

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*With Allah's Name, The Merciful Benefactor, The Merciful Redeemer*

# MECA Center of Peoria

## Muslim Education and Community Association

817 W. Armstrong Street Peoria, Illinois 61606 [www.mecacenterpeoria.com](http://www.mecacenterpeoria.com)

# BYLAWS

## ARTICLE I

### NAME

The name of this organization shall be the *Muslim Education and Community Association (MECA) of Peoria, Illinois*, hereafter referred to as the "Association."

## ARTICLE II

### PURPOSES

#### Section 1. Purposes

The purposes of the Association are to:

- A. Propagate the teaching of the religion of Al-Islam to all people and educate people to the message of Al-Islam as contained in the Holy Qur'an and established in the life of Prophet Muhammad ibn Abdullah (PBUH);
- B. Establish an educational system in accord with Islamic practice, state and federal educational requirements, and pursuant to state parochial school guidelines;
- C. Arrange and hold congregational prayers and Islamic religious festivals and conduct social, cultural, religious and other community activities that promote human development in the best traditions of Al-Islam; and
- D. Own, lease, sell, mortgage, grant and encumber personal and real property and incur liabilities and collect and receive Zakat (obligatory contributions), Sadaqa (voluntary) donations, and other contributions from members and others for the perpetuation of this Association.

#### Section 2. Powers

The Association shall have its powers in accordance with the Holy Qur'an, Sunnah of Prophet Muhammad ibn Abdullah (PBUH), and with the General Not For Profit Corporation Act of the Statutes of the State of Illinois, except for those powers not in the furtherance of exempt purposes within the meaning of Section 501c (3) of the Internal Revenue Code as now enforced and afterwards amended.

## **ARTICLE III MEMBERSHIP**

### **Section 1. Member Status**

Any Muslim, eighteen (18) years of age or over, who has paid the required dues (*as defined in Section 2*), participates in at least fifty percent of the activities of the Association (*as defined in Section 3*), and abides by the provisions and authority of the Holy Qur'an and the Sunnah of Prophet Muhammad ibn Abdullah (PBUH) shall be considered a "*member in good standing*."

### **Section 2. Dues**

Dues for each member shall be determined as the "*Annual MECA Donation*" as identified on the "*Member Information and Annual Pledge*" form (*Attachment A*). The "*Sadaqa Pledge*" should reflect a meaningful donation relative to an individual's financial ability. The minimum monthly donation amount for "*member in good standing*" status shall be no less than twenty-five dollars. Dues may be paid on a weekly, monthly, or prepaid on a quarterly, or annual basis.

### **Section 3. Membership Participation**

Membership participation shall be defined by attendance (*either in-person or virtual*) in at least fifty percent of the regular activities of the Association, on an annual basis (*preceding twelve months*) which include the weekly Jumuah Prayer services, and scheduled Taleem or Shuraa sessions.

### **Section 4. Voting Members**

Each *member in good standing* shall be entitled to vote on all matters submitted to a vote of the membership.

### **Section 5. Supporting Members**

Individuals that support Association activities (*i.e. intermittent financial contributions or participation*) that fail to meet the criteria for *Voting Members*, shall be designated *Supporting Members*. Supporting Members shall be included in Association communications.

### **Section 6. Authority**

The general membership shall have the authority to vote on major matters affecting the Association, its holdings, and/or involvements (*i.e. loans and contracts*). A two-thirds (2/3) vote of the total membership is required for approval of such matters.

### **Section 7. Excluding a Member**

- A. A member may be excluded from the Association if that member poses a serious threat or danger to the safety and welfare of other members of the Association and/or to the progress and well being of the Association itself. A member may be excluded from the Association for a violation of Islamic law as defined by the Holy Quran and the Sunnah of Prophet Muhammad (PBUH).
- B. Exclusion of a member must be by a two-third (2/3) majority vote of the general membership present at the meeting.

## **ARTICLE IV GOVERNANCE**

Major matters of the Association shall be conducted by the process of “*Amruhum Shuraa Baynahum*” (*governance by mutual consultation*) as ordained in the Holy Qur’an, practiced in the life of Prophet Muhammad (PBUH), and further defined by ~~Imam W.D. Mohammed~~ *the principles of Islamic Democracy (Attachment C)*. As the periodic need for decisions on major matters affecting the Association occurs, the President/Imam, or other officers acting on behalf of the President/Imam, shall convene a meeting of the general membership and inform them of the issue(s) requiring action. A majority vote or consensus of the members present shall empower the officers of the Association to take the prescribed action. *Prescribed Islamic obligations and activities*, or regularly recurring matters relative to the on-going operation of the Association and/or its property, holdings, or involvements shall be *routinely* executed by the officers of the Association.

## **ARTICLE V OFFICERS**

### **Section 1. Officers**

The elected officers of the Association shall be the President/Imam, Vice President, Secretary, and Treasurer.

