al-Amin, whose members are elected by the registered membership to serve as Trustees of the organization in the administration of the **Al-Amin** as per provisions prescribed under these bylaws.
- C. **"CHAIRMAN OF THE BOARD,"** or **"THE CHAIRMAN"** shall mean the presiding officer of the Executive Board whose duties and responsibilities are expressly delegated in these bylaws.
- D. **"STANDING COMMITTEES"** shall mean permanent committees formed under these bylaws and those that may be established by the Board in the future, whose membership shall consist of at least one of the Trustees and the rest from among the registered members of the organization.
- E. **"AD-HOC COMMITTEES"** shall refer to temporary committees established under these bylaws for a special purpose and those that may be created by the Board from time to time with specific functions as circumstances dictate.
- F. **"SISTER'S COMMITTEE" OR "SISTERS"** shall refer to the female registered members of Al-Amin Community.
- G. **"A MUSLIM"** shall mean a person who believes in Allah, the Holy Qur'an, and Muhammad (PBUH), as the last Prophet.
- H. **"ROBERT'S RULE OF ORDER" {latest edition},** a text that explains the conduct of business in a deliberative assembly, shall be referred to for the rules and procedures governing the Board's meetings, the handling of motion in meetings and sessions, and the manner of enforcing quorum re-

quirements. It shall provide the provisions requisite for governing debate, voting procedures, minutes taking, and the appointment of committees, as well as the amending of bylaws.

ARTICLE II MISSION, GOALS AND OBJECTIVES

SECTION 1: MISSION

Al-Amin is a not-for-profit, non-political, membership, and charitable, Islamic organization. The Al-Amin Community was established to foster and promote the Islamic and cultural traditions of the Muslims who emigrated from Ethiopia. The Al-Amin Community seeks to promote and preserve the Islamic heritage as well as the cultural and social values of the Ethiopian Muslims, in order to foster a Muslim community based on Islamic principles of brotherhood, equality, and mutual assistance and Islamic teachings of peace, love and justice.

The foregoing enumeration of the objectives of Al-Amin is made in furtherance, and not in limitation, of the powers conferred upon the Al-Amin's bylaws and is not intended, by the mention of any particular objective, in any manner to limit or restrict any of the powers of the Al-Amin Community, other than as provided below.

SECTION 2: GOALS AND OBJECTIVES

- A. Create the appropriate environment for Islamic worship and education
 - a) Spearhead the effort to establish an Islamic Center of worship and educational activities that include Tafseer, Hadith and Seerah.
 - b) Arrange and hold assembly (jama'a) al prayers.
 - c) Secure an educational resource center for Ethiopian Muslim youth by organizing groups and clubs.
- B. Coordinate Islamic activities
 - a) Disseminate Islamic knowledge through the interpretation of the Holy Qur'an, the traditions and history (Seerah) of the Prophet Muhammad (PBUH).
 - b) Conduct propagation using newsletters, publications, radio and Television broadcasts and the Internet.

- c) Perform community services such as Nikah (marriage) ceremonies, marriage counseling, burial services, conflict resolution, etc.
- C. Promote and preserve the Islamic heritage as well as the cultural and social values of the Ethiopian Muslim Community
 - a) Collect and disseminate relevant information about the Ethiopian Muslims in Houston or elsewhere to other Muslims or Ethiopian Muslims in the USA.
 - b) Initiate dialogues among the Al-Amin Ethiopian Muslim Community members with respect to Ethiopian Islamic history and its relationship to the history of Islam
 - c) Participate in community activities that include fundraising and volunteering for other Muslim organizations and humanitarian groups.
 - d) Promote friendly relations between Muslims and non-Muslims.
 - e) Conduct workshops, seminars and meetings.
- D. Advocate for the equal rights of human beings in general and Muslims in particular
 - a) Participate in peaceful rallies and demonstrations.
 - b) Support legislative and public policies advocating the protection of civil rights.
- E. Provide social services
 - a) Render general guidance such as marriage counseling, immigration assistance, voting rights assistance, assistance in obtaining civil rights, etc.
 - b) Allow the use of the Al-Amin Ethiopian Muslim Community Center for social and religious gatherings in keeping with the Mission of the Al-Amin Community.
- F. Strengthen the fraternal bond among Muslims
 - a) Develop ties with other Muslim organizations.
 - b) Create a social network among Muslims of various organizations.
 - c) Support Muslim humanitarian organizations.

