

BYLAWS

THE MUSLIM COMMUNITY OF THE QUAD CITIES

**2115 Kimberly Rd.
Bettendorf, IA 25722
Phone (563) 293-1593**

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Amended October 2, 2000
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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Table of Contents

ARTICLE I	INTRODUCTION
ARTICLE II	OBJECTIVES
ARTICLE III	MEMBERSHIP
ARTICLE IV	DONATIONS AND DUES
ARTICLE V	MEETINGS AND QUORUM
ARTICLE VI	ORGANIZATION
	A. General Assembly
	B. Shura Council
	i) -President
	ii) -Secretary
	iii) -Treasurer
	iv) -Member at Large
	v) -Committee Chairs
ARTICLE VII	DUTIES AND RESPONSIBILITIES
ARTICLE VIII	COMMITTEES
ARTICLE IX	ISLAMIC SCHOOL
ARTICLE X	VOTING and ELECTIONS
ARTICLE XI	BUDGET AND FINANCE
ARTICLE XII	TERMINATION OF OFFICERS
ARTICLE XIII	VACANCY
ARTICLE XIV	AMENDMENTS
ARTICLE XV	INUREMENT OF INCOME
ARTICLE XVI	LEGISLATIVE OR POLITICAL ACTIVITIES
ARTICLE XVII	OPERATIONAL LIMITATIONS
ARTICLE XVIII	DISSOLUTION

I- INTRODUCTION

- a. Name: The name of this organization shall be "The MUSLIM COMMUNITY of the QUAD CITIES", hereafter referred to as MCQC.
- b. Location: 2115 Kimberly Road, Bettendorf, IA 52722.
- c. Nature: Non-profit, religious and educational organization, incorporated in the state of Iowa.

II- OBJECTIVES

- a. To establish and maintain the practice of Islam in accordance with the teachings of the Holy Quran and the Sunnah of Prophet Muhammad (peace be upon him).
- b. To establish and maintain facilities for Islamic education and relevant social activities.
- c. To encourage the application of Islamic principles and maintenance of Islamic heritage for future generations.
- d. Cooperation with similar Muslim organizations.
- e. Make Da'wah to present the message of Islam to people of other faiths.
- f. To promote understanding and cordial relations with non-Muslims.
- g. The corporation is organized exclusively for charitable, educational, religious, or scientific purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code.

III- MEMBERSHIP

- a. The membership of the MCQC shall consist of Muslims that meet the following criteria.
 1. Agree with the above objectives.
 2. Are at least eighteen (18) years of age.
 3. Reside within fifty (50) miles of the Quad Cities.
 4. Have completed the membership form.
 5. Regularly attend MCQC for prayers, religious classes, and community events.
 6. Have paid membership dues; Note: To be eligible to vote (a) one must be a member for at least 6 months; (b) membership dues must have been paid 30 days before the vote.
 7. All members shall be entitled to vote and hold an office in the Shura Council in accordance with the criteria established in these Bylaws.
- b. Any member involved in activities against the objectives of MCQC may be terminated. Charges must be submitted by at least two members, in writing, to the Shura Council. If accepted by the Shura Council, the revocation of membership request can be presented at a General Assembly meeting with one week's notice. A quorum of $\frac{1}{2}$ membership and $\frac{2}{3}$ rd majority are required for it to pass.

IV- DONATIONS AND DUES

- a. Dues for individual and family membership shall be set by the Shura and reviewed periodically, as appropriate.
- b. Seniors and students can pay half of the regular membership dues.
- c. Membership fees can be paid in full or in installments through ACH.
- d. Membership fees are due by January 31st. If the dues are not paid within the next 6 months, membership will expire.
- e. For voting eligibility, membership arrears must be paid in full, at least thirty (30) days prior to any General Assembly meeting.
- f. Payment of dues may be waived on grounds of financial hardship. The treasurer can make such a determination in consultation with the zakat committee.
- g. Donations for MCQC can only be accepted by the treasurer, for proper accounting.

V- MEETINGS AND QUORUM

- a. An educational meeting will be held weekly, barring unusual circumstances.
- b. General Assembly meetings will be held bi-annually (in person/virtual); however, the officers will report their activities to the membership every quarter.
- c. The 2nd meeting in November will be regarded as the Annual Meeting, and the officers will be required to provide detailed reports of their functioning.
- d. A special meeting may be called at the discretion of the President or at the request of a third of membership. The community will be notified of such via e-mail.
- e. Announcements via MCQC email two weeks prior to the General Assembly meetings shall constitute due notice. For specially called meetings as stated above, members will be notified at least one week prior.
- f. The Quorum in any General Assembly meeting will be 1/2 the members eligible to vote. To pass, any motion requires a simple majority of the members present (unless otherwise specified).
- g. If the quorum requirement for any General Assembly or special meeting is not met, a second meeting will be held for the same purpose/agenda within 2-3 weeks (avoiding long weekends) without the aforementioned quorum requirements. To carry, a motion will now require a 2/3rd majority of the members present.
- h. For observation, all meetings of the MCQC shall be open to all members.

