



**BY-LAWS
ISLAMIC CENTER OF INLAND EMPIRE**

As Muslims, we believe that there is no God but Almighty ALLAH and further believe that Prophet MUHAMMAD (may the blessings and peace of Allah be upon him) is the last messenger of ALLAH, who brought the final message, The “Holy Qur’an” for the benefit of all mankind.

SECTION 1

1.1 DEFINITIONS

ICIE	Islamic Center of Inland Empire
IECW	Inland Empire Community Wakf
Holy Qur’an	The Divine Message sent to the Prophet Muhammad
Sunnah	Authenticated reports of statement, actions and teachings of Prophet Muhammad (Peace and blessings of Allah be upon him).
BOD	Board of Directors
GB	General Body
ROR	Recognized Rule of Order

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SECTION 2

2.1 NAME AND ADDRESS

- 2.1.1 The name of the organization is 'The Islamic Center of Inland Empire.' (hereafter called the 'Center')
- 2.1.2 The location of Center is:
9212 Base Line Road
Rancho Cucamonga, CA 91701
- 2.1.3 Phone and web contact information:
(909) 944-1836
www.ranchomasjid.org
admin@ranchomasjid.org

2.2 VISION:

- 2.2.1 The Vision of ICIE is to be an exemplary and unifying Islamic organization in the Inland Empire in general and Rancho Cucamonga in particular that contributes to the betterment of the Muslim community and society at large.

2.3 MISSION:

- 2.3.1 The mission of ICIE is to provide religious services to the Muslim community of Rancho Cucamonga and its adjacent cities by supporting Muslim communities, developing educational, social and outreach programs, and fostering good relations with other religious communities, civic and service organizations.

2.4 OBJECTIVES

- 2.4.1 Establish an open and fair environment where Muslims are free to pray, think, research, discuss, and analyze the Holy Qur'an, and the Sunnah.
- 2.4.2 Strengthening and enforcing the faith of all Muslims in Allah (SWT), His Prophet Mohammed (SAW) and the Holy Qur'an.
- 2.4.3 Establish an Islamic atmosphere for children and adults where they can learn and participate in Islamic activities.
- 2.4.4 Establishing and maintaining Islamic Center, Mosque, Library, School and extra curricular activities.
- 2.4.5 Promoting better relations and understanding between Muslims and non Muslims.
- 2.4.6 Offering Da'awah (invitation) programs to propagate the message of Islam.
- 2.4.7 Serve as a source of educational programs designed to increase the knowledge and awareness of Islam within the Muslim and non-Muslim community.
- 2.4.8 Providing Muslims with guidance in matters of marriage, divorce, inheritance, Islamic funerals, the collection and dispensing of Zakah, and resolution of disputes in accordance with Islamic Law (Shariah).

2.5 POLICIES

- 2.5.1. The ICIE policies are based on the following: the sources of Islam are the Holy Qur'an and the Sunnah, non-controversially relayed, tradition of the seal of the messengers, Mohammad (SAW). Other traditions, man-made rules and ethnic behaviors are not infallible, and are not considered as sources of Islam.
- 2.5.2. Islam is the universal mercy of God. Muslims identify primarily as Muslims and not as an ethnic group, race, color or tribe. No ethnic activities or overtones are allowed in the Center.

- 2.5.3. Arabic is taught as the language of the Qur'an. The language of communicating and conducting the activities of the Center is the language of the land, the English Language.
- 2.5.4. School of thought, or madhab, is a matter of personal preference, not a community policy.
- 2.5.5. The affairs of Muslims should be handled through the Qur'an, followed by the Sunnah followed by the Shura.
- 2.5.6. The ICIE is committed to quality performance and to the state of the art in the ways and means of projecting and propagating Islam. Men and woman are equally responsible to put in effort, formalize policies and design plans for the center.
- 2.5.7. The ICIE does not believe that segregation of the sexes is the guarantee of righteousness, but modesty, decency and observing the prohibitions that Allah and His apostle dictated, as well as purity of heart and clarity of conscience are the guarantees. While advocating the codes and ethics of Islamic behavior, the Center believes there is no compulsion in religion, and that consideration of the feelings of all human beings deserves attention.
- 2.5.8. The role of the ICIE is reminding and not compelling or dictating. The Center does not judge people or classify them.
- 2.5.9. Islam is a way of life; political actions may be a part of Islamic activity. However, these actions should be geared towards the interest of Islam and Muslims in the USA. Preoccupation by other countries' politics leads only to division and chaos among Muslims in America and is contrary to the policies of the ICIE