ARTICLE III MEMBERSHIP

SECTION 1: MEMBERSHIP ELIGIBILITY

- A. Membership of the Al-Amin Community shall be subject to the definitions and conditions as set forth in these bylaws. Any Ethiopian Muslim who believes in the mission and objectives of the Al-Amin Ethiopian Muslim Community and lives in the Metropolitan Houston area shall be eligible for full membership.
- B. Associate membership may be granted to individuals of special status as may be designated by the Executive Board.
- C. The Executive Board of the Al-Amin Ethiopian Muslim Community may award honorary membership to bona fide individuals known for their scholarly contributions and/or community services that complement the mission and objectives of the Al-Amin Community. Honorary members will have the right to speak to the General Assembly and act as advisors to committees, but may not vote or hold office in the Al-Amin Community.
- D. Applicants must demonstrate good moral character, emotional stability, and devotion to the stated objectives and principles of the Al-Amin.
- E. Membership applications must be accompanied by a list of three references familiar with the applicant.
- F. Applicants must be law-abiding members of the community.
- G. A minimum of 18 years of age shall qualify each applicant for membership.

SECTION 2: TERMINATION OF AND REINSTATEMENT TO MEMBERSHIP

- A. Termination shall be granted immediately to a member who voluntarily requests the Membership Committee in writing to cancel his membership in the Al-Amin.
- B. In the case of misconduct or a violation by a member, an elected or appointed officer, or a Al-Amin body of any of the rules and regulations promulgated under these bylaws, the Board shall warn the violator against any further transgression.

- C. Continued violation of the same shall provide the Board enough grounds for disciplinary measures against the violator.
- D. Among the disciplinary measures that may be taken against the transgressor shall include a warning; a reprimand, either verbal or written; dismissal from service; denial of the right to vote, or to be elected; and banning from membership in the Al-Amin.
- E. Particularly if the violator is a member of the Board, he/she shall cease immediately upon receipt of a written notice to discharge his/her duties and responsibilities as specified under these bylaws until such time that the Board's decision on the violator is presented to the registered membership for final judgment.
- F. Any member who has forfeited his membership due to rule violations may reapply for membership after a two-year hiatus, with proof that he/she shows remorse over his/her previous misconduct or wrongful action.
- G. A registered member of the Al-Amin, who has failed to pay his membership dues without compelling reasons for six consecutive months, shall be notified by the Board of his termination of membership in the Al-Amin.
- H. Should a registered member move from Houston due to reasons related to his/her job, if these persons returns to Houston, he/she shall be reinstated without paying the membership fee for the period he/ she was not in Houston.

SECTION 3: RIGHTS AND PRIVILEGES OF MEMBERSHIP

- A. All members with at least a six-month registered membership to the Al-Amin shall be eligible to vote in the organization.
- B. In order to vote at a meeting, a qualified member shall be present at the time of balloting, and each qualified member shall have only one vote.
- C. Any registered member shall qualify for election to the Board and to any of the committees; however, candidacy for both the Board and the Election Committee in particular shall require at least 21 years of age and a two-year reg-

- istered membership.
- D. Al-Amin shall provide its registered members with support and referral services in cases such as immigration and other legal matters.
 - E. Members shall qualify for instruction fee discounts at a school that the Al-Amin may set up in the future.
 - F. The Al-Amin may enter into negotiations on the behalf of its members with companies for reduced charges for health insurance coverage, group airline ticket fares, long distance telephone rates, and the like.
 - G. A member shall have the right to demand a copy of the quarterly financial report of Al-Amin Community.
 - H. Other benefits shall be passed on by Al-Amin to the members as they become available.
 - I. The Board shall issue each registered member an identity card that must be shown to qualify for the foregoing rights and privileges.

SECTION 4: MEMBERSHIP FEES AND PAYMENT PERIOD

- A. Full members: For a family unit that includes husband, wife, children and non-employed, dependent, cohabiting parents of eligible members, the membership dues shall be \$15.00 per month.
- B. For single members, Including their children and non-employed cohabiting parents, the membership dues shall be \$10.00 per month.
- C. Honorary Members: Honorary members may donate restricted or unrestricted funds, gifts or charity on a voluntary basis.
- D. Membership dues are payable in full on January 1st of every year.
- E. Members who prefer to make scheduled payments may pay their dues in four equal installments: on January 1st, March 1st, June 1st, and September 1st of every year. Those who become members other than January, will pay membership fee starting from the month they joined Al-Amin.
- F. Those who cannot afford payment of fees shall be studied on a case by case basis by the Executive Board, which will make a binding decision.

