

In the Name of Allah, the Beneficent, the Merciful

**CONSTITUTION
OF
THE MUSLIM CENTER
OF
MIDDLESEX COUNTY**

New Jersey

Last Amended July 2010

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PREAMBLE

We, the Muslims of Middlesex County in New Jersey, out of conviction for our faith, do hereby proclaim the establishment of the Muslim Center of Middlesex County, so that individually and collectively we all can practice our Islamic faith, uphold ethical and moral values, indulge in and support religious, educational, and charitable pursuits, upgrade our character and thereby by these acts glorify Allah [exalted He is].

To this effect we hereby set forth and enact the following Constitution governing the Muslim Center of Middlesex County, which shall be binding on each and all of us in totality, including any future amendments. We pray to Almighty Allah that He guide us on the right path and bestow His blessings on us both in this world and in the hereafter.

Now, in the General Body meeting called at Masjid An-Noor of the MCMC on July 17, 2010 CE corresponding to the calendar date of 5 Sha'ban 1431 AH, the members of the MCMC adopted this amended Constitution and commit themselves to adhere to it in letter and spirit. This enclosed Constitution replaces the previously approved Constitution of the MCMC dated September 1999 in its entirety.



Chairman, MCMC Constitution Committee

ARTICLE 1: NAME AND LOCATION

Section 1.1 Name and Location

The name of the organization shall be "The Muslim Center of Middlesex County", hereinafter referred to as the "MCMC". The principal office of the organization is located at 1000 Hoes Lane in Piscataway, New Jersey 08854. The organization may have other offices within Middlesex County in the State of New Jersey as and when determined by the Majlis-e-Shura of the MCMC.

Section 1.2 Name of Masjid

The Masjid of the MCMC located at 1000 Hoes Lane, Piscataway, NJ is named Masjid An-Noor.

ARTICLE 2: NATURE

The MCMC shall be a religious, educational, charitable and non-profit organization including, for such purposes, the making of distributions to organizations under 501 (c) (3) of the Internal Revenue Code or the corresponding section of any further Federal Tax Code.

MCMC shall follow the Shariah of Ahle-Sunnat wal Jamaat.

ARTICLE 3: OBJECTIVES AND ACTIVITIES

Section 3.1 Objectives

The objectives of the MCMC shall be:

1. To attain the pleasure of Allah by striving to establish the supremacy of the Islamic way of life (Iqamat-e-Deen).
2. To facilitate every Muslim to lead his/her life according to the dictates of Islam with the Qur'an and the Sunnah of Prophet Muhammad (PBUH) as the main guiding light.
3. To spread the message of Islam among Muslims and non-Muslims.
4. To organize and establish comprehensive services for the accomplishment of the aforementioned objectives.

Section 3.2 Activities

The major activities of the MCMC shall be as follows:

1. To establish Masajid, Islamic institutions, comprehensive religious and educational facilities, Islamic libraries and information services.
2. To conduct religious, educational and social services for Muslims and to all who seek it.

3. To facilitate weddings, funeral services, burial arrangements, and various other activities consistent with the Islamic Shariah.
4. To disseminate Islamic teachings and social news in the community by utilizing printed publications and various mass media as may be deemed fit and necessary.
5. To establish relations and cooperate with other Islamic organizations having similar objectives in order to develop true unity and Islamic brotherhood among Muslims at the state and national levels.

ARTICLE 4: DEFINITIONS

This article defines the terms used in this constitution.

Allah: Name of the Supreme Creator and Lord of the worlds who does not have any partners or offspring. He is the same God worshipped by Prophets Abraham, Moses, Jesus, and Muhammad (PBUT).

Ahle-Sunnat wal Jamaat: Literally “the people of the Sunnah and of the community.” This term denotes the general community of Muslims who adhere to the Sunnah of Prophet Muhammad (PBUH).

Deen: A way of life. To a Muslim, it means the way of life Islam prescribes.

Hadith: What was transmitted on the authority of Prophet Muhammad (PBUH) – his deeds, sayings, tacit approval or description of his physical appearance.

Hajj: Pilgrimage to Makkah, Arabia which is obligatory on Muslims who can afford it once in their lifetime.

Halal: Lawful according to Islamic law.

Imam: Used for Islamic scholar and someone who leads the congregational prayers. For the purpose of this Constitution, it refers to the appointed Imam of the MCMC.

Iman: Literally means to offer security. To a Muslim, it means dynamic faith based on total belief in articles of faith as enumerated in the Qur’an and Sunnah.

Iqamat-e-Deen: Establishment of Allah’s deen, Islamic way of life that Allah has prescribed for humanity.

Islam: Literally means to submit and offer peace. Technically it means to submit to the will of Allah according to His dictates and the teachings of Prophet Muhammad (PBUH).

Majlis-e-Shura: The body which decides its matter with mutual consultation. For the purpose of this Constitution, it refers to the main policy making and operational body of the MCMC.

Muslim: Is a person who (1) believes in "There is no one who is to be worshipped except Allah, and Muhammad (PBUH), son of Abdullah of Makkah, Arabia is the last and final messenger of Allah", and (2) accepts the Holy Qur'an and Sunnah as the basis of binding guidance and authority in life.

PBUH: Peace Be Upon Him.

PBUT: Peace Be Upon Them.

Qur'an: The final revelation, holy book of Muslims and exact word of Allah as revealed to Prophet Muhammad (PBUH) for the guidance of humanity.

Sahaba: Literally "companions". It is used for those who were in the company of the Prophet Muhammad (PBUH) in the state of Iman and died in the state of Iman.

Salat: Revealed form of prayers performed by Muslims.