SECTION 3

3.1 TYPES OF MEMBERSHIP

3.1.1 NEW MEMBER:

- 3.1.1.1 Reside, or are employed, in Rancho Cucamonga, Fontana, Upland, Ontario, San Antonio Heights, or unincorporated area of San Bernardino County falling within the city boundaries of above mentioned cities.
- 3.1.1.2 Meet the requirements of section 3.1.1.1 for at least twelve (12) months. Applicant should provide a valid proof of residency or employment.
- 3.1.1.3 Are eighteen (18) years of age or older.
- 3.1.1.4 Be a Muslim and believe that Allah is the only God and Prophet Mohammad (PBUH) is the final prophet and messenger of Allah.
- 3.1.1.5 Support and abide by the By-laws, policies and regulations of the Islamic Center of Inland Empire (ICIE) and IECW.
- 3.1.1.6 Have not been charged with a violent misdemeanor or any felony.
- 3.1.1.7 Have not been in anyway associated with bringing or attempting to bring any law suit/legal complaint/injunction directly or indirectly against the Islamic Center of Inland Empire or its officers, directors, employees, and other agents.
- 3.1.1.8 Agree to hold harmless the ICIE and the officers, directors, employees and other agents against any claim, liability, loss, damages, or expenses whatsoever which a member may sustain at any time by any reason of any actions taken or not taken in good faith by ICIE or any of its officers, directors, employees, and other agents.
- 3.1.1.9 Must be in good standing and therefore must not in any way: damage to ICIE property, create any fitnah (disturbance, whether physical, social or otherwise), engage in un-Islamic activities, activities prohibited by the law of the land, and/or cause financial harm to the ICIE.

3.1.2.0 Apply for membership. Any applicant who has been previously barred from membership for a specified period of time by the ICIE Board in past must complete the duration of term the applicant is barred from membership. For the duration of this term, ICIE BOD meeting records need to be referenced.

3.1.2.1 Pay the annual membership dues.

3.1.2.2 Are not currently serving on the Board of Directors, Board of Trustees, or any leadership role of any Mosque or Islamic Center except ICIE and IECW

3.1.2.3 Accepts and adheres to the Bylaws of ICIE.

3.1.2.4 New Members can volunteer and serve on committees.

3.1.2.5 New Members cannot vote, nominate or be nominated for a period of six (6) months.

3.1.2 VOTING MEMBER:

3.1.2.1 Any individual who has held a New Member status, in good standing, for a period of at least six (6) consecutive months.

3.1.2.2 Voting Members are eligible to vote, nominate, participate in the General Body proceedings and elect members of the BOD.

3.1.3 ASSOCIATE MEMBER:

3.1.3.1 Any individual regardless of religious affiliation or residence.

3.1.3.2 Are eighteen (18) years of age or older.

3.1.3.3 Apply for membership.

3.1.3.4 Pay the annual membership dues.

3.1.3.5 Are not currently serving on the Board of Directors, Board of Trustees, or any leadership role of any Mosque or Islamic Center.

3.1.3.6 Accepts and adheres to the Bylaws of ICIE.

3.1.3.7 Associate members are ineligible to vote or be nominated for any elected office.

3.1.3.8 Associate member may volunteer and serve on committees.

3.2 MEMBER PROVISIONS

3.2.1 The fee for Membership will be determined by the BOD and will be subject to review and change on an annual basis.

3.2.2 Applications for membership and change of membership type must be assessed by an standing Membership committee based on a rule set (section 3.2.5 and 3.2.7) provided by the BOD.

3.2.3 The membership year begins on the first of April and ends on the thirty first of March.

3.2.4 Membership fees cannot be prorated.

3.2.5 Individuals and families who cannot afford the membership fees may petition the Membership Committee to reduce or waive their membership fees.

3.2.6 Continuity of membership will be terminated for non-payment of dues by June 15th. Payment of dues after the June 15th deadline will result in reinstatement as a new member.

