

*In the Name of Allah, Most Gracious, Most Merciful*

Praise be to Allah (God), the Lord of the worlds, and Peace and Blessing of Allah be upon His messenger Muhammad Ibn Abdullah, his family, his companions and his sincere followers.

This constitution was adopted on April 1, 1989 and revised on October 1, 1999.

**ARTICLE I: NAME, NATURE, AND AFFILIATION**

*Section 1: Name*

This organization is called the Islamic Center Tucson, Incorporation, hereinafter referred to as the ICT.

*Section 2: Nature*

This organization is dedicated to Allah, and its goal to please Him in accordance with the Qur'an and Sunnah. It shall be a center for the people of Sunnah and Jama'ah. Wherever the word Muslims comes hereinafter, its meaning is the People of Sunnah and Jama'ah.

*Section 3: Affiliation*

This organization shall establish and maintain continuous affiliation with Al- Huda School, Inc. and with the Islamic Society of North America, hereinafter referred to as ISNA, currently headquartered in Plainfield, Indiana.

**ARTICLE II: AIMS AND PURPOSES**

*Section 1*

The aims and purposes of the ICT are to (gain the pleasure of Allah) serve the best interests of Islam and the Muslims in the Tucson metropolitan area, but not limited to, southeast Arizona counties, enabling them to practice Islam as a complete way of life. Toward this end, the ICT shall, in cooperation with ISNA:

- A. Help the Muslims of southeastern Arizona area carry out Islamic programs and projects in accordance with guidelines of the Qur'an and Sunnah.
- B. Assist Muslims in organizing themselves for the entire spectrum of Islamic activities including, but not limited to, social, cultural, religious, and educational activities.
- C. Strengthen fraternal bonds and brotherly relations among Muslims.

- D. Mobilize and coordinate human and material resources in Muslim communities.
- E. Promote friendly relations and understanding between Muslims and non-Muslims in accordance with the teachings of the Qur'an and Sunnah.
- F. Endeavor to make Islamic teachings known to Muslims and non-Muslims, as in the Qur'an and Sunnah.
- G. Promote cooperation with other recognized Muslim organizations on state, regional, national, and international levels, in accordance with the guidelines of the Qur'an and Sunnah.
- H. Propagate Islam to Muslims and non-Muslims.

### ***Section 2***

Real estate purchased and donated to the ICT shall be held as a religious endowment (waqf), in accordance with the Trust Agreement, a copy of which is attached hereto. The North American Islamic Trust (hereinafter referred to as NAIT) shall act as a trustee, and the ICT shall be the beneficiary, pursuant to the terms of the Trust Agreement.

### ***Section 3***

The ICT shall maintain an office on the premises of the Center. The Muslim Student's Association, Tucson Chapter, Arizona (hereinafter referred to as MSA) and the Muslim Arab Youth Association (hereinafter referred to as MAYA) have the right to maintain their offices on the premises of the Center, given that MSA and MAYA are required to abide by the rules and articles of this constitution while on the grounds of the ICT or its premises. The ICT welcomes any cooperation or action with the MSA and/or MAYA in any Islamic Service or cultural activity, in accordance with the teachings of Islam as in the Qur'an and Sunnah and the Constitution of the ICT.

## **ARTICLE III: MEMBERSHIP**

### ***Section 1***

All Muslim living in the southeast of Arizona with generally acceptable practices, and sound Islamic beliefs as in the Qur'an and Sunnah, and who are in good standing within the Muslim community, and who are 17 years of age or older, and who accept the general policies of the ICT will be qualified for membership. Acceptance of membership shall constitute the member's agreement to strictly abide by and support the goals, objectives, constitution, rules and regulations of the ICT.

### ***Section 2***

Application for membership will be opened on the 1<sup>st</sup> Friday of May and will stay open until the last Friday of December of each year. The following steps must be taken by the secretary of the Executive Committee to meet the requirement of new voting membership in the ICT:

- A. Completion of an ICT membership application form.
- B. Payment of membership fees.
- C. Not to be a member of any group, club, or organization that is known to have enmity toward Islam or Muslims.
- D. Approval by the Board of Trustees (See Article IV) based on A through C above and Section 1 of this article.

### ***Section 3***

The amount of the membership fee shall be determined by the Board of Trustees (See Article VI) and shall be collected on an annual basis. It shall be the responsibility of the ICT to notify members when fees are due. Fee waivers for people who cannot pay, may be granted by the Board. The Board shall not increase the membership fee amount more than 20% per year without the approval of the Assembly (See Article V).

### ***Section 4***

All the voting members will constitute the General Assembly of the ICT.

### ***Section 5***

The Board (See Article VI) may suspend the voting of any member who has failed to pay the membership dues after fourteen calendar days of notifying him/her at his/her known address of the possibility of suspension.

### ***Section 6***

By majority, the Board (See Article VI) may suspend or cancel the membership of any member, according to the recommendation of the Executive Committee, if they find that such member is in violation of Islamic principles or the rules and regulation, of the ICT, or is involved in activities that harm or misrepresent Islam and/or the ICT.