Sawm: Fasting from dawn to sunset which is compulsory during the month of Ramadan, the ninth month in the Muslim calendar.

Shahadah: Testimony of Islamic faith that there is no God but Allah and Muhammad (PBUH) is the messenger of Allah.

Shariah: Legal and religious system Islam presents to Muslims.

Sunnah: The mode of life of Prophet Muhammad (PBUH) transmitted in the Hadith literature. This mode of life constitutes the exemplification of the Guidance from Allah Almighty.

Zakat: Specific amount of charity that is incumbent on those who possess a specific minimum amount of wealth.

Constitution: Constitution of the "The Muslim Center of Middlesex County, New Jersey".

Days: shall mean calendar days.

Ex-Officio: A person who has the right to attend certain meetings of the bodies without being a member. He shall not make motion or vote, nor shall he be required to fulfill the responsibilities stated in the Constitution.

Fiscal Year: From April 1st to March 31st of the following year.

Herein: as outlined in the Constitution.

IRS: Internal Revenue Service.

Mathematical Calculation: Whenever mathematical calculation for determining a quorum or counting votes results in a fraction, the fraction shall be rounded upward to a whole number. For example, two thirds (2/3) of thirteen (13) shall be nine (9).

MCMC: The Muslim Center of Middlesex County.

USA: United States of America.

ARTICLE 5: MEMBERSHIP

Section 5.1 Member of MCMC

A Member of MCMC (“Member”) is an individual who satisfies all of the following:

1. Meets the eligibility criteria specified in Section 5.3.
2. Submits an application of membership (APPENDIX A:). The application must be approved by MCMC. A written approval notice from MCMC shall serve as proof of membership.
3. Fulfills the obligation specified in Section 5.4.

Section 5.2 Participation of Non-Members

All Muslims shall be eligible to participate in the MCMC activities without being members. Any non-Muslim who is interested in Islam shall be welcome to participate in the MCMC activities to learn about Islam.

Section 5.3 Eligibility Criteria

All Muslims shall be eligible to become members provided they meet the following particular qualifications and requirements:

1. Shall be of legal age (18 years).
2. Shall believe in the five pillars of Islam namely Shahadah, Salat, Zakat, Sawm & Hajj.
3. Shall concur with the objectives and activities of the MCMC.
4. Shall be a legal resident of the USA.
5. Shall have principal residence in the State of New Jersey.

Section 5.4 Obligation of Members

All members are obliged to fulfill the following:

1. Shall follow the code of conduct as outlined in APPENDIX D:.
2. Shall keep the MCMC informed of his/her correct address and telephone number.
3. Shall make voluntary contributions toward the operation/maintenance or capital expansion of the MCMC according to his/her capacity.
4. Shall participate and encourage others to participate in the activities of the MCMC.
5. Shall make every effort to participate in General Body meetings and submit constructive suggestions to the Majlis-e-Shura for advancement of the cause of Islam.
6. Shall agree to binding arbitration in case of disagreement/dispute with the MCMC or

with members of the MCMC as articulated in Section 10.2

7. No member may go to a non-Islamic authority including any governmental court for resolving any dispute or claims related to the MCMC.
8. Shall renew membership every year by submitting “Application for Membership”. The renewal shall be due on the 15th of January of every year. The application must be approved by MCMC. A written approval notice from MCMC shall serve as proof of membership.

Section 5.5 Suspension/Termination

1. Membership shall be automatically terminated if the application for renewal of membership is not received by the end of February.
2. The Majlis-e-Shura, after an appropriate hearing and by a minimum of three-fourths (3/4) majority, may suspend or terminate membership of a member except those who are also members of the Board of Overseers or Majlis-e-Shura if it finds that continuation of membership for such a member is against the interest of Islam and the MCMC.

ARTICLE 6: STRUCTURE AND ORGANIZATION

The MCMC shall be organized and governed through the following:

- A. General Body (Refer to ARTICLE 7:)
- B. Selection Committee (Refer to ARTICLE 8:)
- C. Majlis-e-Shura (Refer to ARTICLE 9:)
- D. Board of Overseers (Refer to ARTICLE 10:)
- E. Imam (Refer to ARTICLE 11:)

ARTICLE 7: GENERAL BODY

Section 7.1 Definition of General Body

The General Body shall consist of members who satisfy all of the following:

1. They are members of MCMC as outlined in Section 5.1 for at least 6 months.

Section 7.2 Authority

The General Body shall possess voting rights for all issues pertaining to amendments to the Constitution, dissolution of the MCMC, dismissal of members of Majlis-e-Shura, or other issues that are properly brought up for a vote at a properly called General Body meeting.

Section 7.3 Grievance

A written petition from the lower of ten percent (10%) of the members or twenty-five (25) members of the MCMC will require the Board of Overseers to investigate any major issue pertaining to the MCMC. Individual complaints, if found credible, may also be considered for investigation by the Board of Overseers.

Section 7.4 Dismissal of Majlis-e-Shura

The General Body has the power to remove the Majlis-e-Shura if petitioned by at least the lower of twenty-five percent (25%) of the members of MCMC or seventy-five (75) members of the MCMC and so decided by a three-fourths (3/4) majority of the General Body. (Refer to Section 7.6 for Quorum requirements.)