3.2.7 Upon recommendation of the Membership Committee, the BOD reserves the right to deny or revoke any type of membership if a member behaves in a manner unbecoming of a Muslim, commits a felony, behaves in a manner detrimental to the ICIE or violates the policies of the ICIE.

3.2.9 Membership dues will not be refunded to a member if the membership has been

- revoked.
- 3.2.10 Any denied applicant or revoked member may file an appeal with the BOD for reconsideration; that decision will be final and cannot be challenged.
 - 3.2.11 In the event an application for membership is denied, the membership fee will be returned to the applicant.

SECTION 4

4.1. ORGANIZATIONAL STRUCTURE

- 4.1.1. The ICIE shall not carry out, perform or allow any activities which are not permitted by law for:
 - 4.1.1.1. An organization which is exempt from Federal Income Tax under Section 501 (C)(3) of the Internal Revenue Code of 1954, as now enforced or afterwards amended.
 - 4.1.1.2. An organization, contributions to which are deductible under Section 170 (C) (2) of the Internal Revenue Code of 1954, as now in force or afterwards amended.
- 4.1.2. ICIE shall consist of the following branches: General Body, as described in section 5, BOD as described in section 6,

SECTION 5

5.1 GENERAL BODY

- 5.1.1. The General Body shall consist of all voting members, in good standing, in accordance with Section 3.2.
- 5.1.2. The GB will elect members of the BOD in accordance with Section 7.
- 5.1.3. Quorum for the General Body meetings is described in Section 11.
- 5.1.4. General Body will meet in accordance with Section 9.
- 5.1.5. The GB can dissolve the BOD in accordance with Section 8.

SECTION 6

6.1 BOARD OF DIRECTORS

- 6.1.1. The Board Of Directors (referred to as “BOD”) is a governing Body of the ICIE.
- 6.1.2. The BOD will be elected by and be answerable to the General Body.
- 6.1.3. The BOD shall be composed of five (5) members,
- 6.1.4. Any voting member who has been a volunteer for at least two (2) years and has demonstrated interest in the affairs of the Center shall be eligible to be nominated (a candidate) for election.
- 6.1.5. BOD members shall be elected in accordance with Section 8.
- 6.1.6. BOD members shall be elected for two (2) year term and shall take office at the first BOD meeting following their election after being sworn in.
- 6.1.7. BOD members shall not serve more than four (4) consecutive years.
- 6.1.8. The BOD, on behalf of the GB, shall oversee all of the Center’s administrative, business, and operational affairs.
- 6.1.9. The BOD members will be responsible for electing Chair, Secretary, and Treasurer elected from amongst the elected BOD members by a majority vote of the BOD members.

- 6.1.10 The BOD shall have the power to create standing committees consisting of [voting members] which will function under the supervision of a BOD-elected Chair of the respective committee.

6.2 BOARD OF DIRECTOR RESPONSIBILITIES

6.2.1. Chairperson

- 6.2.1.1 The Chairperson shall preside over all the meetings of the BOD by ROR;
- 6.2.1.2 Call, preside at and be responsible for the agenda of GB meetings.
- 6.2.1.3 Enforce the Center's Bylaws, rules and regulations;
- 6.2.1.4 Present annual report and strategic plan put forth by the BOD;
- 6.2.1.5 May, at the discretion of the BOD, serve as spokesperson for the Center;
- 6.2.1.6 Call special meetings of the GB at the request of the BOD or GB, in accordance with section 10;
- 6.2.1.7 Be responsible for the overall functioning of the various functions of the Center and keep or cause to be kept careful supervision over all the work in the Center;
- 6.2.1.6 Keep the Community apprised of the ICIE activities, challenges, and accomplishments;
- 6.2.1.9 Perform such acts that may be necessary for the achievement of the long-term vision; and plans and established overall objectives of the ICIE; and
- 6.2.1.10 Can serve as Chairperson for a maximum of two (2) consecutive years

