

In the name of Allah, Most Compassionate, Ever Merciful

Constitution of
Hatfield Jame Masjid (HJM)

Introduction:

To perform pray five times a day, practice Islamic believes and principles; and spread Islamic education to our next generation, we are the Muslims of North Penn and its surrounding areas agreed to establish this Masjid.

Article I

A) Name:

The name of the organization shall be "Hatfield Jame Masjid (HJM)". Here after referred to as Mosque. It shall be a non- profit and tax exempt 501(C)(3) organization.

B) Location:

The address of this Masjid shall be 1511 Cowpath Road, Hatfield, PA 19440.

C) Purpose:

- 1) To pray five times a day.
- 2) To teach Islamic education and Quran among young boys and girls and also adults.
- 3) To enlighten the community with Islamic knowledge perspective to our society via hosting local and international Scholars for their lectures and intellectualities.
- 4) To celebrate all kinds of important religious activities.
- 5) To invite other area's Muslim Institutes members to exchange their views about Islam and religious organization.

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- 6) To develop good relationships with other religious communities and organizations.
- 7) To share the views and principles of Muslim community with non-Muslim community through seminar and other activities.
- 8) To help people where necessary in the event of natural disaster.
- 9) To help local needy family including Muslim and non-Muslim.
- 10) To arrange funeral services for deceased Muslim brother or sister of this community.

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Article II

A) General Membership:

The following criteria have to be met for an individual to become a member of HJM:

- 1) Any Muslim who is at least 18 years old can be a general member of this organization.
- 2) A member has to respect, follow and obey the constitution of HJM.
- 3) A member must pay a minimum membership fee per month set by the HJM Executive Committee (EC) with the consensus of General Members.
- 4) To be an active General Member (from New and Current general Member):
New General Member: He/she has to have at least two months' paid membership subscription (subscription starts from the day of filling the membership form).
Current General Member: He/she cannot have pending dues for more than two consecutive months. Pending dues more than 12 months will automatically annul the individual's membership status. A new subscription is needed to become a member again.
- 5) Inactive/non-members can express their opinion in the general meeting but cannot vote for mosque activities where voting is required. Inactive/non-member can't propose anybody's name for a member of any particular committee. Also, inactive/non-member can't be a member of any committee/sub-committee.

B) Executive Committee (EC):

The Masjid shall be governed by an Executive Committee (EC) made up of the following members:

Position	# of Position
President	1
Vice President	1
General Secretary	1
Assistant Secretary	1
Treasurer	1
Assistant Treasurer	1
Educational/Cultural Secretary	1
Asst. Educational/Cultural	1

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Secretary	
Communication Secretary	1
Procurement Secretary	1
Maintenance Secretary	1

C) Duties and Responsibility of the Executive Committee (EC):

- 1) Taking necessary steps to run HJM as per Constitution.
- 2) Taking any decision to improve and extend HJM as per the constitution. All the decisions must be made with the majority (51%) consensus of EC Members.
- 3) Selecting/filling up the EC member: If any position becomes vacant in the EC within the term, except President, General Secretary and Treasure positions, EC will fill up that particular position. An active General Member who at least has 1-year uninterrupted paid membership with HJM will only be eligible to be selected for an open position. The incumbent will serve for the remaining period of the term, and it will be announced in the next General meeting. Reshuffling within the existing EC members can be permissible if necessary.
- 4) Prepare and present yearly budget at General meeting for approval.
- 5) Investigate and resolve any discrepancy if occurs.
- 6) Review the HJM's fund including cash in hand and bank balance on monthly basis.
- 7) Review the performance of the sub-Committee if exists.
- 8) Review the performance of current Executive Committee and try to improve any weakness.
- 9) Review the suggestion coming from General Member or guest.
- 10) Correspondence with external relevant private and public organizations
- 11) If any EC member wants to resign, he/she has to submit a resignation letter in writing to the EC. However, the resigned EC member can withdraw his resignation within 7 days. The resignation accepted by EC should be shared with the General Members in the next General meeting.
- 12) Arrange 3 general meetings yearly.