ARTICLE IV

REGISTERED MEMBERS OF THE ORGANIZATION

SECTION 1: OVERSIGHT FUNCTIONS

- A. The registered members of the organization shall possess the ultimate authority over all aspects of the Al-Amin's operation, including its financial, administrative, and institutional activities.
- B. The registered members shall elect members of the Executive Board and all members of the Election Committee.
- C. The registered members shall have the power both to authorize the drafting of new bylaws for the Al-Amin and to approve or reject those that have been revised.
- D. The registered members shall bear the sole responsibility for approving or rejecting the yearly work plan and budget proposal submitted by the Board.
- E. The registered members shall oversee the effectiveness of all facets of the Al-Amin operation and ensure that all of the Al-Amin's properties, savings, investments, and other financial transactions are in good order.
- F. The registered members shall be expected to resolve all problems affecting the Al-Amin that may arise from time to time.

SECTION 2: ANNUAL MEETING OF THE REGISTERED MEMBERS OF THE ORGANIZATION

- A. The general assembly of the organization shall be held every year in March unless circumstances require otherwise.
- B. At such a meeting, the members shall hear reports prepared by the Board, and the various committees as may be necessary.
- C. The Board shall present to the organization at the annual meeting a detailed account of the preceding year's financial activities of the Al-Amin and shall also provide its budgetary plan for the coming year.
- D. Every other year, at the annual assembly, elections for the Auditing Committee shall be conducted as required under

these bylaws.

- E. Except as otherwise provided in these bylaws, all questions of order at such meetings shall be based on the latest edition of "Robert's Rule of Order: Revised."

SECTION 3: SPECIAL MEETINGS OF THE REGISTERED MEMBERS OF THE ORGANIZATION

- A. Every other year in January, a special meeting of the organization shall be held for the purpose of electing the members of the Board whose terms have expired.
- B. The Board may also call a special meeting if and when a majority of its membership resigns or wishes to be relieved of their duties, on written request of 1/3 of the qualified members, and whenever the Trustees deem such a meeting necessary.
- C. A special meeting shall also be held at the initiative of the Board to consider the purchase or sale of Al-Amin properties, including promissory notes and securities where the value thereof shall exceed \$10,000.00, and to seek the consent of at least 2/3 of the registered membership as per the meeting procedure established under these bylaws. However, securities may be rolled over or reinvested in similar instruments upon their maturity without the need for membership approval.
- D. An emergency General Assembly meeting can be called by the Chairman of the Executive Board, or the Vice Chairman of the Board in the case of the absence or inability of the Chairman, to discuss urgent matters that need to be brought before the registered members of the Al-Amin Community.
- E. Each meeting shall be conducted in the same manner as stipulated in Article IV, Section 2(D).

SECTION 4: ANNOUNCEMENT OF MEETINGS

- A. All scheduled meetings shall be announced 30 days prior to the dates such meetings are to be held.
- B. A letter of invitation, with a copy of the agenda and the list of all candidates for elective office, shall be mailed to each registered member.

- C. The Board shall make public announcements regarding annual and special meetings.
- D. When necessary, telephone calls may be made to each registered member of the Al-Amin to serve notice of a scheduled meeting.
- E. The Board shall post dates and times of scheduled meetings on the Al-Amin bulletin board.
- F. For all scheduled meetings, any two methods of announcement listed above shall be used for effectively publicizing scheduled meetings and for the purpose of achieving maximum attendance thereof.

SECTION 5: PROCEDURAL MATTERS REGARDING MEETINGS

- A. Each meeting shall be presided over by the Chairman of the Board, who shall see that the meeting is conducted in an orderly manner and that the terms and provisions of these by-laws are strictly observed.
- B. The minutes of each meeting shall be recorded by the Secretary of the Board, and must be verified and validated during the preceding meeting by the board.
- C. At each meeting, the Chairman reads the agenda to the full organization, and the board shall consider only the items contained therein.
- D. New agenda items may be introduced only if supported by a majority vote of the members present.
- E. All motions and resolutions shall require a simple majority vote of the ballots cast at a membership meeting for passage except in cases otherwise specifically provided in these bylaws.
- F. Votes shall be cast by secret ballots unless the Chairman finds that a show of hands is appropriate, and no objection is made. The chairman shall announce the results of the vote before the conclusion of the meeting.

ARTICLE V

THE EXECUTIVE BOARD OF TRUSTEES

SECTION 1: COMPOSITION, ELECTION AND TERM OF OFFICE

- A. The makeup of the Board shall be **five** members, elected from among the registered members by the organization in a special election set up for this purpose.
- B. Each candidate shall be elected for a term of 2 years to serve in staggered terms, although four of the Board members may be elected as per stipulations in 'D' below.
- C. The total number of Board election slots shall remain thirteen, however, **7** candidates shall be nominated by the registered membership.
- D. **Two** incumbent members of the Board may be nominated by the Election Committee to serve a second term so as to maintain consistency in the Al-Amin administration and utilize their unique professional services to the Al-Amin, but their names must be presented first to the registered members for approval or disapproval prior to conducting the election of the new candidates for the Board.
- E. Should the **two** incumbents be rejected by the registered membership, all the thirteen Board members shall be drawn from the **7** candidates, based on the ranking of the number of votes each has received.
- F. In the case of a voluntary resignation by a member(s) from the Board or a dismissal of the same, or termination of services for any other related reasons, the Board shall nominate candidates from within the registered membership, who shall be subject to approval by the membership to fill the vacant slot(s).
- G. The term of office shall be no more than three consecutive two-year terms in the case of held-over incumbents.
- H. Ex-Board members may be considered for reelection to the Board only after having vacated their seats for one full term.

