

In the name of ALLAH, the most compassionate, the most merciful

The Islamic Center of Peoria (ICP)

Constitution

**Version 1.3
11/23/2014**

Islamic Center of Peoria - Constitution

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Article I:

Section 1: Definition

Name and Nature:

The organization shall be called the Islamic Center of Peoria, hereinafter referred to as the ICP. ICP is guided in all its activities and practices by the Holy Qur'an and the traditions of Prophet Mohammed (peace be upon him) as interpreted by the companions of Prophet.

Status

ICP shall be a non-profit religious organization. It shall function according to the frame work of 501 (c) (3) of Internal Revenue tax code as a tax exempt organization.

Location

The current location of ICP is: 4125 W. Charter Oak Road, Peoria IL 61615.

Section 2 –ICP Mission

The Muslim community of Peoria has established this organization in order to achieve the following:

1. To enable Muslims to adopt Islam as a way of life. To assist and guide Muslims to perform the Islamic obligations as described in the Holy Quran and the tradition (Sunnah) of Prophet Mohammed (peace be upon him) and as interpreted by the companions of Prophet.
2. To provide an Islamic environment and programs for the youth to equip them with necessary tools and skills to make them successful in this world and in hereafter.
3. To reach out to non-Muslims as a religious obligation and present Islam and represent Muslims.
4. To promote unity, brotherhood & cooperation among Muslims in Peoria and at large by cooperating with and benefiting other Islamic organizations having similar objectives.
5. To show compassion and mercy for Muslims around the world and act on it to provide moral and financial support in times of need in accordance with US government regulations.
6. To establish and maintain Islamic Educational Institutions and Muslim Cemetery.

Section 3: ICP Methodology

The following methodology will be used to attain the Mission listed above:

1. ICP executive committee will work with the Imam to develop classes and programs which will help the community members to understand and practice our religion as explained in the Quran and Sunnah as interpreted by the companions of Prophet.
2. ICP shall make necessary financial & logistical arrangements to facilitate and nurture Daarul Uloom full time Islamic school, and educational entities within ICP such as Hafs Quran memorization center and Noor Ul Huda Sunday Islamic school.
3. ICP shall provide recreational and development opportunities to youth, brothers and sisters of the community through Peoria Muslim Club (PMC) activities and programs.
4. ICP shall coordinate dawah seminars, and other activities to convey the oneness of Allah and Prophethood of Mohammed (peace be upon him) to non-Muslims.
5. ICP shall permit fundraising for outside projects and causes by properly registered non-profit Islamic organizations.
6. ICP shall collect and distribute Zakat to those who are eligible in Peoria and/or to zakat collecting Islamic organizations registered with US government.
7. ICP shall make every effort to have one Eid prayer for both Eids for the entire Peoria Muslim community. In order to accomplish having one Eid, ICP follows Chicago Hilal committee for starting and ending Ramadan & celebrating Eid ul Fitr and follow the Hajj for celebrating Eid ul Adha.

8. ICP will manage & operate all its facilities such as the Masajid buildings, the school building, Gymnasium, MSA facility by using multi purpose concept and with minimum cost.
9. ICP will assist and provide timely funeral arrangements services with minimum cost for deceased Muslims.

Section 4: Decision Making & Conflict Resolution

ICP shall use Shura (mutual consultation), legal, and peaceful means to attain its objectives. All the decision making and conflict resolution is done based on Holy Quran & Sunnah as understood by the companions and will consult ICP Imam for its matters. The communication plan listed in the Appendix II provides a guideline as to how the communication is flowing in the organization and how the decisions are being made.

Section 5: Organization Structure

The structure of the ICP shall consist of the General Body, Advisory Council, Executive Committee and Sub-committees. The General Body shall be comprised of members of the ICP as defined in Article III of this Constitution. The governing body of ICP shall be within the approval of the Advisory Council and the Executive Committee as defined in Article VI. The organization chart is shown in Appendix I of this document.