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- 13) Arrange an emergency general meeting if required.
- 14) If President or General Secretary or Treasurer positions become vacant due to any reason, then it has to be selected by the active General Members in the next general meeting. The responsibilities of the vacant position will be carried out temporarily (up to next general meeting) by the respective Assistant of the particular position; If any two among these three positions become vacant at the same time, then EC will call an emergency general meeting to fulfill those open positions.
- 15) If any questions or concerns arise from any General Members or guests of HJM then EC has to answer or resolve/reply to the questions or concerns, accordingly.
- 16) Every EC member has to attend the monthly EC meeting, or any meeting EC may call, however, can be excused for any kind of personal emergency.
- 17) If any member of EC including President, Secretary and Treasurer is absent from attending three consecutive EC meetings without any appropriate reason, he/she can be suspended temporarily by the majority vote of the existing EC members. The suspended Member will have a chance to refute the decision by submitting a written explanation of being absent within 7 days of suspension. The explanation has to be reviewed, then accepted/or rejected by the majority of EC members. If accepted, then that person's executive membership will remain active, otherwise will remain suspended until the next general meeting. In the next general meeting, the final decision will be made by the majority vote of active General Members. If the quorum is not filled in that general meeting, the suspended EC member needs to wait until the following general meeting for the final decision will be made by the majority vote of active General Member even though the 2nd general meeting is not a quorum-filled. If suspension is justified by the majority vote of active general Members, then the temporary suspension will turn into permanent termination. If suspension is unjustified by the majority vote of active general Member, the suspended EC Member will remain in his position and must follow the suggestion made by the active general Members. During the period of suspension, the EC member will be suspended from all of his/her assigned duties.
- 18) If any member of EC including President, Secretary and Treasurer does not perform his/her responsibilities as assigned by the Constitution (or internally distributed and mutually agreed responsibilities within the EC members) then that member has to resign or will be temporarily suspended by the majority of existing EC members. Final decision will be made by the majority vote of active General Members in the next quorum-filled general meeting. The same procedure (if needed) will be followed as described in Article II-C-Clause #17.
- 19) If any EC member including President, Secretary and Treasurer does anything which is against HJM constitution will be temporarily suspended by the majority vote of EC Members (same procedure will be followed as stated in Article II-C-clause #17). In the next quorum-

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filled general meeting, if that person is found guilty by the majority of active General Members, then that person will be permanently terminated from the EC.

- 20) For any misconduct and misappropriation of Masjid fund by any Member, EC can take any legal action against the accused member of HJM, including blocking his/her access to any fund. The matter must be brought into the next general meeting and the same/similar procedure will be followed as described in Article II-C-Clause #17.
- 21) Select one or more suitable bank to have accounts for the HJM.
- 22) No one is above the law, so all members of EC should respect, obey and follow the constitutions of this HJM.
- 23) Under any severe circumstances, the whole EC can be suspended/impeached by the 51% vote of total active General Members of HJM either in a general meeting or by collecting signatures from the 51% of active General Members of HJM. Then, Active General Members will form an Ad hoc Committee of minimum 3 and maximum 5 active General Members. The member of the suspended/impeached EC cannot be a Member of Ad hoc Committee. Suspended/impeached EC has to handover the responsibility to the newly formed Ad hoc Committee including the financial resources to run the masjid as an interim EC of HJM. Ad hoc committee will call a general meeting for selecting a Selection Commission within 30 days. The Selection Commission will arrange a selection for a new EC within 60 days. The new EC will stay until the remaining of the term. During any potential impeachment procedure, outgoing EC has to be cooperative with the Ad hoc Committee and selection commission by providing them with necessary non-classified resources such as, list of current active HJM members with phone number. Have masjid space available for activities and non-violent gathering etc.
- 24) To raise fund and mosque's subscription dues.
- 25) EC has no right to cancel the membership of any HJM general Member. Also, EC has no right to deny anybody's application to be a member of HJM as long as he/she is eligible (Article II, clause 1). If any member/non-member or a group of members becomes a threat of physical damage to HJM property and/or verbal/physical abuse to HJM musulli (including kids), then EC will take necessary actions (including a verbal warning) against the individual or group, accordingly. if it does not work, then the issue will be brought to the active general Members in a general meeting for necessary action. A special general meeting can be called for any kind of emergency.
- 26) Upon request, each HJM active General Member should have access to the HJM constitution and the current list of active General Members with their non-classified information.
- 27) Today's kids are our future musulli. HJM maintains zero tolerance against the torture/abuse of

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masjid coming kids. EC will be held responsible if any kid is abused physically or verbally (abusive language) by anybody. Decent manners are expected from everybody to control the kids even if they are noisy. Disciplinary action will be taken for any kind of misbehavior toward the kids as described in Article II-C-Clause #25. Their parents, teachers, Imam and EC members are the contact person to control the situation, if necessary.