SECTION 2: PROCEDURES IN THE "CHANGING OF THE GUARD"

- A. The outgoing members of the Board shall remain in office until the members of the incoming Board are duly elected by the qualified members of the Al-Amin and have assumed the duties and obligations of office.
- B. The outgoing Board shall immediately transfer all properties, files, records, and any other official documents to the incoming Board.

- C. The Auditing Committee shall conduct an inventory of all properties, financial records, official papers, and all other related documents of the Al-Amin.
- D. All transferred records must be signed by each member of both the outgoing and incoming Boards in the presence of the Auditing Committee.
- E. At its first session, the new Board shall elect from among its ranks the Board's Chairman, Vice Chairman, Secretary and Treasurer, as well as those who shall preside over each of the various standing committees.
- F. To formalize the transfer of duties from the outgoing to incoming Board, the outgoing Board Chairmen shall write an official letter of appointment to each of the incoming board members.

SECTION 3: QUALIFICATIONS FOR ELECTION

- A. A candidate must have been a registered member of the Al-Amin for at least two years.
- B. Each candidate shall demonstrate evidence of timely or up-to-date payments of membership dues before being considered for election.
- C. A minimum of 21 years of age shall be required of each candidate.
- D. Each candidate shall pledge to adhere strictly to the Al-Amin's bylaws.
- E. Each nominee must be a law-abiding member of the community.

SECTION 4: DUTIES AND RESPONSIBILITIES

- A. The Board's principal functions are to execute all motions and resolutions adopted by the registered members of the organization, ensure the full implementation of the bylaws, and monitor the financial, administrative, and institutional affairs of the Al-Amin.
- B. It shall prepare the annual budget, which should be presented to the membership assembly for approval, and manage and implement the same.
- C. The Board may authorize funds up to \$5,000, but this amount maybe raised to \$10,000 only in emergency cases,

which shall be immediately reported to the organization with an explanation of the circumstances that prompted the authorization.

- D. The Board may incur expenditures up to 10% in excess of the sum appropriated for any specific item listed in the budget if circumstances dictate.
- E. It shall obtain approval of the organization for expenditures, which may exceed any budgeted amount by more than 10%.
- F. The Board shall submit an annual report on all activities of the preceding year to the organization after having it examined first by the Auditing Committee.
- G. It shall monitor the collection of membership dues and all efforts to generate revenues from donations for other services, Al-Amin plate collections, special events, fund-raising campaigns, and other similar activities.
- H. The Board shall sponsor social and religious activities that may be beneficial to members and the community at large.
- I. The Board shall have the right to negotiate contracts, and conduct purchases and sales of properties on behalf of the Al-Amin, subject to stipulations set by the bylaws.
- J. They shall ensure the safety and security of all Al-Amin properties and protect the legal rights of the Al-Amin before the courts.
- K. The Board shall authorize the building, repairing and leasing of Al-Amin properties, subject to Article IV, Section 3 (C).
- L. It shall have the authority to hire and fire employees of the Al-Amin.
- M. The Board shall be fully responsible for safeguarding the Al-Amin finances, maximizing its investment opportunities, and launching its fund-raising campaigns.
- N. The Board may establish additional standing and ad-hoc committees as they become necessary, enlist registered members for membership to current as well as future committees, and closely oversee their performances.
- O. The Board shall meet once a month but may also hold special meetings as often as it deems appropriate, with time and location to be determined by the Chairman or, in his absence, by the Vice Chairman, or the Secretary.
- P. Any Board meeting may be held with more than half of the

