

ISLAMIC ASSOCIATION OF CARY

THE GOVERNANCE PROCESS

HIGHLIGHTS

November 19, 2011

The IAC Constitution

- Articles of Incorp.
- IAC Charter
- IAC Bylaws
- IRS Approval



NORTH CAROLINA Department of The Secretary of State

To all whom these presents shall come, Greetings:

I, ELAINE F. MARSHALL, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached to be a true copy of

ARTICLES OF INCORPORATION
OF
ISLAMIC ASSOCIATION OF CARY, N.C., INC.

the original of which is now on file and a matter of record in this office.



IN WITNESS WHEREOF, I have hereunto
set my hand and affixed my official seal at the
City of Raleigh, this 8th day of August, 2001

Elaine F. Marshall
Secretary of State

ARTICLES OF INCORPORATION
OF
ISLAMIC ASSOCIATION OF CARY, N.C., INC.
(A Nonprofit Corporation)

Pursuant to Section 55A-2-02 of the General Statutes of North Carolina, the undersigned incorporator does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit Corporation.

1. **NAME.** The name of the Corporation is: **Islamic Association of Cary, N.C., Inc.**
2. **PERIOD OF DURATION.** The period of the duration of the Corporation is perpetual.
3. **TYPE OF ORGANIZATION.** The Corporation is a charitable or religious organization as defined in Section 55A-1-40(4) of the General Statutes of North Carolina.
4. **PURPOSE.** The Corporation is organized exclusively for charitable, religious, educational, and scientific purpose, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (herein the "Code") (or the corresponding provision of any future United States Internal Revenue Law). The Corporation may work in cooperation with any organization engaged in religious, charitable, educational, literary, research, scientific, social, and any other activities, the purpose of which is to improve the image of Islam, to bring Muslims together, and to provide a base for financial support to needy persons or organizations. Specifically, the Corporation is organized in furtherance of the following goals:

10. **INCORPORATOR(S).** The name and address of each incorporator is as follows:

Shakil Ahmed
102 Fairway Valley Court
Cary, North Carolina 27513

11. **MEMBERS.** The Corporation shall not have members.

12. **TRUSTEES AND DIRECTORS.** The affairs of the Corporation shall be managed by a Board of Trustees and a Board of Directors. The Board of Trustees shall be the guardian of the principles of the Masjid and shall be exclusively responsible for the receipt, maintenance, and transfer of the Corporation's property. The Board of Trustees shall also establish the Bylaws and other governing rules of the Corporation and shall elect an Amir (Chairman) of the Corporation. The Shura, consisting of the all of the members of the Board of Trustees and the Board of Directors, shall be responsible for the all matters of governance of the Corporation which are not expressly granted to the Board of Trustees and which are not delegated to the officers of the corporation or other persons as provided in the Bylaws

14. **DISSOLUTION.** Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized exclusively for religious, charitable, educational, scientific or literary purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code

ARTICLE IV

PRACTICE OF RELIGION

- Section 1:** The spirit of the practice of Islamic religion at the IAC will be that we are all Muslims first -- of the same Faith and not a divided community. As such we are all Muslims and not Hanafi, Shafaii, Maliki, Hambali, Barelwi, Deobandi, Chishtia, Qadria, Naqshbandi, American, Pakistani, Indian, Arab, or Egyptian Muslims, etc. The fundamental principle would be accommodation/inclusion and not deprivation/exclusion of the practices of the major Islamic Jurisprudence schools, such as, Hanafi, Shafaii, Hambali, Maliki, etc.
- Section 2:** However, the base practice of religion at the IAC will be of the Hanafi Jurisprudence of Islamic faith. This would include all practices as recommended by the Hanafi School and the practices recommended by the renowned Aulia (Friends) of Allah^{SWT}. These include, but not limited to, the practice of prayers (salah), fasting, supererogatory prayers, Zikr of Allah^{SWT}, celebration of the birth of Prophet Muhammad^{SAW} (Miladun Nabee), etc.
- Section 3:** The IAC will also recognize and permit the practices of the other major schools of Islamic jurisprudence which include Shafaii, Mailiki, and Hambali schools, etc.

ARTICLE V

GOVERNANCE

Section 1: The operation of IAC will be governed by a Board of Trustees (hereafter referred to as The Trustees), whose duties will be to ensure the mission of IAC as described in Article II, to raise funds, and ensure the financial integrity and the day-to-day operations of the organization.

Section 2: The following founding members represent the Board of Trustees:

- | | |
|----------------------------|----------------------------|
| 1. <u>Shakil Ahmed,</u> | Cary, North Carolina |
| 2. <u>Shabana Ahmed</u> | Cary, North Carolina |
| 3. <u>Naeem Ahsan,</u> | Philadelphia, Pennsylvania |
| 4. <u>Syed Shahid Alam</u> | Toledo, Ohio |
| 5. <u>Abdul Allam</u> | Raleigh, North Carolina |
| 6. <u>Waheed Haq</u> | Raleigh, North Carolina |
| 7. <u>Fazal Khaja</u> | Raleigh, North Carolina |
| 8. <u>Abid Rawn,</u> | Fairfax, Virginia |

Section 6: The Trustees shall appoint from among them the following officers:

1. President (Ameer)
2. Vice President
3. Financial Officer
4. Secretary

Section 7: To conduct the day-to-day operation of the IAC, the President will appoint committees to manage various tasks, such as, but not limited to:

- a) Religious Practices
- b) Community Relations
- c) Building Maintenance
- d) Construction
- e) Special Events (Ramadhan, Eid, Eid Miladun Nabee, etc.)
- f) Fund Raising
- g) Education
- h) Government Relations
- i) Press Relations

6.5 **President (Ameer)**. The President shall be the chief operating officer of the Corporation, shall have the responsibility for the general management of the affairs of the Corporation, and shall carry out the resolutions of the Board of Trustees and Board of Directors.