- 28) Another important role of HJM EC is to prepare the future leadership by providing training through the delegation of masjid related works. The individual from EC or HJM active general Member/students/kids will be eligible to receive that type of training.

Article III

The Constitution clarifies the authority and some responsibilities (not all) of each position of EC as listed here. However, the responsibility can be reshuffled within the EC Members for any particular position based on the expertise and interest of individual EC Member and HJM, respectively.

A) Duties of President

- 1) The President shall be the chief Executive officer of the HJM; he shall have the managerial control on any activities of the HJM according to the constitutions. The President shall preside at any meeting of this Masjid and shall observe the prescribed order of the meeting.
- 2) The President shall have no right to take any major decision without approval from Executive Committee. In case of emergency, which requires immediate action, he may take decision with the consensus of at least three other members of the EC and General Secretary (total 5 members). He shall inform the other EC members at his earliest convenience.
- 3) The President shall have the right to call a special meeting when necessity demands.
- 4) The President shall sign all the correspondence on behalf of the HJM and keep the original copy of all the correspondence in office file cabinet for future reference.
- 5) The President shall sign all contracts, legal papers and official documents in the name of the HJM, accordingly.
- 6) The President and the Secretary shall keep copies of all important documents of the HJM.

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- 7) In case of emergency, the President shall have the right to authorize expenditure and make payments for the HJM activities up to \$1000 (one thousand dollar) maximum per month without Pre-authorization of the EC. The expenditure must be approved in the next EC meeting.
- 8) The President and Secretary shall be advisory member on every sub-committee.
- 9) The President will take charge of financial document in case of the Treasurer's absence.
- 10) The President shall have the right to execute an EC's decision to determine a vote in case of tie.
- 11) The President will play the main role in maintaining the masjid's construction (renovation, expansion), contacting the local administration (police, township management), collecting external donation and leading the Dawaa activities.
- 12) The President has to have pre-approval from the majority of EC members to do any small or big project where HJM fund will be used. Also, pre-approval from EC is needed to make any changes in salary and benefits of the HJM paid employees including Imam.

B) Duties of the Vice President:

- 1) The Vice President shall have the same rights and privilege in absence of the President. He shall perform all the functions of the President in absence of the President. In case of a vacancy created for the position of President by death or otherwise, the Vice President will take charge as President until the next general meeting.
- 2) In case of emergency, (which required immediate action) the expenditure of certain funds at such a time as the Vice President is unable to consult with the members of the EC (in absence of President) he shall have the right to spend up to \$200 (two hundred dollar) maximum per month and give account at the first meeting thereafter.
- 3) Communicate with the General Members and outside organizations to raise funds and arrange Halaqa for the HJM. Also arrange at least two fund raising events in a year for the HJM. Also, consult with the President to schedule different activities such as finalizing Imam's and teacher's schedule for daily prayers; Jumma prayers, weekend classes and overview sub-committees.

C) Duties of General Secretary:

- 1) The Secretary shall be responsible for all correspondences (official and unofficial) on behalf of

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the HJM in consultation with the President.

- 2) The President and the Secretary shall keep copies of all important documents of the Masjid.
- 3) The Secretary in consultation with the President shall prepare the agenda of the meetings
- 4) The Secretary shall send all the required notices for meetings to the members of the HJM.
- 5) The Secretary shall keep and maintain all record and documents of the Masjid except those specifically assigned to others and give a copy to President.
- 6) In general, the Secretary shall perform all instance duties and such other duties assigned by the EC.
- 7) The Secretary shall keep the minutes of all business and the EC meetings.
- 8) In case of emergency, (which required immediate action) the expenditure of certain funds at such a time as the Secretary is unable to consult with the members of the EC (in absence of President/ Treasurer) he shall have the right to spend up to \$500 (five hundreds) maximum per month and give account at the first meeting thereafter.
- 9) The President and Secretary shall be advisory members on every Sub-committee.
- 10) The Secretary shall keep a register of postal addresses and telephone numbers of each member of the HJM in order to make contact with them when needed.