- Trustees being present, and it shall be open to the public.
- Q. All meetings of the Board, as in the annual and special meetings of the organization, shall be opened and closed with a prayer and held in a manner as stipulated in Article IV, Section 2 (D).
- R. Should any Board member be absent from 3 consecutive Board meetings, or from 5 such meetings in one calendar year, the Board shall demand in writing an explanation for the absences at the next meeting.
- S. If a member fails to respond to such a letter or to offer legitimate reasons for such absences, the Board may, with the approval of 2/3 of the registered members, declare his/her position vacant and pick a replacement from among the registered members, subject to approval of the same by the latter.
- T. The Board shall make all its decisions with the consent of a majority vote of its members.
- U. The Chairman of the Board, Vice Chairman, Secretary, and Treasurer or all other trustees shall be removed from their assigned responsibilities, for an infraction or a violation of any of the bylaws or breach of loyalty, by 2/3 of the Board members present and voting in a quorum requiring all Trustees. The Board may elect the replacement of each from among its own ranks.
- V. A Board member of the organization may be removed for similar violations, but such a removal shall be effected by a 2/3 vote of the registered members of the organization in a special; meeting called for the purpose.
- W. The Board shall nominate members of the Election Committee, whose names shall be chosen in writing first by the registered members, and present them to the registered membership of the organization, which may confirm or reject their nomination.
- X. The Board shall have the authority to raise the salaries of the Al-Amin employees as well as make salary adjustments as necessary.
- Y. Every registered member has one vote. There shall be no voting by proxy. However, eligible members may be nominated and voted into an Al-Amin Community executive position in their absence, provided their consent to having their names submitted has been obtained prior to submission.

ARTICLE VI

DIVISION OF RESPONSIBILITIES AMONG BOARD OFFICERS

SECTION 1: THE CHAIRMAN

- A. The Chairman shall be responsible for strict enforcement of the provisions of these bylaws.
- B. As the chief executive officer, the chairman shall preside over all Board meetings and shall play primarily a supervisory role in the affairs of the Al-Amin.
- C. The chairman shall conduct meetings in a manner that is orderly, disciplined, and systematic and in conformity to parliamentary rules and procedures.
- D. The chairman shall decide the time and location of meetings, and may call an emergency session of the Board in consultation with other Trustees; such a session may also be held if and when the majority of the Trustees request it.
- E. Upon presiding over the general assembly of the organization, the Chairman shall read the draft agenda, and the items contained therein shall be the only subject matters for deliberation, although additional agenda items may also be introduced with the consent of either a majority of the registered members of the organization or of the Board.
- F. The chairman may represent the Al-Amin at outside functions and meetings, and shall be expected to convey goodwill messages on behalf of the Al-Amin and communicate in his official capacity in a manner that shall advance the collective interest of the Al-Amin membership.
- G. The Chairman shall be expected to inform the Vice Chairman in advance of his inability to attend a scheduled meeting so that the latter shall take charge in his absence.
- H. As a signatory in all financial transactions of the Al-Amin, the chairman shall make himself available to the Treasurer at all times.
- I. The chairman may authorize funds up to \$1,500.00 so long as he can reasonably justify the need for doing so. Only with the formal approval of the Executive Board, may the Chairman or his designated representative sign a check for greater than \$1,500.00.

- J. The chairman shall be accountable to the Registered Members of the Al-Amin Community.

SECTION 2: THE VICE CHAIRMAN

- A. The Vice Chairman shall assist the Chairman in carrying out his duties and in some, specific tasks the Chairman may assign him from time to time.
- B. The Vice Chairman shall serve as the presiding officer of the Board in the absence of the Chairman.
- C. The Vice Chairman assist the Chairman in monitoring and supervising the operations of all standing and *ad hoc* committees.
- D. The Vice Chairman shall be expected to assume the tasks of the Secretary in the absence of the latter.
- E. The Vice Chairman shall be accountable to the Chairman.

SECTION 3: THE SECRETARY

- A. The Secretary shall be responsible for the dissemination of all official communications of the Board to the organization and shall act in that capacity at the meetings of both the Board and the general assembly of the organization.
- B. The Secretary shall make the proper arrangements for all meetings of the Board as well as the membership assembly by announcing, for instance, the dates, times and locations of such meetings.
- C. At the request of the Chairman or the Vice Chairman, the Secretary may also make up the agenda of a meeting.
- D. The Secretary shall record the minutes of each Board meeting, read the contents at the next session, and have them signed by each member for official adoption of the record.
- E. The Secretary shall keep, in an organized fashion, all written, video, and audio documents involving the Al-Amin and its operations, and coordinate the lists of names and addresses of Board members, members of the various committees, and old and new registered members of the Al-Amin.
- F. As one of the signatories in all financial transactions of the Al-Amin, the Secretary shall make himself available to the treasurer at all times.
- G. The Secretary may be assisted by an Assistant Secretary, who the Board may designate among its ranks, if necessary, in the area of

public relations in an effort to coordinate effectively information gathering and dissemination, publicity, publications of news events, and social event announcements -- all pertaining to the Al-Amin.

- H. Overseeing the monitoring, updating and maintaining of the Al-Amin Community's website.
- I. The Secretary be accountable to the Chairman.