Section 6: ICP position on issues

ICP stands to support peace, equality and justice for all. We denounce domestic violence, child abuse, terrorism and drug abuse and will work to join hands to eradicate these ills from the society. We intend to be a good citizen contributing positively in preserving our environment, improving our education system and other civic activities beneficial to the society. We will follow and comply with local government and US federal government rules and regulations.

Article II – Affiliation

Section 1

Real Estate purchased by the ICP, or donated to the ICP shall be entrusted with the North American Islamic Trust Inc. (NAIT).

Section

2

ICP shall support Daarul Uloom Islamic School (DU) and Muslim Student Association (MSA) by renting out its facilities at 4125 W Charter Oak, and 1315 W Main Street respectively to these organizations at no charge. DU and MSA are governed by their own by-laws and have their own boards which run these organizations. ICP shall also support Daarul Uloom Islamic School by allowing them to do fundraisers at ICP whenever needed, and also help Daarul Uloom Islamic School by providing financial assistance when needed.

Article III – Membership

Section 1 –Membership

Member: Any adult Muslim, male or female, living within the area of central Illinois, may become a member of ICP by submitting a membership application form to the Secretary of the Executive Committee and by contributing to ICP.

Section 2 – Rights and Privileges

Members in good standing shall have the right to participate in the election process of the Executive Committee. Members have a responsibility to provide consultation and advice (*shura*) to the Advisory Council when necessary.

Section 3 – Good Standing

A member shall be considered to be in good standing if he or she meets all of the following requirements:

- Believes in the five pillars of Islam (the *Shahada*, Prayer, Fasting, *Zakat* and & Hajj),
- Believes in the six article of *Iman* (belief in Allah SWT, His angels, His books, His messengers, the Day of Judgment, and good & bad destiny),
- Practices Islam according to the Quran and & *sunnah* of the Prophet Muhammad PBUH as interpreted by his companions,
- performs congregational prayers at ICP,
- Volunteers for at least 24 total hours per year in any of the ICP activities, and
- Makes financial contributions to ICP as specified on the membership form.

Section 4 – Renewal

Membership shall be renewed annually. Members signed up for donations under the automatic withdrawal program shall have their membership renewed automatically.

Article IV – General Body

Section 1

As guardian of the Constitution, the General Body, shall settle all disputes regarding the interpretation of any Article or part of this Constitution based on Quran and Sunnah as understood by the companions of the Prophet

Article V – Advisory Council

Section 1

1. The Advisory Council is a standing supervisory council with the following mandate: “To make sure that the integrity of the organization’s structure and properties is maintained and that the activities of Executive Committee and all sub-committees are within the guidelines of ICP mission and methodology.”
2. This council shall also mediate any disputes, and if necessary, can call for special General Body Meetings.

Section 2

1. There shall be a minimum of three members and a maximum of five members in the Advisory Council.
2. Any Muslim who meets the criteria shown below can be nominated to this council by the current Advisory Council members, the Executive Committee members and Imam. In case of multiple candidates who fulfill the criteria below, then the new incoming member to the Advisory council will be selected by majority vote of current Advisory Council, Executive Committee, and Imam.
 - a. A religious person possessing piety, good conduct, and an impeccable reputation
 - b. Demonstrating the qualities of devotion, sincerity, and affinity for the community he serves
 - c. Regular in his offering of the obligatory prayers in congregation in the masjid
 - d. Committed to community service
 - e. Possessing intelligence, wisdom, decisiveness, sound judgment, and experience

- f. Independent thinker
 - g. Who has the understanding of the functioning and operations of the Muslim community in Peoria
3. Membership to this council is for 5 years unless the member commits an act as described in Article XIII, Section 2, or stays out of the Peoria area for a period of one year or more, or resigns from the Advisory Council. For any new incoming member the criteria defined in Article V, Section 2.2 shall apply.

Section 3

Decisions of the Advisory Council are by consensus. In case of disagreement, majority vote of Advisory Council will have the final decision.