### **Section 2. Qualifications**

Individuals elected to be officers of the Association shall have the necessary qualifications to fulfill the duties of the position. Qualifications shall include: 1) a demonstrated knowledge of the Holy Qur’an and Sunnah *of Prophet Muhammad*; 2) being a “*member in good standing*”; 3) possessing the knowledge, skills, and abilities to successfully perform the duties of the position; ~~and~~ 4) active and consistent participation in Association activities for a minimum of one year prior to election; *and 5) submit to the governance of Amruhum Shuraa Baynahum (as prescribed in Article IV).*

### **Section 3. Vacancies**

A vacant officer position may be filled on a temporary or “acting basis” until formal election by the general membership. The President/Imam may appoint a qualified individual to fill the vacant position until the scheduled election.

### **Section 4. Election/Ratification of Officers**

Election or ratification of officers shall be held every two years at a time and place agreed upon by the general membership. *Once officers have been elected, they are subject to bi-annual ratifications, based upon the performance of their prescribed duties outlined in Sections 6 through 9. Prior to bi-annual ratifications, each officer shall report in writing to the Association on the on the fulfillment of their responsibilities outlined in Sections 6 through 9. If an officer is not ratified, a new individual may be nominated for the open position, following the process prescribed in Article VIII, Sections 1 - 4.*

## **Section 5. Tenure**

Officers may hold office, as long as the individual is a *member in good standing*; in good health; living a sound Muslim life; and performing the duties of the office.

## **Section 6. President/Imam**

The President/Imam shall be elected/ratified by majority vote of the membership and shall be responsible for:

- A. The duties required of an *Resident Imam*, as defined by the *Conveners of Imams* associated with the *Community of Imam W. Deen Mohammed (Attachment B)*;
- B. Convene periodic Association planning sessions to: 1) assess evolving community needs; and 2) develop short and long-term goals and objectives that promote the development of the Association and Islamic community life;
- C. The general management and/or coordination of *Association* activities and the *aforementioned goals and objectives*, to achieve the purposes of the Association;
- D. Signing, on behalf of the Association, all necessary legal documents;
- E. Calling and presiding over meetings of the general membership;
- F. Forming ad hoc committees *to address short-term needs of the Association*.
- G. Acting as the official representative for the Association, as required.

## **Section 7. Vice President**

The Vice President shall be elected/ratified by majority vote of the membership and shall be responsible for:

- A. Carrying out the management of the activities in the absence of the President;
- B. Assisting the President in accomplishing the purposes of the Association;
- C. Signing, on behalf of the Association, necessary legal documents;
- D. Temporarily assuming the functions of the President/Imam, when requested as such by him, or if the President/Imam is incapacitated. In the latter case, the Vice President shall assume the *responsibilities of the President/Imam* for the remaining period of his term, *or until a new President/Imam is elected by the general membership*.
- E. *Coordinating community outreach and Islamic Dawah activities on behalf of the Association*
- F. *Acting as an official representative for the Association, as required.*

### **Section 8. Secretary**

The Secretary shall be elected/ratified by majority vote of the membership and shall be responsible for:

- A. Reporting the important events and activities of the Association to the general membership;
- B. Preparing, circulating, and maintaining the minutes of the general membership meetings;
- C. Maintaining ~~the official membership list~~ **documentation** of **members in good standing**, and ~~the~~ general mailing list of the Association;
- D. In conjunction with the President, preparing the agenda for the general membership meetings and notifying the member of each;
- E. Keeping the Association registered in the State of Illinois;
- F. Presiding over meetings in the absence of both the President and Vice President;
- G. Signing, on behalf of the Association, necessary legal documents.

### **Section 9. Treasurer**

The Treasurer shall be elected/ratified by majority vote of the membership and shall be responsible for:

- A. Maintaining the record of all the financial transactions of the Association. He/she shall be responsible for systematic up-keep of books and writing disbursements, receipts, banking reconciliation and accounting of funds to be made public **on the Association website.**
- B. Collecting and depositing all the funds received on behalf of the Association;
- C. In conjunction with other officers, countersigning all withdrawal checks on behalf of the Association, in accordance with Article X, Sections **5 and 6;**
- D. Preparing the Annual Budget of the Association and presenting it to the general membership for approval;
- E. Presenting, to the general membership, a monthly report on the status of financial affairs **of the Association. Monthly and Annual financial reports shall be published on the Association website.**

## **ARTICLE VI COMMITTEES.**

### **Section 1. Ad Hoc or Standing Committees**

The President/Imam, on behalf of the general membership, may appoint ad hoc or standing committees in order to carry out specific assignments.

### **Section 2. Chair**

The Chair of each ad hoc or standing committee shall be selected by the President/Imam, and shall preside over and adjourn the committee meetings and report back to the general membership on the progress of the committee.