Section 7.5 Meetings

The General Body meetings shall be called only by the Majlis-e-Shura. These meetings will be as follows:

1. **Annual Meeting:** An annual meeting shall be held on the second Sunday in the month of June. In this meeting, Majlis-e-Shura must present the Annual Report and the Financial Report of the MCMC and any other matter that may require the General Body's participation.
2. **Quarterly Meetings:** The quarterly meetings shall be held on the first Friday in the months of March, September, and December. In this meeting, Majlis-e-Shura shall present progress and financial reports of Majlis-e-Shura and other functional committees.
3. **Special Meetings:** Special meetings may be called by the Majlis-e-Shura under emergency or extraordinary conditions, or when required by the Board of Overseers or by the lower of twenty-five percent (25%) of the members of MCMC or seventy-five (75) members of the MCMC.
4. **Notice of Meetings:** A minimum of 20 calendar days written notice must be mailed to all members on record for annual and special meetings. The notice shall include the purpose and agenda of the meetings. The notice of quarterly meetings shall be well publicized at least two (2) weeks in advance during most of the congregational prayers.

Section 7.6 Quorum

The Quorum required for General Body meetings shall be as follows:

- A. Annual Meeting: 50 General Body members
- B. Quarterly Meeting, Special Meeting: No requirement (unless noted otherwise)
- C. Special Meeting for dismissal of Majlis-e-Shura: 100 General Body members
- D. Special Meeting for amendments to the Constitution: 75 General Body members
- E. Special Meeting for dissolution of the MCMC: 500 General Body members or 75% of the General Body membership of the MCMC, whichever is lower.

If a meeting has to be postponed for a lack of quorum for "A" and "B" above, then there shall be no quorum requirement for the following meeting to discuss the same agenda provided at least three (3) weeks notice has been given to the members for this meeting. Under no circumstances shall the quorum requirement for "C", "D" and "E" above be waived for the first or any subsequent meetings.

ARTICLE 8: SELECTION COMMITTEE

Section 8.1 General

The function of the Selection Committee shall be to select members of the Majlis-e-Shura.

Section 8.2 Structure and Eligibility

There shall be six (6) members in the Selection Committee. The members of the Selection Committee shall consist of the following:

1. Imam :

The Imam shall be the Coordinator of the Selection Committee. If MCMC does not have an Imam, the coordinator of the Religious Affairs and Program Committee shall assume the responsibilities of the Coordinator of the Selection Committee. In either case, the Coordinator of the Selection Committee shall have no voting rights.

2. The five (5) members of the Board of Overseers.

Section 8.3 Selection Process

The Selection Committee shall screen the MCMC membership list to arrive at a primary list to be considered for members of Majlis-e-Shura. During this process, the Selection Committee shall take into consideration the qualities necessary for the candidates to serve as President, Secretary and Treasurer. The Selection Committee will then make the final selection among the potential candidates who are representative of the diversity of the community. The Coordinator of the Selection Committee shall obtain their willingness to serve and accept the responsibility by filing the oath as per APPENDIX C: for Majlis-e-Shura. The Board of Overseers will announce the result in the annual General Body meeting.

The Selection Process shall be initiated in April of the year and finalized by the end of May of that year.

In January 2011, the Board of Overseers shall decide the term of each serving member of the Majlis-e-Shura by a draw in a combined meeting of the Board of Overseers and the Majlis-e-Shura as defined below:

- Five (5) members for term ending in June 2011
- Five (5) members for term ending in June 2012
- Five (5) members for term ending in June 2013

In the year 2011 and every subsequent year, the Selection Committee shall select five (5) members for the Majlis-e-Shura to replace the (5) members whose term shall be ending in that year.

The Selection Process shall also be done when a vacancy is created in Majlis-e-Shura (Refer to Section 9.10).

ARTICLE 9: MAJLIS-E-SHURA

Section 9.1 General

The Majlis-e-Shura shall be the main policy making body of the MCMC and shall govern by the rules and regulations provided in this Constitution. The Majlis-e-Shura shall have no power to assume liabilities on behalf of the organization for an amount in excess of the assets of the MCMC.

Section 9.2 Function

The functions of the Majlis-e-Shura shall be:

1. To serve as custodian of all assets of the MCMC.
2. To plan and execute appropriate programs and activities to accomplish the objectives and activities of the MCMC.
3. To create and manage subsidiary associations for establishment of other centers in parts of Middlesex and neighboring counties.
4. To engage in Islamic Halal businesses and services which may be needed for the development of the community.
5. To appoint and terminate the Imam and other employees of the MCMC.

Section 9.3 Number and Eligibility

There shall be fifteen (15) members of the Majlis-e-Shura. Only those members who meet the criteria and affirm the following will be considered by the Selection Committee:

1. Perform Salat five times daily.
2. Make every effort to live according to the teachings of Islam.
3. Refrain from any expression or action against the cause of Islam.
4. Be a legal resident of USA.
5. Be a member of the MCMC for at least one (1) year.
6. Submit a written oath per APPENDIX C:.

Section 9.4 Duties and Responsibilities

The member of Majlis-e-Shura must fulfill the following duties:

1. Shall understand the necessity of Iqamat-e-Deen and will work for its accomplishment.
2. Shall participate regularly in all meetings and in all community programs of the MCMC unless a valid reason of absence as acceptable to Majlis-e-Shura has been submitted.
3. Shall make every effort to offer as many prayers as possible at the MCMC Masjid but at least be present 2 days a week in congregational prayer.
4. Shall try to improve his knowledge of Islam on a continuous basis.
5. Shall be willing and able to perform and fulfill the duties, functions, and responsibilities of the member of Majlis-e-Shura.
6. Shall be an active member in at least one functional committee and be available to volunteer his time on a weekly basis.
7. Shall accept the Constitution of the MCMC and agree to work within its framework.
8. Shall observe the Code of Conduct as outlined in APPENDIX D:.