VI- ORGANIZATION

A. General Assembly

The General Assembly is a body of all MCQC members who have met their financial obligation as stated below. A list of which will be maintained by the Secretary of MCQC.

- a. Current members who have paid the membership dues at least 30 days prior to the date of Assembly.
- b. People who were enrolled as new members, at least six months prior to the date of the Assembly.

B. Shura Council

- a. The Shura Council is the governing body of the MCQC and shall consist of Nine (9) members.
 - i. President
 - ii. Secretary
 - iii. Treasurer
 - iv. 2 Members-at-large
 - v. 4 Chairpersons of Standing Committees
- b. The Shura Council shall be responsible to the community members for relevant actions and policies. They shall keep the community informed of matters important to the governance of the MCQC.
- c. In any decision making, members of the Shura Council shall consult amongst themselves and other relevant experts.
- d. The community members can engage and advise the members of the Shura Council in a constructive manner.
- e. Any elected member shall fulfill the following requirements:
 - i. Comply with the faith and practices of Islam.
 - ii. Be at least twenty-one (21) years of age.
 - iii. Be a legal resident of the United States.
 - iv. Be a member in good standing and be actively engaged in the MCQC as a volunteer for at least two (2) years (preceding the election).
 - v. Attend at least twelve (12) educational programs during a year.
 - vi. Has not been removed from the elected office of MCQC.
 - vii. Is not an employee of MCQC.
 - viii. Has not been convicted of a felony during the ten (10) years preceding the election.

VII- DUTIES AND RESPONSIBILITIES

- a. The Shura Council will oversee the programs of the MCQC, assure proper maintenance of the facility, seek continued funding, maintain adult and children's educational programs and prepare an annual budget. All actions should be in accordance with Islamic principles and in conformity with MCQC Bylaws.
 - b. The Shura Council will have at least 1 formal meeting per quarter. The meeting can be In-Person, Virtual or Hybrid.
 - c. Quorum shall be 2/3rd of the Shura Council members.
 - d. All members of Shura Council have voting rights. Passing the proposed motion requires approval of a simple majority of members present.
 - e. In the case of a tie, the motion will be revoted at a later time.
 - f. The General Assembly can override the Shura Council decision by a 2/3rd majority vote.
- A. PRESIDENT, shall
1. Preside over all meetings of the Shura Council and other official meetings.
 2. Be the official spokesperson.
 3. Oversee all official correspondence.
 4. In consultation with other members of Shura Council appoint standing or ad hoc committees to meet specific needs that arise.
 5. Oversee an annual evaluation of the Imam and present it to the Shura Council.
 6. Formulate and implement plans, goals and policies for the organization and direct resources to accomplish them.
- B. SECRETARY, shall
1. Keep an accurate and up-to-date record of all meetings.
 2. Invite and promote membership.
 3. Keep an up-to-date roster of names, addresses, emails, and phone numbers of all members.
 4. Have custody of all official records pertaining to the secretary's office.
 5. Prepare notices for Special Meetings and inform the membership.
 6. Prepare and communicate all special correspondence pertaining to General Assembly or Shura Council activities.
 7. Coordinate written report of Shura Council activities at the General Assembly meetings.
 8. Supervise and maintain the MCQC website.
- C. TREASURER, shall
1. Submit monthly financial statements to the Shura Council including the budgeted vs actual year to date and monthly revenue and expenses.
 2. Maintain all MCQC and Sunday School related financial accounts.
 3. Ensure segregation of special funds e.g., zakat, school fund etc., which shall be used by the MCQC only for their stated purpose.
 4. Deposit all funds received, pay all bills, prepare, and sign all checks. Notify Shura if the check was for more than \$2000.
 5. Collect membership dues.

6. Keep the financial records up-to-date and present a written summary at every General Assembly meeting.
 7. In the 4th quarter, prepare a budget to be approved by the Shura Council
 8. Submit the approved annual budget and year end financial report to the annual General Assembly.
- D. MEMBERS-AT-LARGE, shall help maintain continuity of the MCQC leadership and smooth functioning of the Shura Council.