D) Duties of Assistant Secretary:

- 1) The Assistant Secretary shall assist the Secretary in all official works of the Masjid in addition to his normal duties assigned by the EC.
- 2) In absence of Secretary, he shall work as Secretary with the approval from EC.
- 3) If a vacancy arises for the position of Secretary by death or otherwise, the Assistant Secretary will take charge as Secretary until the next general meeting.
- 4) The Assistant Secretary shall also keep a list of all members and their addresses etc.
- 5) The Assistant Secretary shall involve to all correspondence of the Masjid with Secretary.
- 6) Assist Vice President for fund raising events for the HJM.

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E) Duties of Treasures:

- 1) The duties of the Treasurer are to maintain all financial transactions with vouchers and keep the records up to date.
- 2) The Treasurer must deposit all the money to the bank received by the HJM through any source.
- 3) The Treasurer shall prepare the monthly financial report to be submitted in writing to the EC on the last day of each month.
- 4) Any transactions which is \$500 (Five hundred dollars) and over, must be paid by check.
- 5) For any withdrawal from bank, the check must be signed by Treasurer and President or General Secretary. In case of emergency, if any one of these three persons is not available then any two of these three can sign on check to withdraw money from the bank.
- 6) Treasurer can keep up to \$500 cash as the Masjid's fund for any small transactions.
- 7) Treasurer will collect monthly dues & pledges from the Members and must provide a receipt to the donor in exchange for any money.
- 8) The Treasurer shall keep a register of postal address and telephone numbers of each Member of the HJM to contact them when needed.
- 9) Treasurer must post monthly financial updates on the notice board.
- 10) In the first week of each month, the Treasurer will check for all regular deposits (monthly dues/donation) for the previous month. If any Member has not paid/deposited his monthly dues, the Treasurer should give him a courtesy call/message to remind him about the dues.

F) Duties of Assistant Treasurer:

- 1) The Assistant Treasurer will assist the Treasurer to maintain all financial transactions with vouchers and keep the records up to date and designated by the Treasurer.
- 2) In the absence of the Treasurer, the Assistant Treasurer will be working as an acting Treasurer with approval from the EC.
- 3) If a vacancy arises for the position of Assistant Treasurer by death or otherwise, one of the EC Member will take charge as Assistant Treasurer until the next selection.

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4) Help Treasurer to collect monthly dues and pledges from the members.

G) Duties of Educational/Cultural (E/C) Secretary:

- 1) Supervise Masjid's educational programs, mainly weekend classes.
- 2) Arrange Islamic cultural program, events, educational tours and outdoor activities for our weekend students.
- 3) E & C Secretary will be responsible to teach and follow the process of those who embrace Islam.

H) Duties of Asst. Educational/Cultural Secretary:

- 1) Help E/C Secretary in managing educational programs and weekend class of HJM.
- 2) Responsible for other works assigned by EC.

I) Duties of Communication Secretary:

- 1) Broadcast all public news of HJM including day-to-day announcements of HJM.
- 2) Responsible for other works assigned by EC.

J) Duties of Procurement Secretary:

- 1) Responsible for purchasing all the items necessary for day-to-day maintenance of HJM.
- 2) Responsible for other works assigned by EC.

K) Duties of Maintenance Secretary:

- 1) Maintain day-to-day activities of HJM including cleanliness, traffic control in parking lot etc.
- 2) Responsible for other works assigned by EC.

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Article IV

Donation:

- 1) HJM accepts any un-conditional donation from anybody. This donation is not refundable.
- 2) If a donation is made with a specified purpose but that purpose is not fulfilled and the plan is permanently cancelled for any reason, the EC will provide an update on the status during the next general meeting. The contributor can claim for the refund within 30 days. Otherwise, that fund will be deposited to the HJM's fund.
- 3) A separate account should be created to collect Zakat, Fitr or Sadaqah. A fund for providing assistance to a funeral service is also suggested to be created which will be available only for Muslims. The collected donation in the form of Zakat, Fitr or Sadaqah shall be allocated to the most deserving recipients based on the decision of the majority of EC Members.