9. Shall not use the MCMC to carry out activities of other organizations except with the permission of the Imam or the President of the Majlis-e-Shura.
10. Shall inform Majlis-e-Shura of prolonged absence (1 month or more) from the MCMC.

Section 9.5 Term of the Majlis-e-Shura

1. The members of Majlis-e-Shura shall be selected for a staggered term of three (3) years. The term shall begin from July 1st..
2. All members of Majlis-e-Shura shall be eligible for re-selection without any term limitation.

Section 9.6 Officers

Every year in July, the fifteen (15) members of the Majlis-e-Shura shall elect three (3) officers amongst themselves for a one (1) year term.

The officers can serve the same office for a maximum of three (3) consecutive years, and a total of six (6) years in all.

The officers shall be the President, Secretary, and Treasurer and each of them shall possess the following qualities:

1. He shall neither desire/campaign nor seek the office.
2. He should be known for his piety, honesty, patience, and sacrifice.
3. He shall demonstrate politeness and wisdom in dealing with community members.
4. He shall possess good administrative capabilities to initiate and implement programs to achieve the objectives of the MCMC.
5. He shall arrange training programs for intellectual, moral, and spiritual growth of Majlis-e-Shura members.
6. He shall not serve as a board member or an executive member in any other non-profit organization.

Section 9.7 Meetings

1. The Majlis-e-Shura shall hold regular meetings at least once every month and shall maintain proper minutes of all meetings. The President may call an emergency meeting on a short notice and the members shall be informed accordingly.
2. The agenda for regular meetings shall be sent out to the members of Majlis-e-Shura and Board of Overseers one (1) week prior to the meeting.
3. The agenda of emergency meetings shall be sent out to the members of Majlis-e-Shura and Board of Overseers prior to the meeting.
4. The members of Majlis-e-Shura shall be able to add additional items to the agenda prior to the meeting.
5. Any item not on the agenda shall not be discussed in the meeting.
6. All decisions of Majlis-e-Shura shall be arrived at by a simple majority vote. Every member of Malis-e-Shura will have one vote and in case of a tie, the President shall have an extra vote. In case the President is not present, the Secretary shall have an extra vote.

Section 9.8 Quorum

1. The quorum for the Majlis-e-Shura shall require presence of at least ten (10) members. If a meeting has to be postponed due to a lack of quorum, there shall be no quorum requirement for the following meeting to discuss the same agenda provided at least one (1) week notice has been given to the members for this meeting.

Section 9.9 Termination

A member of the Majlis-e-Shura shall cease to be its member for any of the following reasons:

1. Fails to attend two (2) consecutive meetings of the Majlis-e-Shura, or 60% of the meetings of the Majlis-e-Shura within a six (6) month span without a genuine reason of absence acceptable to the Majlis-e-Shura. The notice of absence must be submitted to the officers in writing before the meeting
2. A written motion of no confidence is presented against him by two-thirds (2/3) of the members of the Majlis-e-Shura and passed by a four-fifths (4/5) majority of its members.
3. Removal from office by the General Body (Refer to Section 7.4).
4. Fails to renew membership as per Section 5.4.
5. Fails to uphold eligibility requirements as outlined in Section 9.3.

Section 9.10 Vacancy

Any vacancy in the Majlis-e-Shura caused by death, resignation, disability, or termination of membership shall be communicated to the Board of Overseers. The vacancy shall be filled by the Selection Committee within one month.. The person so selected shall serve for the remaining duration of the term of the member being replaced

Section 9.11 Compensation

No member of the Majlis-e-Shura, Board of Overseers or Coordinators of Functional Committees of the MCMC shall be paid remuneration, compensation, or wages for their time, effort and/or services to the MCMC.

Section 9.12 Hand over

The outgoing office holder shall hand over all files, documents, and any property of the MCMC at his disposal to the incoming office holder within fifteen days of assuming office.

Section 9.13 Finance

1. The source of finance for the MCMC shall be:
 - A. Regular monthly/quarterly/yearly contributions of members.
 - B. Voluntary contributions from individuals and organizations.
 - C. Fund Raising Committee's arranged activities.
 - D. Endowment fund or other means.
2. All expenditure of the MCMC shall be budgeted yearly and approved by the Majlis-e-Shura within one (1) month after the end of Ramadan. Any shortfall or excess must be reported to the Majlis-e-Shura for decision.
3. The cash assets of the MCMC shall be maintained in an interest free checking account. However, other means of Halal investment shall be explored.

4. All checks shall have to be signed by the Treasurer and President. In case of unavailability of either, the Secretary can cosign the check with either the President or the Treasurer. In case of unavailability of a co-signer, the Majlis-e-Shura shall appoint a member to co-sign the checks.
5. The Majlis-e-Shura approval shall be required for issuance of checks or expenses incurred using debit cards over one thousand dollars (\$1000) unless the amount is pre approved in MCMC's annual budget. If the amount is not approved in MCMC annual budget, the approval must be recorded in the minutes of the meeting.
6. The fiscal year of the MCMC shall be from April 1st to March 31st of the following year.
7. The accounts of the MCMC shall be audited every year by an independent and certified public accountant as appointed by the Board of Overseers. Certified balance sheets and related financial statements shall be presented to the General Body in the annual meeting.
8. The record of all financial transactions and balance sheet of previous year shall be made available for any member's scrutiny on request. Demand of inspection shall be made in writing to the President of the Majlis-e-Shura.

Section 9.14 Subsidiary Organization

The Majlis-e-Shura may, by a majority vote, sanction the creation of any subsidiary organization or center which may be organized for any purpose consistent with the objectives of the MCMC. All such organizations shall have legal existence upon approval by the Majlis-e-Shura. They shall maintain financial and functional records in the manner prescribed by the Majlis-e-Shura.