Section 8: The President shall also establish an **Advisory Board (Shura)** for building consensus decisions for the IAC affairs. This body shall consist of diversity members to assure representations of various constituencies of the IAC membership. **The Advisory Board shall also consist of the chairpersons of each operating committee.**

The Advisory Board shall yield to the final decisions by the President (Ameer), who shall balance the decisions based on the Advisory Board's recommendations and other pressing needs of the community.

ADDENDUM – A

The Role and Duties of the Imam

1. The Ameer may chose to hire an Imam to lead the religious duties and rituals of the Masjid.
2. The Imam will render his role according to the IAC Practice of Religion description listed in Article IV of the IAC Charter. This would include establishing the appropriate 'Aqeedah (Islamic Creed) and Fiqh (Islamic Jurisprudence) position for the practice of Madhab (religious practices) at IAC. Prior to establishing these practices as *modus-operandi* it will be reviewed with the Ameer for concurrence. In case of a conflict of opinion the final position will be established by a ruling from the IAC Shariah Advisory Board which is represented by:
 - a. Ameer, Jamia Islamia , Toronto Canada
 - b. Ameer, Mid-Hudson Islamic Association, Poughkeepsie, New York
 - c. Ameer, Daarul Ehsan, Bristol, Connecticut

Duties

The duties of the Imam shall be defined by the Ameer and shall include, but not limited to, the following:

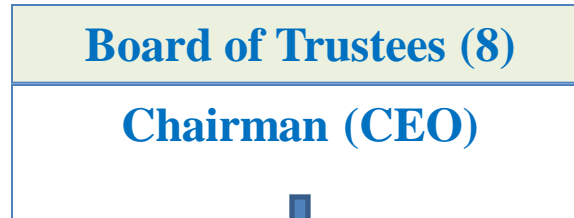
1. Lead the five daily prayers – seven days a week. For situations where necessary arrange for a substitute to lead the prayers
2. Daily circles of Quran reading and translation.
3. Friday congregational prayers and the Sermon preceding it.
4. Help lead the Taraveeh prayers during the month of Ramadhan
5. Lead night vigil prayers (Qiyamul Lail) once a month
6. Establish Halaqah of Zikr of Allah
7. Lead the two annual Eid prayers as necessary.
8. Develop a curriculum to help students memorize Quran.
9. Develop a curriculum to help students recite Quran with proper Tajweed (rules of pronunciation.)
10. Help develop teachers, students, and parent's code of conduct for a disciplined program. Implement the code of conduct for all parties.
11. Conduct planned group classes for 6 hours a day – six days a week. Accommodate for another 2 hours a day private tuition requests from the parents.
12. Perform administrative duties related to running the Quran School, including registration process.
13. Teach Sunday school classes on subjects as developed by the principal.
14. Maintain a good relationship consistent with Islamic and US practices with the membership.

Masjid Governance

Strategic

Legal Trustees

- Constitution
- Mission/Charter
- Assets
- Finance
- Ameer (COO)
- Imam (Approval)
- Shura Members (Approval)



Legal/Govt.

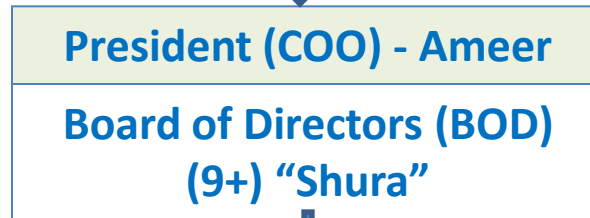
Finance (CFO)

Construction

Operational

Operational Mgt.

- Operation
- Religious
- Special Events
- Constituency Relations
- Communication
- Budget Mgt.
- Etc.



Chairman (CEO)

Supreme Shura

Trustees

Shura

Committee 1 (Ameer)

Committee 2 (Ameer)

Committee n (Ameer)

Role of the Ameer

- **Manage** the Masjid affairs as per the **Masjid charter**.
- Establish Masjid's Operational Goals & Priorities.
- Establish a Shura for advice & consultation.
- Establish operating committees & goals.
- Be Accountable for all Masjid operations

Role of BOD (“Shura”) Members

- Advise and Counsel the Ameer
- Participate in operational direction for the Masjid.
- **Lead and Manage** the Operations (Committees)

Role of Committee Ameers

- Establish Mission/Goals/Objectives jointly with the Ameer.
- **Execute the plan – autonomously**
- Establish a team of volunteers to help and execute the mission.
- Communicate to effected constituencies & other concerned

Summary

- We have a very good and robust constitution and is the base of all our affairs.