### **Section 3. Tenure of Ad Hoc Committee**

Upon completion of its assignment, the ad hoc committee shall report, in writing, to the general membership. At this time, President/Imam may dismiss the committee.

## **ARTICLE VII MEETINGS**

### **Section 1. General Membership Meetings**

The Association shall have at least one meeting of the general membership during the year.

### **Section 2. Special or Emergency Meetings**

Special or emergency meetings of the general membership may be called at any time by: the President/Imam; or majority of the officers; or twenty-five percent (25%) of the registered membership *(in good standing)* by a signed petition. Requests for such meetings shall be made in writing to the President/Imam. Such a meeting shall be held within a week after receipt of the written request by the President/Imam.

### **Section 3. Notice**

In cases where matters affecting the Association are being put to a vote, written or printed notice of general membership meetings shall be ~~mailed~~ *transmitted* to all members of the Association at least two weeks prior to the date of the meeting.

### **Section 4. Quorum**

A majority of the *members in good standing* of the Association shall constitute a quorum for the transaction of affairs.

## **ARTICLE VIII VOTING**

### **Section 1. Qualifications to Vote**

Only *members in good standing* shall have the right to vote on any issue pertaining to the Association. The Secretary shall certify *members in good standing*.

### **Section 2. New Members**

Any new member of the Association is required to wait at least thirty days before exercising their right to vote.

### **Section 3. Voting for Officers**

Each Officer shall be elected/**ratified** individually by a majority vote of the *members in good standing* at a meeting of the general membership, **following the provisions of Article V, Section 4.**

### **Section 4. Prohibitions**

No one is allowed to nominate him/herself or campaign for votes for him/herself or anyone else.

## **ARTICLE IX AMENDMENTS**

These bylaws may be amended by two-thirds (2/3) vote of the *members in good standing* at any regular or special meeting. Any proposed amendment shall be given by written notice at least two weeks prior to voting.

## **ARTICLE X MISCELLANEOUS**

### **Section 1. Fiscal Year**

The fiscal year of the Association shall begin on the first day of January and end on the last day of December.

### **Section 2. Annual Meeting**

The Annual Meeting of the Association shall take place ~~during the month of Ramadan~~ **at a date agreed upon by the general membership.**

### **Section 3. Association Website**

**Association bylaws, membership forms, and financial reports shall be accessible on the Association website. The website shall be updated when revisions occur.**

### **Section 4. Contracts**

The general membership may authorize the officers, agent or agents to enter into contracts in the name of and on behalf of the Association. Such authority will be limited to specific instances.

**Section 5. Loans**

No loans shall be contracted on behalf of the Association and no evidence of indebtedness shall be issued in its name unless authorized by the general membership. Such authorization will be limited to specific instances.

**Section 6. Checks, Drafts, etc.**

All checks, drafts, or other evidence of indebtedness issued in such name of the Association shall be signed by such officer or officers, agent or agents of the Association under the authority of resolution of the general membership.

**Section 7. Deposits**

All funds of the Association not otherwise employed, shall be deposited, to the credit of the Association in such banks, trust companies, or other depositories as may be selected or under the authority of the general membership.

**Section 8. Dissolution**

This Association may be dissolved by a two thirds (2/3) majority vote of the general membership. In the event of dissolution, the assets and property of the association shall be distributed to an Islamic organization, associated with the *Community of Imam W. Deen Mohammed*, which is exempted from federal income tax under section 501 c (3) of the Internal Revenue Code.

# **Attachment A:**

## **Member Information and Annual Pledge**



## Member Information and Annual Pledge

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

### Contact in Case of Emergency (Optional)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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Annual Sadaqa Pledge (*Donation to Center Operations*): \$ \_\_\_\_\_

Annual Zakat Obligation (*Estimation or Calculation*): \$ \_\_\_\_\_

Other Special Donation (*Specify*): \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL ANNUAL MECA DONATION:** \$ \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Attachment B:**

## **Duties of the Resident Imam**



# Conveners of Imams



Associated with the Community of Imam W. Deen Mohammed

## Duties of the Resident Imam

### Prerequisites

- Exemplify the character traits of Islamic leadership as demonstrated by Prophet Muhammad (PPBUH), including:
  - Characteristics of the Muslim Believer (*as defined in Qur'an 33:35*) including:
    - Good Moral Character
    - Integrity
    - Honesty and Trustworthiness
    - Humility
  - Exemplifying the characteristics of the “*Servant Leader*”
- Be known and respected by members of the local Muslim Community
- A record of active participation and service in Islamic Community life
- The knowledge, skills and abilities to perform the *Primary Functions* outlined below