There shall not be more than two (2) members of Majlis-e-Shura serving on the board of any subsidiary organization. These two (2) members shall be appointed by Majlis-e-Shura and they shall serve as liaison members.

The members of Board of Overseers and officers of Majlis-e-Shura shall not serve on the board of any subsidiary organization of MCMC.

An-Noor Academy is a subsidiary organization of MCMC.

Section 9.15 Functional Committees

The Majlis-e-Shura, within a month after being selected, shall appoint a Coordinator for various Functional Committees for a one year term. They shall be eligible for reappointment without any term limitations. The Coordinators shall then select other committee members themselves. The Coordinators shall be from the Majlis-e-Shura or among the list of members. The Coordinators and committee members shall not be from the Board of Overseers. The following is a list of Functional Committees including a brief description to run some of the affairs of the MCMC:

1. **Building Maintenance Committee:** shall be responsible for overall maintenance of the building including public speaker system, HVAC system, cleanliness and all security arrangements.
2. **Boys Youth Committee:** shall develop, organize, and hold programs to train and encourage young Muslims to assume Islamic leadership role.

3. **Dawah Committee:** shall be responsible for propagating the message of Islam to Muslims and non-Muslims.
4. **Education Committee:** shall be responsible for Islamic education of all children up to age 18.
5. **Finance Committee:** shall be responsible for generation and maintenance of operation funds including allocation and monitoring of operating funds for various committees.
6. **Fund Raising Committee:** shall organize and coordinate fund raising activities at local/national/international level to support various activities of the MCMC.
7. **Girls Youth Committee:** shall develop and organize programs for young sisters to help them play an effective role in the development of an Islamic community.
8. **Information Technology Committee:** shall be responsible for the IT infrastructure of the organization including maintenance of website.
9. **Membership Committee:** shall be responsible for maintaining membership records and other aspects related to membership such as follow-up on membership renewal.
10. **Publication Committee:** shall be responsible for publication of the MCMC magazines, newsletters and other literature.
11. **Public Relations Committee:** shall be responsible for developing membership of the organization and also provide services such as community development, liaison with other communities, groups and organizations.
12. **Religious Affairs and Program Committee:** shall be responsible for all religious and adult educational programs at the MCMC including marriage, funeral, and all other services needed for the development of the community.
13. **Women's Committee:** shall be responsible for organizing programs of special interest to Muslim women including community service programs.
14. **Zakat Committee:** shall be responsible for organized collection and disbursement of Zakat.
15. **Other ad hoc Committees:** as and when necessary shall be created by the President with the approval of the Majlis-e-Shura.

Section 9.16 Duties of Officers

The duties of officers shall be as noted below:

A. President

1. He shall be the Chief Executive Officer (Ameer) and be responsible for general management of all activities of the MCMC.
2. He shall work for promotion and advancement of the MCMC and for the implementation of its Constitution.
3. He shall direct and coordinate all the activities to accomplish the objectives and activities of the MCMC.
4. He shall be overall responsible for the coordination and evaluation of the progress of all functional committees on a regular basis.
5. He shall preside over all Majlis-e-Shura and General Body meetings.
6. He shall nominate the coordinator for functional committees and seek approval of the Majlis-e-Shura.
7. He shall present quarterly and annual progress reports of the MCMC.

8. He shall have the right to call a special meeting of the Majlis-e-Shura when necessity demands.
9. He shall represent or arrange for his representation on behalf of the MCMC for all external activities and organizations.
10. He shall have the right, if necessity requires, to spend up to \$1000 and to give account of it at the first Majlis-e-Shura meeting thereafter.
11. He shall sign all contracts and legal papers and official documents in the name of the MCMC, after approval by the Majlis-e-Shura.
12. He shall cosign all checks drawn on the account of the MCMC. The Treasurer of the MCMC must sign these checks.
13. He shall assign action items to the committees or individuals.
14. He shall be responsible for all correspondence on behalf of the MCMC.

B. Secretary

1. The Secretary shall keep the minutes of all the Majlis-e-Shura meetings. A copy of the minutes must be filed in the principal office of the MCMC
2. He shall assist the President in accomplishing the aims and objectives of the MCMC.
3. He shall keep the seal of the MCMC.
4. He shall keep members of the MCMC informed of the various activities of the organization.
5. He shall call the meetings of the Majlis-e-Shura, in consultation with the President.
6. He shall maintain and update the mailing list of the MCMC in consultation with the Membership Committee.
7. He shall establish and maintain all records in a central filing system in the principal office of the MCMC. Such records shall be open to inspection on the written demand of any member.
8. He shall hand over all official papers of the MCMC to the incoming officer within fifteen days after his election by the Majlis-e-Shura.
9. The Secretary shall assume the responsibilities of the President due to the President's long illness or prearranged absence.

C. Treasurer

1. He shall keep and maintain all financial records of the MCMC and shall give receipts for all received moneys.
2. He shall keep accounts according to generally accepted accounting procedures and must provide detailed reports to the Majlis-e-Shura every two months, or whenever requested by the Majlis-e-Shura.
3. He shall have no right to spend the funds except as authorized by the Majlis-e-Shura.
4. He shall disburse funds by checks drawn on the bank accounts of the MCMC or by using MCMC's debit cards only.
5. He shall sign all checks with the President/Secretary.
6. He shall represent the MCMC before the IRS or any other authority for a financial audit or inquiry.
7. He shall establish and maintain all records in a central filing system in the principal office of the MCMC.