Section 4

At end of 5 year term, the same council can continue, based on majority vote approval from the Executive Committee and Imam. The term of the Advisory Council will start from October 1st, every 5 years from the time of their selection.

Article VI – Executive Committee

Section 1

The elected officers of the Executive Committee shall be the President, General Secretary, Treasurer, Activities Director and the Maintenance Director. In addition to these members, the appointed Imam of the ICP shall be a non-voting consultative member of the Executive Committee.

Section 2

The term of an Executive Committee member shall be two years.

Section 3

If any of the Executive Committee position is vacated, a nominee approved by the majority vote of the Advisory Council and Executive Committee shall fill it. If the President position is vacated, one of the Executive Committee members will be appointed as President by majority vote of Advisory Council. The term of his office shall expire at the end of the term of the office to which he was appointed.

Section 4

The Executive Committee will exercise mutual consultation and deliberations to make any decision. The final decision is taken by the President reaching a consensus, and by explaining the rationale behind the decision in light of Quran and Sunnah, and with ICP Imam's advice and also the advice of Advisory Council.

Section 5

The Executive Committee shall be responsible:

1. To implement the Mission of ICP by the methodology mentioned in Section I of this constitution.
2. To layout yearly goals and follow the communication and decision making meeting schedule in Appendix II.
3. Maintaining the expense account for the various activities of ICP and allocating funds to this account according to the approved year budget.
4. Overseeing the general activities of the ICP to ensure that they are within the framework of the Qur'an, the Sunnah, and the Constitution of the ICP.
5. The Executive Committee is accountable to the Advisory Council and ultimately to the General Body.

Section 6

The President of the Executive Committee shall be responsible for:

1. Directing, coordinating, and managing of all the activities so as to achieve the mission of the ICP through its methodology.
2. Presiding over the meetings of the Executive Committee and the General Body.
3. Authorizing funds and expenses of the ICP.
4. Presenting reports on the state of the ICP to the General Body meetings at least once a year.
5. Is a spokesperson, representative and correspondent for the ICP in the external activities, and Facilitate on-going communication between ICP and media, other Islamic and non-Islamic religious organizations.
6. Signing leases or contracts approved by a majority vote of the Executive Committee along with any Executive Committee member so designated by the Executive Committee.
7. Authorize withdrawals of funds and signs withdrawal checks on behalf of the ICP in the absence of the treasurer.
8. Appointing a person to act as the president in his absence.

Section 7

The General Secretary shall be responsible for the following:

1. Preparing the agenda of the meetings, calling the meetings, and maintaining the minutes of all the Executive Committee meetings. Presenting the minutes for approval before all ICP meetings and General Body meetings.
2. Keeping and maintaining an accurate list of the ICP members and the volunteers for various functions of the ICP.
3. Shall make and maintain a list of members eligible to vote in the election. This list shall be posted at ICP at least three weeks before the election.
4. Checking voice mail regularly and channel the communication to appropriate committee member.
5. Prepare annual prayer calendar and have it ready for distribution before January 1st of every year.
6. Registering the ICP with the IRS.
7. Acts as a liaison between Sunday School, HAFS Quran memorization center and ICP committee.

Section 8

The Treasurer shall be responsible for:

1. Maintaining the record of all the financial transactions of the ICP.
2. Collecting and depositing all the funds received on behalf of the ICP.
3. Signing withdrawal checks on behalf of the ICP.
4. Presenting before the Executive Committee a monthly report on the status of the ICP financial affairs, including in it anonymous donations and total donations received by the ICP.
5. Presenting an annual fiscal report to the General Body.
6. Collecting and logging the mail.
7. Acts as a liaison between IT Committee, MSA Building Management Committee and ICP committee

Section 9

The Activities Committee Director shall be responsible for

1. Planning and scheduling the following activities in the community such as
 - a. Monthly dinners
 - b. Picnics

- c. Ramadan Iftar dinners
 - d. Eid Prayers
 - e. Eid dinners
2. Acts as a liaison between Peoria Muslim club (PMC), Ramadan Arrangements committee and ICP committee.