VIII- COMMITTEES

Standing committees of the MCQC shall be:

- a. Da'wah
- b. Social
- c. Education
- d. Facilities

The Shura Council may from time to time create other committees to meet specific needs. Chairpersons of standing committees shall be elected officers. All committees will consist of at least 3 members. A current list of committee members will be kept with the secretary of the Shura Council. Committees will provide activity updates in Shura Council meetings and submit a written report for the General Assembly meetings.

A. DA'WAH Committee shall:

1. Develop and implement Da'wah activities.
2. Create educational programs for non-Muslims.
3. Keep a media watch.
4. Engage with other faith organizations.

B. SOCIAL Committee shall:

1. Coordinate Ramadan, Eid, and other social events/activities at the MCQC.
2. Coordinate picnics and cultural events. Raise funds for these activities as needed.

C. EDUCATION committee shall:

1. Arrange lessons and assign teaching duties.
2. Organize guest speakers, forums, and seminars.

D. FACILITIES committee shall:

1. Maintain mosque buildings, house, parking lot and grounds.
2. Coordinate the negotiation of all service contracts and help reduce the expenses of supplies and cost of maintenance.
3. For facility upgrades exceeding \$1000, obtain proposals from contractors and present them to the Shura for discussion and approval.
4. Ensure the security and safety of the building in collaboration with the safety coordinator.

5. Maintain kitchen and janitorial supplies.

IX - ISLAMIC SCHOOL

The Shura Council will maintain and oversee the Sunday School operation. The Shura Council will appoint a 5-member board to manage the school. The members serve a 2-year school term, with no term limit. The members will select a chairman from amongst themselves every year. The Board has the following responsibilities.

- a. Establish school policies, procedures and programs.
- b. Develop and implement a curriculum of study for religious education.
- c. Appoint qualified teachers and volunteers.
- d. Procure supplies, books and other necessary material.
- e. Arrange parent teacher meetings to evaluate student performance and obtain feedback for the school programs.
- f. Organize graduations and award ceremonies.
- g. Organize extracurricular programs to promote the understanding of Islam.
- h. Recommend fees such as tuition, etc. in consultation with Shura Council.
- i. Work with the treasurer to collect dues and maintain financial records.
- j. Regularly update Shura Council on school activities and submit a report for General Assembly meetings.

The school year will be from August through July.

X- VOTING AND ELECTIONS

- a. The election of new Shura Council members, described in section VI, will be held by the first week of December. The new Shura Council will assume office on January 1st.
- b. All officers and committee chairs will serve a two (2) year term, aside from the Members-at-Large, who will serve a four (4) years term instead. During any election, if both Member at Large positions are vacant, the nominee with the highest votes will serve for a four (4), and the other, a two (2) year term. There will be a special election the second year, to elect a member at large to finish the term and align it with the other elections every two years.
- c. Each officer can be elected to the same office for no more than two terms consecutively.
- d. No elected officer can hold more than one office at any given time.
- e. At least eight weeks prior to the elections, the Shura Council shall compile a list of members who are eligible to vote and will notify the membership.
- f. At least eight weeks prior to the elections, the Shura Council will select three (3) members with voting rights to serve as the Election Committee (EC). In accepting this position, these three members will become ineligible to be nominated for any elected office in that year. It shall be the responsibility of the EC to conduct the

elections and to prepare a written report of the election procedures to keep on file.

- g. The right to vote will be given to members, as defined in section III.
- h. Nominees for any of the offices must meet the qualifications for Shura Council members, as defined in section VI. Members-at-large should have been members for at least one year and should have served in another capacity on the Shura Council for at least one term.
- i. Any voting member can nominate. For all nominees, there should be at least two nominating members.
- j. Nominations can be made up to ten days prior to the elections.
- k. The EC shall confirm acceptance of all nominations. One week prior to the election, the EC will announce the slate of nominees.
- l. Voting by proxy will not be allowed. In case a member is unable to attend the meeting, they can request an absentee ballot. The absentee ballot will be returned to the Chairman of the EC in a sealed and signed envelope.