8. He shall provide quarterly and annual financial reports to be presented to the General Body.

ARTICLE 10: BOARD OF OVERSEERS

Section 10.1 General

The Board of Overseers shall have a supervisory and judicial role on behalf of the MCMC.

Section 10.2 Functions and Responsibilities

1. Evaluate performance of the Majlis-e-Shura with regards to achieving the objectives of the MCMC and advise the Majlis-e-Shura to overcome any shortcomings accordingly.
2. Provide guidelines to Majlis-e-Shura regarding long and short term planning of the MCMC.
3. Advise the Majlis-e-Shura on major issues and policy matters.
4. Attend at least five (5) Majlis-e-Shura meetings in a year to understand the functioning of Majlis-e-Shura. A member of the Board of Overseers shall not in any form or manner be involved in Majlis-e-Shura's decision making process or opinion making unless requested by Majlis-e-Shura by a simple majority vote.
5. Resolve all issues of conflict, discord, arguments, grievances, misunderstandings, and / or differences of opinion between any individuals, groups and / or Majlis-e-Shura, if and when requested by Majlis-e-Shura by a simple majority vote.
6. Appoint the auditor to audit all financial transactions, balance sheets and statements of the MCMC.
7. Make every effort to participate in most activities of the MCMC.
8. Serve in the Selection Committee.
9. Shall inform the Board of Overseers in case of any prolonged absence (1 month or more).

Section 10.3 Number and Eligibility

There shall be five (5) members in the Board of Overseers.

All members of the Board of Overseers shall fulfill the following eligibility criteria:

1. Be a practicing Muslim.
2. Be a member of MCMC for at least three (3) years.
3. Served in an MCMC functional committee for at least one (1) year.
4. Give preference to the objectives of the MCMC over his personal interest and inclination.
5. Make decisions justly and honestly.
6. Be completely impartial in making selection of the Majlis-e-Shura.
7. Make every effort to offer as many prayers as possible at the MCMC Masjid but at least be present 3 days a week in congregational prayer.
8. Submit a written oath (See APPENDIX B:).

Section 10.4 Selection of Board of Overseers

The Imam of the Masjid shall serve as the Coordinator for selection of Board of Overseers.

If MCMC does not have an Imam, the coordinator of the Religious Affairs and Program Committee shall coordinate the selection of Board of Overseers. In either case, the Coordinator shall have no voting rights. The selection of Board of Overseers must complete by the end of February.

The members shall be selected as follows:

1. Two (2) members selected by the Majlis-e-Shura: The members selected shall not be from the Majlis-e-Shura but can be from the Board of Overseers. The Majlis-e-Shura must select these members by the end of January and forward the names to the Coordinator who shall determine the compliance of eligibility criteria outlined in Section 10.3 and willingness of the member selected. In case a member does not meet the eligibility criteria or declines, the Coordinator shall notify the Majlis-e-Shura and ask Masjlis-e-Shura to select a different member. The Majlis-e-Shura must select a different member within one week of this notice and forward the name to the Coordinator who shall repeat the process.
2. Two (2) members selected by the Board of Overseers: The members selected shall not be from the Board of Overseers but can be from the Majlis-e-Shura. The Board of Overseers must select these members by the end of January and forward the names to the Coordinator who shall determine the compliance of eligibility criteria outlined in Section 10.3 and willingness of the member selected. In case a member does not meet the eligibility criteria or declines, the Coordinator shall notify the Board of Overseers and ask the Board of Overseers to select a different member. The Board of Overseers must select a different member within one week of this notice and forward the name to the Coordinator who shall repeat the process.
3. One (1) member selected by all of the four (4) confirmed members selected above. The member selected shall not be from the Board of Overseers or the Majlis-e-Shura. The Coordinator shall determine the compliance of eligibility criteria outlined in Section 10.3 and willingness of the member selected. In case the selected member does not meet the eligibility criteria or declines, the Coordinator shall notify the above four (4) confirmed members and ask them to select a different member. These members must select a different member within one week of this notice and forward the name to the Coordinator who shall repeat the process.

The members selected to serve as Board of Overseers shall submit an oath (APPENDIX B:).

Section 10.5 Term of Office

1. The Board of Overseers shall serve for a three (3) year term.
2. The “year” of a term shall be from the first of March to the end of February of the following year.
3. The members of the Board of Overseers shall not be eligible to serve for more than two (2) consecutive terms.

Section 10.6 Chief Overseer

The Board of Overseers shall elect a Chief Overseer amongst themselves.

Section 10.7 Meetings

Besides attending Majlis-e-Shura meetings, the Board of Overseers shall hold their own regular meetings once in three (3) months.

For deciding matters among the Overseers, if there is a tie in a vote, the Chief Overseer shall have the deciding vote.

Section 10.8 Quorum

1. The quorum for the meeting of Board of Overseers shall require presence of at least three (3) members.
2. If a meeting has to be postponed due to a lack of quorum, there shall be no quorum requirement for the following meeting to discuss the same agenda provided at least one (1) week notice has been given to the members for this meeting.

Section 10.9 Termination

A member of the Board of Overseers shall cease to be its member for any of the following reasons:

1. Member has been absent from MCMC for more than three (3) months.
2. Fails to attend two (2) consecutive meetings of the Board of Overseers without a genuine reason of absence acceptable to the Board of Overseers.
3. A written motion of no confidence is presented against him by three (3) members of the Board Overseers and passed by four (4) members of the Board of Overseers.
4. Fails to renew membership as per Section 5.4.
5. Fails to uphold eligibility requirements as outlined in Section 10.3.