Section 10

The Maintenance Director shall be responsible for

1. Carrying the maintenance activities required by all the facilities of ICP.
2. Reporting the status of the maintenance activities to the executive committee.
3. Leading the planning efforts for the future maintenance requirements of all facilities owned and managed by ICP.
4. Acts as a liaison between Maintenance committee, Funeral Arrangements committee and ICP committee.

Section 11

The Executive Committee in consultation with the Advisory Council shall appoint the Imam. The Imam of ICP shall be selected according to the following criteria:

1. He should be an adult male Muslim.
2. He should be an expert of Islamic knowledge (Fiqh, Hadeeth, Aqeedah...etc).
3. He should have proven his expertise as an Imam, community leader and effective communicator.
4. He should be fluent in English as well as Arabic.
5. He should have a good voice and his recitation of the Qur'an should be according to proper Tajweed rules.

The Imam Responsibilities are as follows

1. Teach the deen of Islam & motivate Muslim adults and youth to practice on it by providing classes about Aqeedah, Tafseer, Seerah, Hadeeth, Fiqh etc.
2. Connect with the Muslim youth and children through various programs in PMC, HAFS, Daarul Uloom, Sunday school and Bradley MSA.
3. Provide dawah activities in and around Peoria to invite non-Muslims to Islam.
4. Facilitate the distribution of Zakat in the community.
5. Provide leadership in funeral arrangements for the deceased Muslims.
6. Provide Counseling to Muslim individuals and families.

Article VII – Finance

Section 1

The ICP shall always have a minimum of 3 separate accounts as shown below. More accounts maybe added as required for convenience of the treasurer

- 1- An Operations account.
- 2- A Zakat account.
- 3- A Cemetery/Funeral Arrangements Account

Spending from these accounts should obey the rule set at Article V

Section 2

The Executive Committee may accept any donation in any form from any source consistent with the purposes of the ICP and with the principles of Islam and complying US Government rules and regulations.

Section 3

The fiscal year shall begin in January 1st and end on December 31st of the same year.

Article VIII – Subcommittees

The Executive Committee can create subcommittees as needed, and appoint members to the various subcommittees and entities depending upon the need and ability of an individual to handle the required tasks. The tenure for the members of these subcommittees will be determined by the Executive Committee, after which the Executive Committee may decide to continue with the same members, add new members or re-shuffle the teams and re-distribute the responsibilities.

Section 1

Each subcommittee will be reporting to one of the Executive Committee member or the Imam. Each subcommittee will have its own chairperson as assigned by the Executive Committee. The chairperson of each subcommittee has the authority to call, preside over and adjourn the sub committee meetings and plan and conduct the subcommittee's work.

Section 3

No person shall be the chairperson of more than one subcommittees at the same time. However, a person can be a member of more than one subcommittee.

Section 4

The following are the subcommittees of ICP with high level roles and responsibilities:

1. Da'wah
 - a. Create programs to spread awareness of Islam in Schools, Churches, etc..
 - b. Distribute Qurans, Pamphlets, CDs about Islam to non-Muslims
 - c. Help new muslims by teaching them our religion and providing support as necessary
2. Zakat & Welfare
 - a. Ask the applicant to fill out Zakat application form
 - b. Validate with Imam that applicant qualifies for Zakat
 - c. If applicant qualifies, work with President and give check to the applicant
 - d. In Ramadan, buy and distribute food to the needy from Zakatul Fitr money
3. Funeral Arrangements
 - a. Have at least 3 Kafan in stock always
 - b. Contact cemetery and have the grave ready for the deceased
 - c. Contact funeral home and make necessary arrangements to wash the body
 - d. Help the family in the burial process
4. Maintenance
 - a. Create and maintain checklist of what needs to be cleaned in School, Gym, and Masjid daily and periodically
 - b. Supervise the cleaning crew of School, Gym, and Masjid and ensure place is cleaned satisfactorily and cleaning checklist is followed by cleaning crew