Article V

Meetings:

- 1) The EC is responsible for scheduling three (3) annual General meetings of the HJM, which will take place on weekends. There will be no telephone contact for notification. The meeting announcement shall be shown on the notice board and/or digital platforms at least 15 days before the meeting. Additionally, it will be announced during the Jumma prayers in the preceding weeks. For any emergency general meeting, general Members can be notified via digital platforms.
- 2) A special general meeting can be called upon achieving a consensus among the majority of the EC Members. The notice for the meeting may be displayed on a short notice, but it is mandatory to inform the General Members about the meeting through a digital platform.
- 3) EC meeting will be held on a monthly basis.
- 4) A minimum of 25% of the currently active General Members (including physical and remote participation via electronic platforms) is required to meet the quorum for a general meeting. However, if the required number of attendees is not present at the first meeting, the meeting will be adjourned after one hour from the appointed time. A subsequent notification will be posted again on notice board, including precise details regarding the time, location, and date of the meeting, along with the identical agenda prior to at least ten (10) days of the meeting. If the quorum is not met again in the second meeting, there will be no further adjournment and the business will proceed as

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- 5) The President shall preside at each and every meeting and shall observe the prescribed order of the meeting.
- 6) The President can call an EC meeting at any time for any reason with a short notice. Other EC members (with the consensus of majority EC Members) also have the same authority in case of any emergency discussion.
- 7) A minimum of 51% attendance of the EC members is required to establish a quorum for conducting business at any EC meeting. However, if the required number of attendees is not met during the first meeting, the meeting will be adjourned after one hour from the scheduled time. A second notice will be sent to all the EC members, providing them with the exact time, location, and date of the meeting. If the required number of members is still not present in second meeting, no additional adjournments will be issued, and the meeting will proceed as a regular EC meeting.
- 8) In the absence of the President and Vice President, the EC will appoint an acting President from among its members to preside over any General or EC meeting. The Presiding authority will maintain full decorum and discipline of the meeting which shall not be questioned by anybody. If the President or acting President believes that the discipline in any meeting exceeds regular norms of control, the President may adjourn the EC meeting with the agreement of the majority of EC members (51%), or the general meeting with the agreement of the majority of active general members (51%), present in the meeting.
- 9) Resolutions from EC meetings will be shared with non-attending EC members immediately after the meeting.
- 10) If general members are dissatisfied with the EC's performance, they may convene a special general meeting. In that circumstance, at least 51% of active general members (aligned with Article II, clause 23) must sign a letter to call a special general meeting.
- 11) General meeting decisions will be posted on the notice board and action items will be reviewed at next General meeting.
- 12) Any EC Member retains the authority to seek the opinion of general members in a general meeting on a decision made by majority vote of EC Members (in EC meeting), if he believes that the decision is inappropriate. A majority vote in the next quorum-filled general meeting will ultimately approve or disapprove the EC's decision.

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Article VI

Religious Teacher:

- 1) The EC shall have the power to select and or appoint the religious teacher whose term of office will be determined by the EC. Every reference to the religious teacher shall refer to "Imam".
- 2) The Imam should possess qualifications of fine characters, good educational career and good spiritual reputation. The Imam should be a lawful resident of the USA. The EC shall determine the other necessary qualifications to appoint an Imam for HJM.
- 3) Imam will be a paid employee for his services to the HJM.
- 4) No religious teacher has any individual rights of ownership to the properties of the Masjid.
- 5) The Imam shall be an employee of the HJM. His service shall be reviewed from time to time by the EC to be placed before the General Members on yearly basis.
- 6) The Imam shall be responsible for his duties, acts and deeds.
- 7) The Imam will lead all religious services at the HJM and in the community. He must devote all of his working hours to the activities and well-being of the Masjid and community. He shall not engage in any other career or activity that may conflict with or impede his service to the HJM.
- 8) If the Imam needs to be removed for any legitimate reason, a special general meeting has to be called. In a quorum-filled general meeting, the active general and EC members will vote to determine whether Imam should be terminated from his job, only when proper justification is provided.
- 9) The Imam cannot be involved in promoting any political party's agenda while performing his duties assigned by the HJM.
- 10) If an issue arises because of the Imam's preachings or comments, worshipers can gently inquire following his presentation/prayers. If the problem persists, it can be resolved with the help of EC. No indecent behavior will be tolerated from any side.
- 11) Before implementing a new masala (Islamic practice) or modifying a current one, Imam must consult with the EC first.
- 12) Imam will consult with other religious scholar if any dispute arises to follow a new religious

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rule or regulation.