SECTION 4: THE TREASURER

- A. As the custodian of Al-Amin money and the handbook, the Treasurer shall make all bank deposits and withdrawals and pay regular monthly bills and all other expenditures authorized by the Board. No Al-Amin financial transaction shall be conducted without the knowledge of the Treasurer.
- B. The Treasurer shall keep his/her own financial record.
- C. All cash receipts shall be kept with the Treasurer.
- D. It shall be the job of the Treasurer to provide with a receipt for all payments made to the Al-Amin.
- E. As a signatory in all accounts of the Al-Amin, all payments and withdrawals shall bear the Treasurer's his signature, along with a countersignature of either the Chairman or the Secretary.
- F. The withdrawal of cash money other than the regular monthly bills shall be debated and get the majority vote of the Board of Trustees.
- G. The Treasurer shall keep a petty cash of no more than \$300 at any one time and may have to account for all expenditures made with the petty cash, and keep the receipts of the same.
- H. The Treasurer shall Collect dues, fees, gifts and donations from members and other donors.
- I. The Treasurer shall file tax returns to the Internal Revenue Service.
- J. The Treasurer shall be accountable to the Chairman.

SECTION 5: STANDING COMMITTEE DIRECTOR

- A. The Standing Committee Director shall be responsible for the dissemination of all official communications of the Board to the various committee chairs and shall coordinate activities among the various committees.

- B. The Standing Committee Director shall assist the chairman of the committees in setting goals and budget and monitor progress of the committees. The Director will be responsible for reporting to the Board of Directors.
- C. The Standing Committee Director shall be accountable to the Chairman.

ARTICLE VII STANDING COMMITTEES

SECTION 1: GENERAL PROVISIONS

The Board of Directors shall establish Nine (9) committees and provide them assistance to make sure that the activities they undertake will succeed. The Committees established under these bylaws are permanent and shall be hereafter referred to as **STANDING COMMITTEES**. The Committee Director will be responsible for coordinating the nine committees as well as establish additional committees as stipulated in these bylaws. The committees below and others that may be established in the future shall serve for a term of two years, all be furnished with a job description, and carry out their mandated functions as per rules and procedures consistent with the bylaws. These committees are accountable to the Standing Committee Director.

SECTION 2: ACTIVITIES COMMITTEE

- A. This Committee shall be in charge of activities during special Al-Amin events, including, but not limited to, food preparations, and arrangements of hotel accommodations and for the transportation of guests.
- B. The Committee shall coordinate the Ramadan Iftar, Eid festivities, while ensuring that food and beverage preparers and servers are properly scheduled.
- C. The Committee shall perform, if necessary, other related functions in cooperation with other committees.
- D. The Committee shall consist of five members to be appointed by the Board. This committee shall be accountable to the Standing Committee Director.

SECTION 3: DEVELOPMENT OF CHILDREN COMMITTEE

- A. This Committee shall be primarily responsible for the coordination of all Extracurricular activities for the children.
- B. It shall initiate various activities aimed at children's sports and entertainment.
- C. The Committee may solicit ideas from members and others about development activities for children.
- D. In cooperation with Activities Committee and Sisters Committee, the Committee shall organize picnics and field trips.
- E. The Committee shall consist of five members to be ap-pointed by the Board. This committee shall be accountable to the Standing Committee Director.

SECTION 4: DA'AWA (PROPAGATION) COMMITTEE

- A. This Committee shall develop and promote all Da'awa activities including the training of Da'ees, presenting Tafseer, Hadith and Seerah at the Jum'a Halaqa.
- B. The Committee shall formulate guidelines and rules under Islamic jurisprudence for the propagation activities.
- C. The Committee shall prescreen and approve all the Al-Amin Community's media material and internal material with respect to Islam and Da'awa.
- D. The Committee shall communicate with other Muslim and Ethiopian-Muslim organizations to promote Al-Amin.
- E. The Committee shall develop a set of guidelines for accepting and publishing or distributing printed material on Islam or on the organization's Islamic point of view.
- F. The Committee shall reflect the mission and objectives of the Al-Amin Community in its publications.
- G. The Da'awa Committee shall advise the organization regarding Islamic issues such as Fatwa, Shari'a, Fiqh and the different Mazhabs.
- H. The Committee shall consist of five members to be appointed by the Board. This committee shall be accountable to the Standing Committee Director.

SECTION 5: EDUCATION COMMITTEE

- A. This Committee shall develop and implement projects aimed at promoting, among other things, the Ethiopian-Islamic culture and heritage.
- B. The Committee shall design and implement programs geared toward educating the children of Al-Amin members and associate members about the Islamic studies including Quran, Fiqh, prayer and Dua'a. It shall also design programs about the history, culture, customs and social mores of Ethiopian Muslims.
- C. The Committee shall seek ways to acquire grants from both governmental and non-governmental sources for vocational and non-vocational training projects and dispense such funds in accord with requirements specified by fund-granting agencies and in compliance with state laws governing acquisitions and dispensations.
- D. The Committee shall consist of five members to be appointed by the Board. This committee shall be accountable to the Standing Committee Director.