- c. Provide supplies and tools to the cleaning crew as required
 - d. Supervise the companies who clean snow, cut grass, and spray terminix
 - e. Maintain building schedule calendar and rent out Masjid basement to community as requested
5. Noor-UI-Huda Sunday Islamic School
 - a. Teach children about our religion and make them proud of their Islamic identity
 6. HAFS Quran Memorization Center
 - a. Teach children and adults to recite Quran with Tajweed and memorize it
 7. Peoria Muslim Club (PMC)
 - a. Arrange sporting activities for youth, brothers and sisters at dedicated times
 - b. Organize sporting tournaments
 8. Ramadan Arrangements
 - a. Prepare Iftar signup sheet
 - b. Prepare Ramadan prayer calendar
 - c. Help host in serving, setup and cleanup on all Iftar nights
 9. IT
 - a. Maintain ICP email list
 - b. Maintain ICP website
 - c. Upload weekly khutbas and announcements on ICP website
 10. MSA Building Management
 - a. Rent out MSA rooms to students
 - b. Collect and hand over rent to ICP Treasurer
 - c. If any maintenance is needed to MSA building, work with ICP Maintenance to fix it
 11. Future Projects
 - a. Masjid expansion project
 - b. Cemetery project
 - c. Creating waqf to make Masjid independent of donations as much as possible

Article IX – Meetings & Communications

All ICP Executive Committee and Advisory Council meetings are to be held after salatul Fajr, and exceptions can be done in case of emergencies and or to get maximum attendance. The communication flow and meeting information is shown in Appendix II.

Article X – Amendments

Section 1

The Executive Committee can introduce a proposal for specific amendment(s) based on the requests and requirements at the time. The Executive Committee shall call a General Body meeting within one month after the receipt of the proposed amendment(s). The call to the General Body meeting should include the proposed amendment(s).

Section 2

The proposed amendment(s) will be deliberated in the general body and all the opinions have to be heard before the amendments are approved by a two-thirds majority of the members present at the meeting

Section 3

Mutual consultation is applied as shown in Article I section 4 of this constitution.

Article XI – Elections process of choosing the members to serve the Muslim community

Section 1

The Executive Committee election process shall begin during the first week of December every year. The election time and date shall be set by the Advisory Council.

Section 2

The Advisory Council shall appoint an Election Committee comprised of three members to conduct the elections within three weeks. The members of the Election Committee shall be ineligible to run in the elections they are conducting.

Section 3

The Election Committee shall seek nominations of potential candidates until one week before the elections.

Section 4

Anyone who has been a member for more than six months and is in good standing may nominate, vote, and run in the elections. Members may not nominate themselves for candidacy.

Section 5

Starting in 2015, elections held in odd-numbered years shall be for three vacancies in the Executive Committee. Elections held in even-numbered years shall be for two vacancies in the Executive Committee. The terms of the elected individuals shall be two years.

Section 6

For a member to become a candidate, a member must be nominated by three other members.

Section 7

If the number of nominated candidates does not exceed the number of vacancies, the candidates shall be deemed elected to the Executive Committee.

Section 8

If there are fewer candidates than vacancies, the Advisory Council and the Executive Committee shall appoint an individual to the vacant position.

Section 9

Members are encouraged to nominate candidates based on the following qualifications:

1. A religious person possessing fear of Allah and good conduct,
2. A person who makes an effort to offer the obligatory prayers in congregation in the *masjid*,
3. A person who is committed to community service, and
4. A person who has lived in Peoria for at least six months prior to nomination.

Section 10

A person shall serve no more than two consecutive terms in the Executive Committee.

Section 11

The Election Committee members shall not campaign for or against any candidate.

Section 12

The President of ICP will be selected by the majority votes of the Advisory Council and the newly elected Executive Committee.

The President shall assign each of the elected members to their Executive Committee positions ~~posts~~ based on their interest and skills.