Article VII

Sub Committees:

- 1) **Education Sub-Committee:** The new EC will form the education sub-committee at their first EC meeting. The length of the service of education sub-committee will be same as EC. The education sub-committee's responsibilities and authority will be assigned by the new EC.
- 2) The Executive Committee will create any other sub committees as necessary to run this HJM smoothly.
- 3) If found that any sub-committee formed by the active general Member of HJM is not performing its responsibilities or violating the constitution of HJM, then the sub-committee may be dissolved at a quorum-filled general meeting with the majority opinion of the active general Members.

Article VIII

Selections:

A) Qualification to be a Member of Selection Commission (SC) and Executive Committee (EC):

- 1) *"Masjid of Allah should be maintained only by those who believe in Allah, who believe in Day of Judgment, establish Salah, give Jakat and fear none but Allah. It is they who are on the tone of guidance." (Sura Tawba, verse-18)*
- 2) A member should be religious and is a person of good reception, integrity and of good moral character. He should have sound Islamic beliefs and practice, good understanding with the Muslim community and familiarity with the organizational work.
- 3) No member shall be eligible as a candidate for the EC and SC unless he is a legal resident in USA.
- 4) If any member who is receiving a regularly monetary compensation for his services to the HJM shall be ineligible for the candidate for the SC or be the member of the EC.
- 5) The members of the EC shall be of good moral character and good reputation of incorruptibility with past service credibility to the any other organizations and the HJM.

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- 6) A person who has past or present criminal background or has bad reputation of dishonesty or has a tendency to prevent the worshipper to come to the house of Allah is ineligible to be a candidate of either EC or SC. SC will be questioned or held accountable to select such kind of individual as a candidate for EC.
- 7) Each EC and SC member should be a regular Musolli of HJM.
- 8) All EC candidates have to be an active General Member of HJM for at least last 12 months without any interruption. But for the President and General Secretary positions, the candidates have to have at least last 36 months active general membership of HJM without any interruption. The selection of those positions will be based on individual's Islamic knowledge, dedication/contribution to HJM, availability and leadership quality.
- 9) All SC candidates have to be an active General Member of HJM for at least last 36 months without any interruption.
- 10) EC members are requested to pay at least \$50 per month for their monthly membership subscription after elected.
- 11) Each HJM EC Member is expected to be capable of leading Salah in Jamat in case of unavailability of regular Imams. Quran recitation with proper *tajweed* is a pre-requirement to do that job. All EC Members are advised to develop their skills in this regard to their best capacity.

B) Selection Procedure:

- 1) Three (3) selection commissioners will be selected by the General Members in a general meeting to form a new EC for HJM as per selection procedure of HJM's Constitution. Secret ballots can be used, if required.
- 2) If more than 3 members proposed for SC, then proposed members should discuss themselves to form a SC. If they can't decide themselves, then proposed members will arrange secret vote among themselves. Any proposed member can't vote for himself.
- 3) There will be no election; all EC positions will be selected by Selection Commissioners following the Selection procedure below: (#4 to #16).

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- 4) Receive nomination for all EC positions from active General Members. An interested person cannot be nominated by himself, rather someone has to nominate him.
- 5) Selection Commissioners then review the nominee's qualifications based on HJM's constitution. A review meeting will be held after the last date of nomination paper submission.
- 6) Selection Commissioners will contact the most qualified nominees as their names are proposed by others to confirm if they are interested in the particular positions or not. If there is any shortage of qualified nominee for any particular position, Selection Commissioners will request General Members to nominate someone for that particular position.
- 7) If no one nominates for any particular position, then Selection Commissioners will find a qualified person for that position.
- 8) There will be no majority votes among Selection Commissioners, all Selection Commissioners have to agree to select an EC Member.
- 9) SC will select the best person not the popular person for the particular position based on Quaran and Sunnah and HJM's constitutions.
- 10) New EC will be declared at the December's general meeting by the SC. The term of the EC shall be Three (3) calendar years. It shall start on 1st day of January and shall be ended on last day of December after every three (3) calendar years.
- 11) No notice will be mailed for selection purposes separately. This subject will be mentioned in the general meeting notice. Any member of the SC cannot be a candidate for any positions of EC.
- 12) All outgoing members of the EC shall hand over the necessary documents and articles to new Executive Members and explain the functional procedure of his department by 31st December at the end of their term.
- 13) The SC will be handling the transition from old EC to new EC.
- 14) SC is independent and impartial, and they will perform their responsibilities (duties) as per HJM constitution to form the EC. All the selection procedures should be kept confidential until the declaration of the new EC.
- 15) Each active general Member as well as EC member can nominate only one candidate (no more than one) for SC. Current EC Members cannot be a candidate for SC (conflict of interest).
- 16) Each EC and SC Member of HJM must be an honest individual with strong *Iman*, who is a regular