6.2.2. Secretary

- 6.2.2.1 The Secretary shall be a member of the BOD;
- 6.2.2.2 Keep or cause to be kept an accurate record of the transactions of all the meetings of the members of the Center and the BOD;
- 6.2.2.3 Be responsible for keeping the records of attendance and be custodian of all the records and papers belonging to the Center, posting notices, and notifying members of all meetings and affairs to be voted on;
- 6.2.2.4. Be responsible for preparing the agenda for all meetings presided by the Chairperson; and
- 6.2.2.5. Compile and maintain ICIE policy manual; and
- 6.2.2.6 Perform such other duties as may be imposed by law, by the Articles of Incorporation, or by these Bylaws..
- 6.2.2.7 Lead a standing Membership Committee and appoint four(4) voting members to serve on the Membership Committee that performs the following functions:
 - 6.2.2.7.1 Maintain a membership database of all members of the Center together with the address and voting qualification of each, and shall record member standing.
 - 6.2.2.7.2 Develop membership benefits, process applications of new members, and make recommendations to the BOD and soliciting prospective members.
 - 6.2.2.7.3 Address membership related issues.

6.2.3. Treasurer

- 6.2.3.1 The Treasurer shall be a member of the BOD;
- 6.2.3.2 Receive and safely keep all moneys and other property to the Center entrusted to his/her care, and shall disburse the same under the direction of the BOD;
- 6.2.3.3 Maintaining the organization's finances and providing financial records;

- 6.2.3.4 Render a statement at the annual General Body meeting and at such other times as may be requested by the BOD. The annual statement shall be audited and certified no later than twelve (12) months of the subsequent year;
- 6.2.3.5 Keep a complete account of the finances of the Center on books, which shall be and remain on the property of the Center and which shall be open for inspection at any reasonable time by the BOD per the policy manual;
- 6.2.3.6 Report monthly to the BOD and prepare quarterly statement posted for the GB and BOD; and
- 6.2.3.7 Ensuring that all donations will be used exclusively for the betterment of the Center.
- 6.2.3.8 Collect and distribute Sadaqa/Zakah funds.
- 6.2.3.9. Advise the BOD on assessing and collecting memberships.

6.2.4. Other BOD Functions

- 6.2.4.1 Other functions to serve the need of the Center shall be divided amongst the BOD members and/or assigned to hired positions, such an Administrator of the Masjid, Custodian, and Office Clerk. Following are other Functions of the Center, including associated scope:

6.2.4.1.1. The Operations and Maintenance:

- 6.2.4.1.1.1 Maintaining the building and property according to the memorandum of understanding between ICIE and IECW
- 6.2.4.1.1.2 Administer the day-to-day operational affairs of the Center per the Center's operation policy manual.
- 6.2.4.1.1.3 Organize events and activities.
- 6.2.4.1.1.4 Create and distribute events announcements and events calendars.
- 6.2.4.1.1.5 Provide procedural guidelines for programs and activities.

6.2.4.1.2 Member Services and Communication

- 6.2.4.1.2.1 Market the overall public relations of the Center.
- 6.2.4.1.2.2 Develop and maintain public relations with non-Muslims.
- 6.2.4.1.2.3 Develop/implement outreach and D'awah services.
- 6.2.4.1.2.4 Make general announcements to GB in accordance to Section 10.4.
- 6.2.4.1.2.5 Provide database management and Website Administration.
- 6.2.4.1.2.6 Coordinating the ICIE events and activities with the other Centers and Masajids. Educate and support in the areas of immigration, civil rights and employment.
- 6.2.4.1.2.7 Providing other social services to the ICIE members.
- 6.2.4.1.2.8 Be responsible for hospitality to visitors to the Center, maintaining a visitors book and such other functions that may be added from time to time by the BOD

6.2.4.1.3 Religious Affairs

- 6.2.4.1.3.1 Prepare and propose a list of khateeb for jummah prayer for BOD approval..

- 6.2.4.1.3.2 Schedule Khateeb's for Jum'ah prayers.
- 6.2.4.1.3.4 Plan and develop prayer services, spiritual nights, burial services, Ramadan and Hajj services.