XI – BUDGET AND FINANCE

- a. The MCQC fiscal year shall be January 1st through December 31st.
- b. The Shura Council shall adhere to the budgeted finances of MCQC.
- c. At the annual General Assembly meeting, the Shura Council shall present a financial report covering all income and expenses of the preceding year, and a budget for the coming year.
- d. At the end of each fiscal year, the Shura Council will appoint an auditor to review the MCQC finances.
- e. The MCQC shall maintain the following fund categories:
 - i. General Fund
 - ii. Building Fund
 - iii. Zakat al Mal
 - iv. Zakat al Fitr
 - v. Earmarked Funds (e.g., Dinner, Outside Fundraising, Cemetery Funds, Endowment, etc.)The transfer of money among these funds shall be authorized by the Shura Council.
- f. Upon maturity, Endowment fund will be overseen by the Shura Council and managed by an Advisory Committee (according to Endowment Fund Policies and Guidelines).

XII- TERMINATION OF OFFICERS

- a. Elected officers and committee members may be removed from office for gross misconduct, misbehavior or activities against the objectives and interests of MCQC or deliberate violation of MCQC Bylaws.
 - b. An affirmative vote of 2/3rd of Shura Council may suspend any or all powers of the officer until such time that a meeting is convened with a 2 week notice, to settle the matter within one month.

- c. A 2/3rd majority vote, with one-half voting quorum present, shall be required to adopt a "no-confidence" motion against the officer.

XIII- VACANCY

- a. If an officer is going to be absent for up to three months, the Shura Council will ask any other member to temporarily assume that office.
- b. If absenteeism is going to be more than three months, or if the officer vacates his/her position by resignation or otherwise, the other nominee for this office with the second highest votes can automatically assume office for the remainder of the term. If there were no other nominees, the immediate past office holder will be asked to hold that office. If unable or unwilling, the Shura Council will appoint any other member who is qualified to hold office till the end of the fiscal year.
- c. A special election will be held at the next annual General Assembly meeting to elect the officer for the remainder of the term.

XIV- AMENDMENTS

Amendments to the Bylaws may be made as follows:

- a. The amendments must be presented to the Shura Council in writing signed by at least 10% or a minimum of 15 (whichever is greater) of all eligible voting members of MCQC.
- b. The Shura Council will review the proposal within 30 days of receiving it and present it at the next scheduled General Assembly or a specially called General Assembly meeting within 30 days of the review, whichever comes first.
- c. The Shura Council may also propose changes in the Bylaws.
- d. No amendment contrary to the teaching of Quran and the Sunnah or in violation of the objectives of MCQC shall be entertained.
- e. A quorum of 1/2 membership and 2/3 majority will be necessary to approve the amendments.
- f. The authority to amend section VI-B-e will be restricted to the members who meet the criteria for election to the Shura Council.
- g. If the quorum requirement for a meeting called for Bylaws amendments is not met, a second meeting will be held within 2-3 weeks (avoiding long weekends) without the aforementioned quorum requirements. To carry a motion will still require a 2/3rd majority of the members present.

XV- INUREMENT OF INCOME

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

XVI- LEGISLATIVE OR POLITICAL ACTIVITIES

No substantial part of the activities of the corporation shall include carrying on propaganda or attempts to influence government legislation. The corporation shall not participate in or intervene (including publishing or distributing statements for any political campaign on behalf of any candidate for public office.

XVII- OPERATIONAL LIMITATIONS

Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions, to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

XVIII- DISSOLUTION

- a. The organization may be dissolved by the affirmative vote of 75% of the entire membership.
- b. Upon the dissolution of the corporation, the Shura Council shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the MCQC exclusively for the North American Islamic Trust (NAIT), Plainfield, Indiana. In the event that the MCQC assets cannot revert to (NAIT) at the time of dissolution, the General Assembly will choose, with simple majority vote, an alternate Islamic Organization operating under section 501(c)(3) of the Internal Revenue Code of 1986(or the corresponding provision of any future United States Internal Revenue Law). This organization is organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporations is then located, exclusively for such, purposes or to such organization or organizations, as said court shall determine, which are organized operated exclusively for such purposes.