Section 10.10 Vacancy

Any vacancy in the Board of Overseers caused by death, resignation, disability, or termination of membership in Board of Overseers shall be filled by the remaining Overseers. The person so selected shall serve for the remaining duration of the term.

Section 10.11 Compensation

No member of the Board of Overseers shall be paid remuneration, compensation, or wages for their time, effort and/or services to the MCMC.

ARTICLE 11: IMAM

Section 11.1 General

The Imam of the MCMC shall be the religious and spiritual leader of the community.

Section 11.2 Function

1. He shall act as Imam and spiritual leader of the community.

2. He shall be an advisor to Majlis-e-Shura and especially to the Religious Affairs and Program Committee as well as the Education Committee.
3. He shall conduct regular programs at the MCMC for spiritual and moral growth of the community.
4. He shall be the Coordinator of the Selection Committee.
5. He shall act as an arbitrator in any religious dispute and his decision in consultation with the Religious Affairs and Program Committee shall be considered final.
6. He shall carry out all the job assignments as per the contract with the MCMC.

Section 11.3 Requirements

The Imam shall fulfill the following requirements:

1. He shall have formal education in Islam from a recognized Islamic institution.
2. He shall be a man of outstanding character and be able to arbitrate and resolve disputes under the Qur'an and Sunnah.
3. He shall have teaching skills and shall be able to provide Islamic guidance to the community.
4. He shall be unbiased towards any party, country or issues in a dispute brought to him for decision.

Section 11.4 Assistant Imam

The Majlis-e-Shura may engage the service of an Assistant Imam as needed for the development and smooth functioning of activities of the MCMC.

Section 11.5 Appointment

The Majlis-e-Shura shall devise a mechanism for the search, appointment and/or removal of the Imam and the Assistant Imam if ever needed.

ARTICLE 12: AMENDMENTS TO THE CONSTITUTION

Section 12.1 Process for Amendments to the Constitution

1. The Constitution Committee shall be formed as outlined in Section 12.6.
2. The Constitution Committee shall propose amendments to the constitution.
3. The exact language of the amendments shall be mailed to the members for their review and feedback. The feedback must be received in writing within three (3) weeks of the mailing.
4. The Constitution Committee shall revise the proposed amendments based on the feedback.
5. The final draft of proposed amendments shall be mailed to the members as outlined in Section 12.2.
6. Each amendment (or related amendments) shall be put to vote in a meeting as outlined in Section 12.2. There shall be no discussion on proposed amendments on the day of voting.

Section 12.2 Meeting for Proposed Amendment

This Constitution may be amended at special meeting duly called for this purpose. The notice for such a meeting shall be mailed to the members at least one month before the meeting. The notice shall describe the amendment in the exact language.

Section 12.3 Approval of Amendments

A three-fourths (3/4) vote of the members present shall be necessary to approve any amendment of the Constitution.

Section 12.4 Enforcement of Approved Amendments

Amendments approved by the attending members shall be adopted and enforced immediately.

Section 12.5 Clarification of Ambiguity in the Constitution

In case of an ambiguity regarding the interpretation of any provisions of this Constitution or possible conflict between two or more provisions of this Constitution, the Board of Overseers shall clarify the ambiguity and resolve the conflict.

Section 12.6 Constitution Committee

The Constitution Committee shall be established as and when needed by the Board of Overseers and the Majlis-e-Shura and shall comprise of five (5) members as follows:

1. Two (2) members from the Majlis-e-Shura selected by the Majlis-e-Shura.
2. Two (2) members from the Board of Overseers selected by the Board of Overseers.
3. Chairman of the Constitution Committee selected by the above four (4) members.

Section 12.7 Chairman of the Constitution Committee

The Chairman of the Constitution Committee shall not be a member of the Majlis-e-Shura or the Board of Overseers.

ARTICLE 13: DISSOLUTION OF THE MCMC

Section 13.1 Criteria for Dissolution

A majority of three-fourths (3/4) of all the Majlis-e-Shura of the MCMC on the record on any given day can decree the dissolution of the MCMC for a reason and a cause. The decree will become a final declaration if it is approved by a three-quarters (3/4) majority of the General Body in a meeting specifically called for such purpose. Failure of approval by the General Body automatically removes all members of the Majlis-e-Shura. The Board of Overseers shall carry out the interim wishes of the General Body to handle the situation as best as possible.

Section 13.2 Disbursement of MCMC Assets

Upon dissolution of the MCMC, all the proceeds, after payment of all outstanding debts, shall be donated to a bonafide Islamic, nonprofit, religious and charitable organization registered under Section 501 (c) (3) of the Internal Revenue Code.

Section 13.3 Method of Dissolution

The Majlis-e-Shura or the Board of Overseers of the MCMC (if all members of the Majlis-e-Shura were removed, see Section 13.1 above), shall be responsible for carrying out the dissolution process in a manner satisfactory with state and federal authorities.

The Muslim Center of Middlesex County

APPENDIX A: APPLICATION FOR MEMBERSHIP

IN THE NAME OF ALLAH, THE BENEFICENT, THE MERCIFUL

Name of Applicant: _____

Street Address: _____

City, State ZIP: _____

Phone Number: _____ E-mail: _____

Information about other family members applying of membership who are 18 years of age or older, and are living with you at the above address:

Name	Phone	Email	Signature

Name and telephone number of an existing member who recommends you:

With Allah Rabb-Ul-Alamin (The Lord of the Universe) as my witness, I/We affirm that:

I/We bear witness that there is no God worthy of worship except Allah and that Muhammad (PBUH) is the last messenger and servant of Allah.