The newly elected Executive Committee shall assume charge on the first day of January.

Section 13: Handover

1. The outgoing Executive Committee members shall hand over all files, documents, and property of ICP the incoming members within thirty days of the elections.

A list containing unfinished business, outstanding accounts, and any other pertinent material shall be given to the succeeding members.

Article XII – Miscellaneous

Section 1

The ICP shall be registered as a non-profit religious organization. It shall be the responsibility of the General Secretary to do all the necessary paperwork in order to keep the registration active.

Section 2

If a member of the Executive Committee, Advisory Council, or any Sub-Committees or an auditor, is indicted or arrested or against whom a trial is pending in a State or Federal Court shall be immediately and automatically suspended from his duties till he is acquitted. If he is convicted after all appeals, if any, he shall be expelled from his office automatically.

If a member of the Executive Committee, Advisory Council, or any Sub-Committees or an auditor, conducts an act not in accordance to the Islamic moral system, then his authority shall be suspended until further investigation. Upon proven guilty of that conduct he shall be expelled from his office automatically.

Section 3

Inurement of Income: No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, Advisory council, or other private persons except that the Executive Committee shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 4

Legislative or Political Activities No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislations and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 5

Operational Limitations: Notwithstanding any other provisions of these articles, the Association shall not carry on other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501-c of the Internal Revenue Code of 1954 (or the corresponding provisions 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 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Article XIII – Constitution Adoption and Enforcement

Section 1

The Constitution shall be adopted and enforced, effective immediately after it has been approved by a simple majority of the total members present in the General Body meeting.

Article XIV – Dissolution of the ICP

Section 1

If a situation arises which makes the dissolution of the ICP inevitable, the Advisory Council shall call upon general body meeting for further action. Any assets that are left after meeting all liabilities shall be transferred to the North American Islamic Trust Inc.

Article XV – Headquarters/Properties

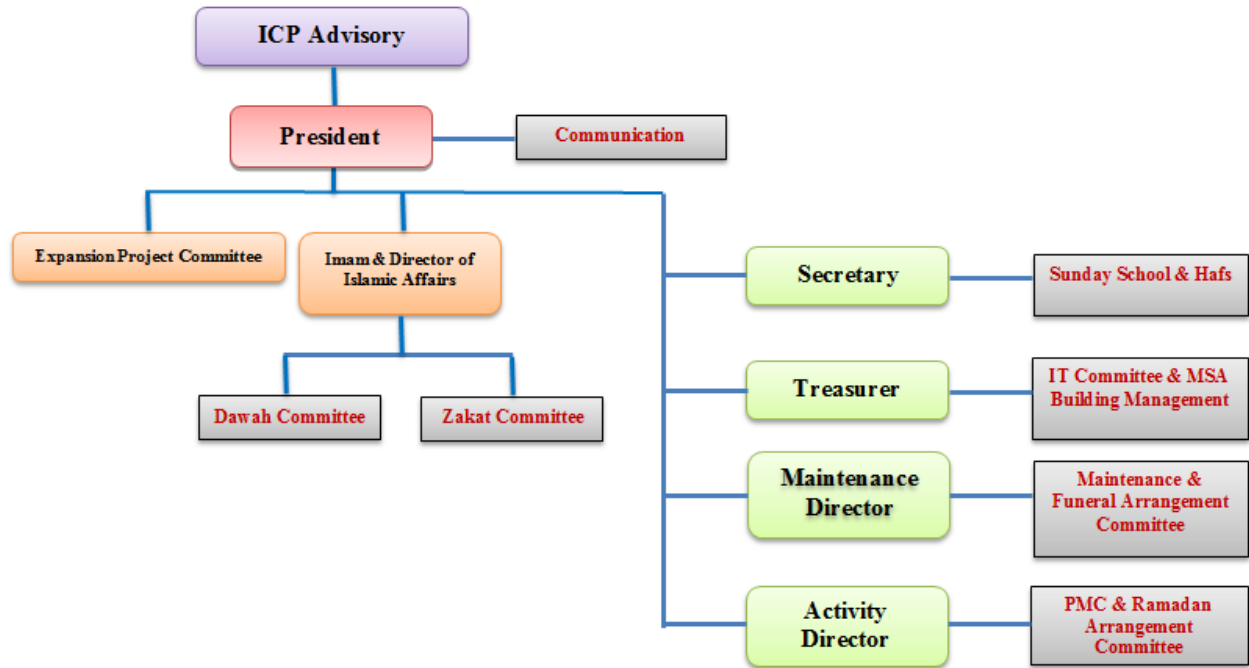
1. The headquarters of the organization shall be the Islamic Center of Peoria located at 4125 W. Charter Oak Road Peoria, IL 61615
2. Properties under the ICP control include the head quarters, the mosque and the land located at 25172 Spring Creek Rd. Washington, IL 61571 and the Islamic Student Society property on 1315 W. Main St. Peoria, Illinois.
3. The Islamic Center of Peoria has a Perpetual Exclusive Interment Easement agreement with Springdale Cemetery for interment or burial purposes of 650 graves within the Islamic Burial Site at St. Mary’s Road in Springdale Cemetery. Additional details are in the Real Estate and Permanent Interment Easement Agreement and in the Memorandum.