### Primary Functions

- Providing Islamic Community leadership in accordance with the Qur'an; life example of Prophet Muhammad; and language, logic and vision of Imam W. Deen Mohammed
- Understanding, reading, reciting, and teaching the language of Qur'an
- Understanding and teaching the five essential beliefs, practices, and traditions of Islam (*i.e. Iman/Shahadah, Salat, Zakat, Saum, and Hajj*)
- Leading the daily prayers (*Salat*)
- Leading the Friday (*Jumuah*) Prayer which includes giving the Sermon (*Khutbah*)
- Providing religious instruction including:
  - Taleem (*Islamic Education*) Services
  - Quranic Arabic Classes
- Leading the Eid (*religious holiday*) Prayers
- Collecting and distributing obligatory charity (*Zakat*)
- Performing Marriage (*Nikah*) ceremonies (*including Islamic pre-marriage and relationship counseling, as needed*)
- Performing Funeral (*Janazah*) rituals and ceremonies
- Understanding and practicing the principles of Islamic Community governance (*i.e. “Islamic Democracy” and “Amruhum Shuraa Banahum”*)
- Representing the Religion (*Deen*) and Islamic Community in intrafaith, interfaith and Dawah activities; community/public forums, interviews, and presentations; etc.

## **Knowledge, Skills, and Abilities**

### **1. Demonstrate the ability to read, recite, memorize, understand, research, and teach the Qur'an including:**

- Knowledge of the Qur'anic Arabic and Grammar (*Qawa'id*)
- Ability to recite (*with proper Tajweed*) and memorize key portions of the Qur'an
- Knowledge of and the ability to research Tafseer of the Prophet, Companions, and major scholars (*including Imam W. Deen Mohammed*)
- Knowledge of and the ability to research, teach, and explain key words and concepts in the Qur'an
- Knowledge of the history, context, and interpretation of Qur'anic revelation

### **2. Understand and apply the knowledge body (*Islamic Sciences*) that supports the Deen and traditions/practices of Muslim Life including:**

- Knowledge of and the ability to research and apply Hadith of the Prophet and Companions including:
  - Ulum al Hadith (*Books and Scholars*)
  - Forty Hadith
- Knowledge of and the ability to research and apply the science of Fiqh As-Sunnah including:
  - Shariah and Major Schools of Thought
- Knowledge of and the ability to reference the Seerah (*life of the Prophet*)
- Knowledge of and the ability to reference Islamic History including:
  - Establishment of Islam and the early Muslim Community
  - Muslim Civilizations (*i.e. Asia, Africa, Europe, etc.*)
  - Islam in America and the Muslim American Experience

### **3. Demonstrate the ability to understand, research and teach the knowledge body of Imam W. Deen Mohammed (*i.e. language, thinking, logic, and vision*) including:**

- Knowledge of and the ability to research, teach and explain Critical Concepts in the knowledge body of IWDM (*i.e., language, thinking, and logic for religious terminology and the development of the individual and society, including*):
  - Creation Based Concepts
  - Scripture Based Concepts
  - Human/Social/Community Based Concepts
  - Ethnic Based Concepts
- Knowledge of and the ability to research, teach, and explain Imam W. Deen Mohammed's vision for community leadership and development

**4. Demonstrate the knowledge and skills necessary to carry-out the above-mentioned functions of leading, teaching and developing Islamic Community life including:**

- Knowledge of the leadership traits and characteristics of Prophet Muhammad (PPBUH)
- Knowledge and understanding of the relationship between Islamic leadership and community life
- Knowledge and understanding of the basic principles of Islamic leadership including:
  - How Islamic leadership impacts the direction, purpose, and culture of community life
  - The role of leadership in shaping the development of community life
  - The critical elements and institutions of community life (*as defined by IWDM*)
  - The processes that govern Islamic Community life (*Islamic Democracy and Amruhum Shuraa Baynahum*)
  - The natural processes and scientific principles (*Natural Sciences*) that shape the development of human and community life (*Fitrah*)
  - Those historic forces that shape the larger community that we serve including:
    - History of Human Civilization
    - History of African Civilization
    - American History (including the African American Experience)
- Knowledge, understanding, and the demonstrated ability to perform those *Primary Functions (listed above)*
- Knowledge, understanding, and the demonstrated ability to perform the essential duties (*supporting the Primary Functions, above*) including:
  - The ability to communicate effectively, orally and in writing
  - A basic knowledge and understanding of adult learning and education
  - Knowledge and ability to research, prepare, and deliver Khutbahs (*Islamic Sermons*) and specific instruction or guidance that meets the developmental needs of the local Muslim Community
  - Knowledge and ability to provide Islamic counseling to strengthen individual and family life
  - The basic knowledge and understanding of the administrative and business processes specific to non-profit and/or religious organizations
  - The knowledge and ability to represent the Community through media interviews and/or oral, written, or visual presentations
  - The ability to use communications technology to receive and disseminate essential Community information

# **Attachment C:**

## **Establishing Islamic Democracy**