SECTION 6: FUND-RAISING AND BENEFITS COMMITTEE

- A. This Committee shall be primarily responsible for the coordination of all fund-raising activities on a permanent basis. All fund-raising activities shall follow Islamic rules.
- B. The Committee shall initiate various projects aimed at tapping both the internal and external sources of funds.
- C. The Committee may solicit ideas from members and others about fund-raising strategies and initiatives.
- D. The Committee shall be responsible for organizing revenue-generating functions on Al-Amin premises, including, but not limited to, garage sales, artifacts and souvenir exhibitions, food festivals, cultural shows, and the like.
- E. The Committee shall prepare brochures highlighting the Al-Amin Community's objectives, activities and accomplishments.
- F. The Committee shall distribute brochures/pamphlets/flyers to institutions and organizations on a regular basis for fundraising purposes.
- G. The Committee shall monitor the legal limits of fund-raising or

income generation on sales transacted on Al-Amin premises, ensuring compliance with state law.

- H. The Committee shall consist of five members to be appointed by the Board. This committee shall be accountable to the Standing Committee Director.

SECTION 7: MEMBERSHIP COMMITTEE

- A. The Committee shall coordinate the recruitment of new members, while inviting and encouraging others to join in special events.
- B. The Committee shall review membership applications based on legally established criteria and qualifications.
- C. The Committee shall be responsible for hosting, welcoming and ushering members as well as guests during regular and special Al-Amin events, and on any other occasions as appropriate.
- D. This Committee shall keep an up-to-date roster of the Al-Amin membership, maintaining members' current addresses.
- E. The Committee shall recognize guests or visitors, besides introducing new members during special events.
- F. The Committee shall ensure that membership dues are regularly paid and that members are properly reminded of special Al-Amin events, past membership dues, etc.
- G. The Committee shall recommend the termination of membership of those who have failed to pay their Al-Amin membership dues, as per stipulations in Article III, Section 2(G).
- H. The Committee shall see to it that members unable to pay their membership dues because of illness, loss of job, financial hardship, or just being a student, are accorded special consideration on a case-by-case basis as to their membership status.
- I. The Committee shall bring awareness to the Al-Amin about particular problems affecting member, or even the community at large, so the organization can solve problems collectively within the spirit of cooperation and empathy.
- J. The Committee shall carry out its duties based on a set of internal guidelines establishing specific criteria and qualifications for

- Al-Amin membership.
- K.** The Committee shall consist of five members to be appointed by the Board. This committee shall be accountable to the Standing Committee Director.

SECTION 8: PROPERTY MANAGEMENT COMMITTEE

- A. This Committee shall develop strategies and initiatives aimed at acquiring new properties and expanding the Al-Amin's tangible and intangible assets.
- B. The Committee shall coordinate the maintenance of buildings and equipment, making sure that all repair work is done in a timely manner.
- C. The Committee shall monitor that all essentials necessary for Al-Amin-related social events are available, while making sure that unused items are properly stored and material wastes are immediately discarded.
- D. The Committee shall keep good inventory of all Al-Amin properties, using, if possible, a computer database for better monitoring and maintenance of the inventory and making sure that all properties of the Al-Amin remain permanently on the premises of the Al-Amin .
- E. The Committee may submit, as they become necessary, all feasibility studies to the Board on projects designed to improve and/or augment the physical assets of the Al-Amin.
- F. The Committee shall coordinate special projects in cooperation with other committees.
- G.** The Committee shall consist of five members to be appointed by the Board. This committee shall be accountable to the Standing Committee Director.

SECTION 9: SISTER'S COMMITTEE

- A. The Committee shall support the Membership Committee in reaching the Sisters and recruiting new members, while inviting and encouraging others to join in special events.
- B. The Committee shall develop and conduct operations promoting the affairs of the Sisters of the Al-Amin Community.
- C. The Committee shall be responsible for all issues relating to the conduct and behavior of Sisters of the Al-Amin Community.
- D. The Committee shall formulate policy pertinent to Sisters and

carry out its duties based on a set of internal guidelines establishing specific criteria and qualifications for Al-Amin membership for women.

- E. The Committee shall consist of five members to be ap-pointed by the Board. This committee shall be accountable to the Standing Committee Director.