REVISION HISTORY - Feb 23, 2024

I. INTRODUCTION	Combined and simplified sections I. NAME and II. INCORPORATION of the current Bylaws - No changes other than reformatting.
II. OBJECTIVES	Same as II. OBJECTIVES of the current Bylaws - No change other than grammar and language
III. MEMBERSHIP	<p>Removed from section IV. MEMBERSHIP (sec a and b) of the current Bylaws, the categories of "Regular" and "Associate Member" to only have one membership type called "Members".</p> <p>Changed the membership age to 18 years (item a- 2)</p> <p>Removed from (Sec IV-line 4 of the current Bylaws) the requirement for attendance of 10 weekly educational meeting for membership and generalized it (item a-5)</p> <p>Added completion of the membership form to membership requirement (item a-4)</p> <p>Added the timeline for paying dues (item a-6)</p> <p>Added that all members shall be entitled to vote and hold office in accordance with the established criteria (item a-7)</p>
IV. DONATION AND DUES	<p>Removed the amount of membership dues to allow changes in dues as appropriate (item a)</p> <p>Added that seniors and student can pay half of the membership dues (item b)</p> <p>Added that membership dues must be paid 30 days prior to any GA for voting eligibility (item e)</p> <p>Added that membership fees can be paid monthly or quarterly through ACH (item c)</p> <p>Clarified (Sec V-b of the current Bylaws) to establish the timeline for dues and eligibility for voting (item d and e)</p> <p>Clarified that "only" the treasurer is authorized to accept donations to ensure proper accounting (item g)</p>
V. MEETING AND QUORUM	<p>Removed (Sec VI-b of the current Bylaws) stating that the MCQC year will start with the first weekly educational meeting</p> <p>Changed GA meeting frequency from quarterly (Sec VI-c of the current Bylaws) business meeting to biannual (item a)</p> <p>Changed (Sec VI-d of the current Bylaws) and added that the 2nd Biannual meeting in the 1st week of Nov will be regarded as the annual meeting (item b b)</p> <p>Changed (Sec VI-f of the current Bylaws) the mode of announcement for meetings from weekly education meetings to emails (item d)</p> <p>Added a clause to allow a 2nd meeting when the quorum is not met (with same agenda within 2-3 weeks without the quorum requirements but requiring a 2/3 majority to pass a motion. (item f f))</p>

VI. ORGANIZATION	VII. GENERAL PRINCIPLE OF ADMINISTRATION and VIII. SHURA COUNCIL of the current Bylaws have been merged in VI. ORGANIZATION
	Defined the makeup of GA and Shura Council
	GA will include the members who have paid the dues 30 days prior to the date of assembly (item A-a)
	Added Chairpersons of Standing Committees as members of Shura Council (not listed as a part of the Shura in the current Bylaws (item B-a))
	Added additional criteria for Shura membership qualification (item B- e)
VII. DUTIES AND RESPONSIBILITIES	Combined and simplified VII. DUTIES AND RESPONSIBILITIES OF THE SHURA COUNCIL/OFFICERS and XI. FUNCTIONS of OFFICERS of the current Bylaws
	No major change except:
	Added criteria for passing a motion in Shura Council. All Shura members have voting rights(item d)
	Added the policy of breaking a tie (line e)
	Added President's responsibility to oversee all official correspondence (item A -3)
	Added President's responsibility to oversee annual evaluation of the Imam (item A- 6)
	Added President's responsibility to establish goals and policies of the organization (item A -7)
	Removed (section XI a. 4 of the current Bylaws) to eliminate the requirement of the President having to cosign checks .
	Modified Secretary's responsibility in (section XI b. 7 of the current Bylaws) from preparing to coordinating quarterly officer reports (item B -7)
	Added to secretary's responsibility, the maintenance of MCQC website (item B- 8)
	Added to Treasure's responsibility, submission of monthly financial report to Shura Council (item C-1)
	Added to Treasurer's responsibility, maintenance of Sunday school account (item C -2)
	Added to Treasure's responsibility, segregation of funds (item C- 3)
	Added that the Treasurer will notify Shura for any payment of over \$2000 (item C -4)
VIII. COMMITTEES	Responsibilities of committees have been moved from section XI - FUNCTION OF OFFICERS of the old Bylaws to this section
	The maintenance committee is formalized as Facilities Committee and added to the standing committees (Sec VIII line d)

IX. ISLAMIC SCHOOL	Formalized the structure of the Sunday School and added to the proposed Bylaws
X. VOTING AND ELECTIONS	Modified (Section XII I of the old Bylaws) to remove the option of proxy voting by phone and add provision for absentee ballot (item L)
XI. BUDGET AND FINANCE	This is a new section- highlights include (i) defining the fiscal year (ii) presentation of the financial report in the annual GA (iii) Financial auditing at the end of the year (iv) defining fund categories (v) Endowment fund management
XII. TERMINATION	No change other than the grammar and language
XIII. VACANCY	Added to allow election of an open position in the midterm (item c)
XIV. AMENDMENTS	Modified the process of amendments in Bylaws
XV. INCREMENT OF INCOME	No change
XVI. LEGISLATIVE OR POLITICAL ACTIVITIES	No change
XVII. OPERATIONAL LIMITATIONS	No change
XVIII- DISSOLUTION	No change