6.3 BOD PROVISIONS

- 6.3.1. The BOD has no authority related to the ownership of the properties entrusted into IECW.
- 6.3.2. The BOD will have meetings every other month or as often as needed; meetings will be open to the members of ICIE.
- 6.3.3. The BOD will appoint a Chairperson, a Secretary, and a Treasurer from among themselves, by a majority vote of the BOD following every BOD election.
- 6.3.4. BOD member with mutual agreement shall make decisions concerning the implementation of the assigned duties as is deemed necessary.
- 6.3.5. Mutual consultation is recommended at all times.
- 6.3.6. The BOD may appoint additional standing committees in order to accomplish the goals and objectives of ICIE in accordance with Section 2.4.
- 6.3.7. All members of the BOD are volunteers and therefore shall receive no compensation for their efforts and time spent.
- 6.3.8. Each BOD member will have equal voting power.
- 6.3.9. The BOD will be responsible for approving the hiring and discharge of Center's employees.
- 6.3.10. The BOD may appoint up to three (3) volunteers to serve in an advisory role pertaining to specific projects, with no voting power, to counsel on issues which they have demonstrated experience.

SECTION 7

7. ELECTION OF BOD

7.1. Election Committee

- 7.1.1. At least 30 days prior to the Election Day, the BOD shall appoint an Election Commissioner from the GB.
- 7.1.2. The Election Commissioner shall appoint voting members to act as an Election Committee subject to the approval of the BOD; Election Committee's duties are:
 - 7.1.2.1. Set election date and time;
Develop nomination requirements based on the feedback from BOD.
 - 7.1.2.2. Seek nominations at least 15 days prior to the Election Day in accordance with Section 8.2;
 - 7.1.2.3. Announce final list of candidates at least 7 days prior to the Election Day;
 - 7.1.2.4. Convene a GB meeting in which the nominee's qualifications will be presented;
 - 7.1.2.5. Provide adequate time for members to vote in person or submit an absentee ballot;
 - 7.1.2.6. Ensure that all votes shall be received before the end of voting date and time;
 - 7.1.2.7. Count and maintain the election ballots and records for period of one (1) year;
 - 7.1.2.8. Announce and post the election results within one week;
 - 7.1.2.9. In the event that the election is postponed due to reasons beyond control (example, inclement weather, a community emergency), the election may be postponed to the following Month;

7.2. NOMINATION PROCESS

- 7.2.1. Voting members may be nominated for a position on the BOD if they:
 - 7.2.1.1. Have been a voting member for at least two (2) consecutive years;
 - 7.2.1.2. Submit a complete Nomination form to the Election Committee;
 - 7.2.1.3. Have familiarized themselves with general BOD duties; and
- 7.2.2. The election committee will approve or disapprove the nomination based on the nomination requirements provided in the nomination form

7.3. NORMAL ELECTION

- 7.3.1. When applicable, Normal Elections shall be conducted at the end of the term in the last week of March and newly elected Board shall take charge at the first Board meeting in the first week of April.
- 7.3.2. If a Normal Election quorum, as described in Section 11, is not reached the vote will be postponed and reconvened within two weeks. If a second vote is necessary, the quorum requirements will be waived.
- 7.3.3. Elections can be delayed up to a maximum of ninety days.
- 7.3.4. The Election Day voting shall be in person or by absentee ballot.

7.4. SUPPLEMENTARY ELECTION

- 7.4.1. In the event the BOD members fall below the minimum required number Supplementary Elections will be conducted within 45 days of request.
- 7.4.3. Elections can be delayed up to a maximum of ninety days.
- 7.4.4. The remaining BOD shall elect or select from the nominee submissions.

SECTION 8

8 REMOVAL OF BOD MEMBERS

- 8.1 Any BOD member who fails to attend three (3) official meetings of the BOD or is late more than thirty(30) minutes at three (3) official BOD meetings, within a 12 month period shall cease to be a BOD member by BOD vote.
- 8.2 Any BOD member who loses his/her voting member status shall cease to be a BOD member by BOD vote.
- 8.3 In the event a BOD member recommends the removal of a respective BOD member due to repeated failure to fulfill assigned duties, and at least three out of four remaining BOD members agree, respective BOD member shall cease to be a BOD member.
- 8.4 In the event that a BOD member is known to have committed a serious violation of Islamic Law, commits a felony, a crime of moral turpitude, embezzles ICIE funds, abuses his/her authority for personal, economic, or political gain, commits treason against Islam, or fails to resolve disputes via Islamic arbitration, he/ she shall cease to be a BOD member by BOD action
- 8.5 If a BOD member decides to resign from his or her position as a member of the BOD, he/she shall make a good-faith effort to provide written notice to the BOD a minimum of two (2) weeks before the date of resignation.
- 8.6 The BOD may be dissolved by a minimum vote of two-thirds (2/3) of the BOD.
- 8.7 In the Event of BOD dissolution, the responsibilities of the BOD will be handled by IECW for a period not to exceed six(s) months.