SECTION 10: YOUTH DEVELOPMENT COMMITTEE

- A. This Committee shall be primarily responsible for the coordination of all extracurricular activities for youth.
- B. The Committee shall initiate various activities aimed at youth education and entertainment.
- C. This Committee shall develop and implement projects for youth aimed at promoting, among other things, the Ethiopian-Islamic culture and heritage.
- D. The Committee shall consist of five members to be ap-pointed by the Board. This committee shall be accountable to the Standing Committee Director.

ARTICLE VIII AD-HOC COMMITTEES

SECTION 1: GENERAL PROVISIONS

The Board may establish and appoint members to special committees, which shall be called under these bylaws AD-HOC COMMITTEES. The number of such committees and the circumstances requiring their establishment shall be based on necessity. However, since such committees perform a short-term function, members of certain committees may be either appointed by the Board or elected by the organization as circumstances dictate.

SECTION 2: ELECTION COMMITTEE

- A. Candidates for this Committee shall be chosen by the registered members, who shall individually submit no more than five names to the Board. The Board shall then nominate seven among those submitted and present them to the registered members of the organization, who in turn will elect five among such nominees.

- B. The committee shall be established three months prior to the election of the Board members.
- C. The Committee shall ask the organization to nominate candidates for the Board, and shall be expected to screen nominees based on their qualifications.
- D. The Committee shall verify the members eligible to vote and shall seek the consent of those nominated who may not be available on election day.
- E. Elected members of the Committee shall not run for election to the Board during their service.
- F. Election to the Committee shall require at least a two-year registered membership in the Al-Amin.
- G. Candidates must have good standing with the Al-Amin, demonstrating, among other things, loyalty, nonpartisanship, activism, dedication, and good moral character.
- H. The committee shall make a list of candidates and individually introduce them to the organization with an account of their personal, educational and professional backgrounds.
- I. The chairman of the Committee shall report to the organization the outcome of the election by announcing the newly elected Trustees.

SECTION 3: AUDITING COMMITTEE

- A. This Committee shall consist of three members to be elected by the registered members of the Al-Amin and shall serve a two-year term.
- B. Members shall preferably have the necessary credentials or expertise to serve as independent auditors.
- C. The Committee shall audit all financial records of the Al-Amin once every six months and report its findings to the Board and the organization if and when necessary; any registered member shall have the right to demand such reports from the Committee for personal examination.

ARTICLE IX OUTSIDE AUDITING SERVICES

The financial records of Al-Amin shall be audited every other year by an external auditing firm to be hired by the board for

this purpose. The auditing firm shall submit its findings to the Board, which shall then report the findings to the organization and also make the audit results available to any member of the Al-Amin upon request.

ARTICLE X DISSOLUTION PROCEDURES GENERAL REVISIONS

- A. On account of dwindling membership, followed by financial exigency or bankruptcy, the Al-Amin may be dissolved by a 2/3 vote of the registered membership at a duly called meeting, with 2/3 of the members making up a quorum.
- B. Upon the dissolution of the Al-Amin or termination of its existence, all assets of the religious corporation shall be disposed of first to pay both its secured and unsecured loan obligations, all outstanding bills debited against the Al-Amin, and all wages and salaries owed to employees of the Al-Amin.
- C. Any balance left shall be distributed, transferred, conveyed, or paid over to another organization or organizations then exempt under the provisions of Section 501(C)(3) of the U.S. Internal Revenue Code (or a corresponding section of any future tax code) that are organized and operated exclusively for religious, charitable, literary, or educational purposes. In the case of non-disposed assets, a County Court having jurisdiction over this matter may dispose of such assets to an organization or organizations, as the said Court may determine, which are organized and operated exclusively for the same purposes as stated above.
- D. At no time should disharmony within the membership of the organization give legal grounds for splitting any of the tangible or intangible assets of the Al-Amin, as no individual, or individuals, or groups shall be entitled to the exclusive right of ownership of any of the said assets.

ARTICLE XI INDEMNIFICATION

In the absence of fraud and bad faith, the Trustees, officers and members of the Al-Amin, and each one of them, shall not be

personally liable for any debts, obligations or liabilities of the Al-Amin Ethiopian Muslim Community Organization. Each Trustee and officer of the Al-Amin shall be entitled, without further act or deed on his/her part or on the part of the Al-Amin, to be harmless against and to indemnity from the organization against all claims, liabilities, fines or penalties imposed upon or asserted against him/her by reason of his/her being or having been Trustee or officer, provided, however, that no such exoneration or indemnification shall extend to any case in which any liability, fine or penalty is imposed upon him/her by reason of the final judgment of a court of competent jurisdiction adjudging him/her guilty of gross negligence, bad faith, willful and fraudulent misconduct or any criminal offense.

Revised January 7, 2017

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