Constitution Revisions

Revision Version	History	Date	Description
1.0		12/27/2002	Initial version
1.1		10/07/2003	Updated Article VI - Executive Committee Section 1: Added the Maintenance Committee Director role and deleted the Activities Committee Director role. Section 11: Deleted the responsibilities of the Activities Committee Director and added responsibilities of the Maintenance Committee Director
1.2		12/07/2012	Article I; Updated Mission, organization structure and added decision making & communication flow Article II; Added affiliation with Daarul uloom school Article III; Modified membership criteria Article V; updated advisory council membership selection criteria Article VI; updated responsibilities of Executive committee to reflect current functioning Article VII; updated section 2 for receiving donations Article VIII; Updated entities and affiliates Article IX; Added Meeting & Communication guidelines Article XI; Updated Election process Article XIII; Updated misc section Article XIV; Updated Dissolution guidelines Article XV; Updated headquarters, acquired properties and sold properties, acquired cemetery burial rights All these changes were presented to the General body

		<p>meeting held on 12/07/2012. Br. Mir Ali proposed the motion for amendments and Br. Asim Uzzaman seconded the motion and no objections were raised and the amendments were approved.</p>
1.3	11/23/2014	<ul style="list-style-type: none"> - Amended “Article III – Membership “ to add the following: <ul style="list-style-type: none"> - Volunteering minimum 24 total hours per year in any of the ICP activities - Makes financial contributions to ICP as specified on the membership form - Automatic membership renewal to those who satisfy all membership criteria and if they are on automatic withdrawal program. - Amended “Article VI – Executive Committee “ to add the following: <ul style="list-style-type: none"> - Changing executive committee from 6 to 5 members. - Replacing Communication director with a permanent Sub Committee under President. - Amended “Article XI – Elections process of choosing the members to serve the Muslim community” to add the following: <ul style="list-style-type: none"> - Introducing a system of rotation where in even years 2 members, and in odd years 3 members will be open for re election instead of entire committee leaving - To be on election ballot an ICP member should be nominated by at least 3 other members instead of 1 member. - After election results, President to be selected by majority vote of Executive and Advisory

Appendix I
Guidelines on ICP Organization Structure



Appendix II

Guidelines on ICP Communication Flow and Meeting Information

These are the minimum suggested meetings for effective communication but committees can decide to meet more often as needed.

Meeting	Frequency
Executive Committee with Sub Committee Updates	Monthly
Executive Committee with Imam	Monthly
Executive Committee/Advisory Council/Imam	Quarterly
General Body Meeting	Twice a year
Executive Committee with Islamic Foundation of Peoria Shura	Yearly
Executive Committee with Daarul Uloom Board	Yearly