SECTION 9

9.1 ANNUAL MEETING

- 9.1.1. The BOD shall call an Annual General Body meeting of ICIE once a year.
- 9.1.2. The Chairperson shall chair the meeting or shall assign a Board member to conduct meeting.
- 9.1.3. In the absence of the Chairperson, the Treasurer shall chair the meeting and the Treasurer shall present the Chairperson's Report and deliver the concluding remarks.

9.2 GENERAL BODY MEETING

- 9.2.1. A General Body meeting can be called by a simple majority of the Board of Directors.
- 9.2.2. Chairperson of the Board of Directors or his designated appointee will chair the meeting.
- 9.2.3. Quorum for a GB Meeting is defined in Section 11.

9.3 SPECIAL GENERAL BODY MEETING

- 9.3.1. The Chairperson shall call a Special General Body meeting if:
- 9.3.2. Fifty one (51) percent voting members sign a petition for discussing an issue.
- 9.3.3. Submit the signed petition to the Secretary.
- 9.3.4. The petition must designate a spokesperson.
- 9.3.5. In the event the petitioners do not designate a spokesperson for the meeting the petition would be declared null and void;
- 9.3.6. Special General Body meeting quorum is defined in section 11.
- 9.3.7. Voting on simple majority.
- 9.3.8. Meetings will follow ROR.

9.4 MEETING NOTIFICATION

- 9.4.1. The GB will be notified by announcements of venue, date and time of meeting by any/all of the following methods:
 - 9.4.1.1 Announcements on a preceding Jum'ah prayer;
 - 9.4.1.2 Posting the ICIE bulletin board; and/or
 - 9.4.1.3 Email or website notification.

9.5 GENERAL ANNOUNCEMENTS

- 9.5.1. General announcements are for the purpose of passing information to the members of ICIE.
- 9.5.2. General announcements are made following Jum'ah Prayer on Friday, however could follow activities and events.
- 9.5.3. It will be the responsibility of the Member Services and Communications to determine the appropriate time, method, and frequency of making announcements.
- 9.5.4. Any BOD member can request to have a specific announcement presented or item posted on the bulletin board.
- 9.5.5. The request must be submitted to the BOD at least 24 hour prior to the message being announced or posted.
- 9.5.6. The Member Services and Communications will use their discretion in determining whether to announce or post said request.

SECTION 10

10. AMDENDMENTS TO BYLAWS

- 10.1. Amendments may be made to the Bylaws upon a 1/3rd vote of the BOD in quorum (as defined in Section 11 below) ;and by a three quarters (1/3) vote by voting

members in quorum (as defined in Section 11 below), no earlier than 2 (two) weeks after proposed amendments have been presented in a GB regular or special meeting.

SECTION 11

11. QUORUM

- 11.1. Quorum for a General Body Meeting shall be one third (1/3) of the GB.
- 11.2. Quorum for a Special General Body Meeting shall be one third (1/3) of the GB.
- 11.3. Quorum for the Annual Meeting shall be one third (1/3) of the GB.
- 11.4. Quorum for a Normal election shall be one third (1/3) of the GB.
- 11.5. Quorum for all other proceedings, requiring a quorum, shall be one-thirds (1/3) of the GB.
- 11.6. Meetings adjourned for lack of quorum must be reconvened within a reasonable time, not exceeding more than thirty (30) days.
- 11.7. A reconvened meeting does not require a quorum.
- 11.7.1 No written notification of such meeting is required; however, the venue, date, and time for the reconvened meeting shall be determined before the adjournment of the initial meeting.
- 11.7.2 The rescheduled meeting must be announced after Jum'ah prayers if the rescheduled meeting follows any Friday.
- 11.7.3 The rescheduled meeting venue, date and time must be posted on the bulletin board.