I/We fully agree with the objectives of the Muslim Center of Middlesex County and promise to abide by the rules and regulations stipulated in the Constitution. I/We am a legal resident of United States of America and I/We am joining the Muslim Center of Middlesex County for the sole purpose of attaining Allah's pleasure and success in the hereafter.

Signature of Applicant

Date

OFFICE USE ONLY

Date Application Received: _____

Date Acknowledgement Sent: _____

Application Status: Approved Denied

Membership Number(s) (if approved): _____

Comments: _____

Signature of the Coordinator, Membership Committee Date _____

Signature of the President, MCMC Date _____

The Muslim Center of Middlesex County

APPENDIX B: OATH TO SERVE IN SELECTION COMMITTEE/OVERSEER

IN THE NAME OF ALLAH, THE BENEFICENT, THE MERCIFUL

With Allah Rabb-Ul-Alamin (The Lord of the Universe) as my witness I,
_____, do hereby affirm that:

1. I bear witness that there is no God worthy of worship except Allah and that Muhammad (PBUH) is the last messenger and servant of Allah.
2. I perform Salat five times daily.
3. I make every effort to lead my life according to the teachings of Islam.
4. I have refrained from any expression or action against the cause of Islam.
5. I shall make every effort to establish Allah's Deen in this world.
6. I shall fully abide by the rules and regulations as stipulated in the Constitution of the MCMC.

I further state that I have reviewed the Constitution of the MCMC and after its proper understanding;

1. I pledge that I will be completely impartial in selecting members of the Majlis-e-Shura and would try to identify those Muslims who are most suited to fulfill the respective responsibilities.
2. I pledge that I shall fulfill the functions and responsibilities as a member of Board of Overseer as outlined in ARTICLE 10:.

May Allah enable me to remain faithful to this oath. Ameen.

Signature of Applicant

Date

[Please print below.]

Name: _____

Street Address: _____

City, State ZIP: _____

Phone Number: _____ Email Address: _____

MCMC Endorsement

Signature of the Imam / Coordinator Selection Committee
The Muslim Center of Middlesex County

Date

Confirmation sent

The Muslim Center of Middlesex County

APPENDIX C: OATH TO SERVE IN MAJLIS-E-SHURA
(IF SELECTED BY THE SELECTION COMMITTEE)

IN THE NAME OF ALLAH, THE BENEFICENT, THE MERCIFUL

With Allah Rabb-UI-Alamin (The Lord of the Universe) as my witness,
I, _____, do hereby affirm that:

1. I bear witness that there is no God worthy of worship except Allah and that Muhammad (PBUH) is the last messenger and servant of Allah.
2. I perform Salat five times daily.
3. I make every effort to lead my life according to the teachings of Islam.
4. I have refrained from any expression or action against the cause of Islam.

I further pledge that I have studied the Constitution of the MCMC and after its proper understanding, I pledge the following:

1. I shall make every effort to establish Allah's Deen in this world.
2. I shall fully abide by the rules and regulations as stipulated in the MCMC Constitution.
3. I shall fulfill the duties and responsibilities of a member of the Majlis-e-Shura as outlined in ARTICLE 9: and if selected shall volunteer myself for any accountability to this regard.

May Allah enable me to remain faithful to this oath. Ameen.

Signature of Prospective Member for Majlis-e-Shura Date

[Please print below.]

Name: _____

Street Address: _____

City, State ZIP: _____

Phone Number: _____ Email Address: _____

MCMC Endorsement

Signature of Imam / Coordinator of Selection Committee Date
The Muslim Center of Middlesex County

Confirmation sent

The Muslim Center of Middlesex County

APPENDIX D: CODE OF CONDUCT

1. Every Muslim shall be committed to justice and kindness and believe in equality strengthened by brotherhood.
2. Every Muslim shall be responsive to the needs of others.
3. Every Muslim shall exercise tolerance and respect for the rights and opinions of other Muslims.
4. Every Muslim shall refrain from raising his or her voice and from speaking offensively of others.
5. Every Member, when present on the premises, shall feel responsible for cleanliness and safety of the MCMC property.
6. No one shall make any announcement, sponsor any gathering, distribute any literature on the property or display any literature on the bulletin boards of the MCMC, without the prior approval of the Majlis-e-Shura or its designee.
7. All Muslims or non-Muslims entering the Muslim Center shall comply with the following dress code:
 - Muslim Men**

They shall not wear shorts or offensive clothing including but not limited to shirts with human figures, obscene or immoral writings.
 - Muslim Women**

They shall enter the Muslim Center with their hair completely covered, and wearing loose fitting ankle length garments consistent with Islamic teachings.
 - Non-Muslims**

Non-Muslim guests shall also exercise modesty.
8. Smoking shall not be permitted anywhere on the premises of the MCMC.
9. The Muslim who would like to address the gathering in the mosque must seek prior permission from the Imam, President or Secretary of the MCMC or their designee.
10. The organizers of any religious seminar not sponsored by the MCMC must obtain permission from designated authorities 48 hours prior to its being held. A nominal charge may be made as decided by the Majlis-e-Shura.
11. The Masjid will be closed after Isha Prayer until Fajr Prayer except during religious holidays.
12. In the event that the Majlis-e-Shura becomes aware of any violations of the Code of Conduct set forth herein (APPENDIX D:), the Majlis-e-Shura may implement one or more of the following disciplinary actions:
 - i. Convince the violator politely to adhere to the rules and regulations of the MCMC.
 - ii. Place the violator on probation.
 - iii. Terminate the violator's membership privileges.
 - iv. Bar the violator from the premises of the MCMC.