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 HJM EC (President) HJM EC (Secretary)

Musulli of HJM and refrains from holding any present administrative role in any other institution similar to HJM (such as a mosque or madrasa) in the United States.

Article IX

A) Amendments:

- 1) Any clause of this constitution may be amended during a General meeting of the HJM. If it becomes necessary to add a new clause or amend any existing clause, General Secretary must include the proposed amendments/clause in the announcement for the general meeting, so that the active general Members can consider the proposed changes before attending the meeting. This notice for the general meeting can be sent through email or other means of communication.
- 2) Approval from the active general Member of HJM is required to add a new clause or amend/revoke any existing clause in this HJM constitution. For the approval process in general, a minimum of 51% of the active general Members present (physically or virtually) in a quorum-filled general meeting must vote in favor of the proposed change of HJM constitution. However, in order to add new clause that is similar to ones listed below or to amend or revoke any of these following clauses, it is required to collect signatures from **51% of total current active general Members** of HJM (a special requirement):

A) Article II-Section A-Clause: 4; B) Article II-Section B; C) Article II-Section C-Clauses: 17-20;23;25 D) Article V-Clauses: 4;7;8;10;12 E) Article VI-Clauses:8 F) Article VIII G) Article IX-Section A-Clause:2

B) Miscellaneous:

- 1) The constitution shall be adopted and come in force, effective immediately after it has been approved by the active general Members of HJM in a quorum-filled general meeting.
- 2) The Masjid reserves the right to relocate to a more convenient site for the community if necessary. In such circumstances, the ultimate decision must be made at a special quorum-filled general meeting with the majority of votes from the active general Member.
- 3) Upon the dissolution of this Masjid, assets shall be distributed for one or more exempt purposes within the meaning of the section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
- 4) If anyone wants to make any personal announcement, then he or she has to take permission

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from EC or Imam.

- 5) Audit committee (3 members) will be selected by the general Members of HJM at a quorum-filled general meeting for annual audit purpose. Auditors will report at the next general meeting and audit report will be displayed on the Masjid's notice board.
- 6) Counting Arabic Calendar: The beginning and ending of each Arabic month will be solely determined by the Head Imam and substitute Imam (if any). If the Imams fail to reach an agreement, EC Members will join the Imams to make the decision based on the majority of their opinions. Special emphasis will be given to the beginning and ending of the month of Ramadan. However, *Eid-ul-Adha* would be celebrated following the day of *Hajj* taken place in Makkah.

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Article – X

The Oath of Commitment

Upon admission every EC member should take the following Oath:

“I solemnly swear in the name of Allah, and my honor to bear true loyalty, faith and commitment to the Islamic Society, and to serve it to the maximum of my ability, and to refrain from any harmful action to the Masjid. I also promise to obey Masjid’s principles and constitution, so help me Allah, Amen.”

Position	Signature
President	
Vice President	
General Secretary	
Assistant Secretary	
Treasurer	
Assistant Treasurer	
Educational/Cultural Secretary	
Asst. Educational/Cultural Secretary	
Communication Secretary	
Procurement Secretary	
Maintenance Secretary	

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Frabris R.K
HJM EC (President) HJM EC (Secretary)

Signature Page:

This copy of the constitution is reformed by HJM Constitution Reform Committee (CRC), 2023 and approved by the general Members of HJM

Signed by the Members of HJM CRC-2023:

abdulmolla

Mr. Abdul Molla

M. Parvez

Mr. Mahmud Parvez

Majher Sarker

Dr. Majher Sarker

Signed by the Executive Committee, 2024

HJM President

HJM Secretary

Initial by:

MS

HJM CRC-23

M.P.

HJM CRC-23

A.M.

HJM CRC-23

Fabir

HJM EC (President)

R. R

HJM EC (Secretary)