### ***Section 7***

An appeal for suspension or rejection will be in writing and submitted within fourteen calendar days from his/her notification date to the Secretary of the Board of Trustees to be discussed with the presence of the Imam.

## **ARTICLE IV: ORGANIZATION STRUCTURE**

### ***Section 1***

The ICT shall have the following structure:

1. The General Assembly
2. The Board of Trustees
3. Executive Committee:
  - A. President to be elected.
  - B. Eight non-paid committee members to be elected: Treasurer; MSA representative; Da'wa coordinator; Social Affairs coordinator; Public Relations coordinator; Education & Youth coordinator; Maintenance and Cemetery coordinator; and Prison program coordinator. Each member would establish his own subcommittee after consultation with the Executive Committee.
  - C. The Executive Committee will elect a vice president and a secretary among themselves in their first meeting after election.

### ***Section 2***

In case of hiring an Imam-director, he will be President of the Executive Committee, and the current president will serve as the Vice President until the end of his due term. If the Imam is not the Director, he will be a member of the Executive Committee.

### ***Section 3***

In case of the existence of a hired Imam/director at the time of the election for the next due term, there will be no presidential election.

### ***Section 4***

None of the above organs has the power to violate the Shari'ah (the commands of Almighty Allah and His messenger (PBUH)).

### ***Section 5***

The General Assembly shall be the supreme authority over the affairs of the ICT as long as its decisions do not contradict the Shari'ah (Islamic Laws).

### ***Section 6***

1. The Board of Trustees shall be the chief policy making arm of the ICT.

2. The Board is also responsible for the overall supervision of the affairs of the ICT (See Article VI).

***Section 7***

The Executive Committee shall be responsible for:

1. The operation of the ICT.
2. The religious and social affairs and activities.
3. The organization and promotion of the educational programs in the ICT.

***Section 8***

Relationship among these organs shall be governed by this constitution and may be further defined by the Board of Trustees as needed.

**ARTICLE V: GENERAL ASSEMBLY**

***Section 1: Functions and Composition***

The Assembly shall:

1. Be comprised of all the voting members of the ICT.
2. Elect the Board of Trustees.
3. Elect the Executive Committee except the Imam who shall be hired, by the Board of Trustees, and the MAYA representative who shall be appointed by the MAYA headquarters.

***Section 2: Meetings***

1. Two regular meetings of the Assembly shall be held during each calendar year.
2. The above mentioned meetings of the Assembly shall be called for by the Chairman of the Board.
3. Extra-ordinary meetings of the Assembly shall be called for by the Chairman of the Board upon a signed, written request of 2/3 of the Board members or 1/2 of the total-voting members of the Assembly.
4. The notice of regular and extra-ordinary meetings of the Assembly shall be posted on the bulletin board at least two weeks prior to the meeting and shall also be announced after the Friday prayer that precedes the meeting.

5. The presence of one third of all the voting members shall constitute a quorum.
6. If the first attempt for holding a regular or extraordinary meeting fails to achieve a quorum, a second meeting shall be called within one month. The second meeting shall be in quorum regardless of the number of members present.
7. Decisions shall be made by a simple majority of the members present at a quorum meeting unless otherwise specified in this constitution. In case of a tie in voting, the side of the Chairman of the meeting shall prevail.

## **ARTICLE VI: BOARD OF TRUSTEES**

### ***Section 1: Composition***

1. The Board shall be composed of seven members residing in Tucson Metropolitan. The Board may also include two honorary (ex-officio) members, selected by the members of the Board from distinguished Muslim scholars from North America excluding Tucson.
2. At its first meeting, which shall be chaired by the Chairman of the Election Committee (See Article IX) and held within two weeks after its election, the Board shall elect from among its member a Chairman, and a vice Chairman. The Chairman of the Election Committee (See Article IX) shall not vote and shall leave the meeting after the election.
3. Board of Trustees members shall be elected every three years at the regular election time (See Article IX).

### ***Section 2: Function***

1. It is the highest administrative authority in the ICT. Its decisions, when the issue in question is approved by two thirds of the General Assembly, are binding to all the committees and people working in the ICT.
2. It supervises the implementation of the constitution. It is also the final reference in interpreting the constitution.
3. It sets the general regulations and policies of the ICT.
4. It approves the yearly plan for the ICT and its total budget.
5. It evaluates the performance of the executive committee.

6. It appoints the ICT Imam or Imam/Director for a term and responsibility specified in his contract. At the end of the term of the ICT Imam or Imam/Director, the Board shall decide whether to renew his term or appoint another ICT Imam/Director.
7. It hires a Certified Public Accountant (CPA).
8. It intervenes to settle any disputes which might arise in the ICT. Its decisions will be binding on all the parties involved.
9. By majority, the Board (see Article VI) may suspend or cancel the membership of any member, according to the recommendation of the Executive Committee. If they find that such member is in violation of Islamic principles or the rules and regulations of the ICT, or is involved in activities that harm or misrepresent Islam and/or the ICT.
10. It sets up plans to create new projects and to develop resources in order to financially support the ICT and its projects.

### ***Section 3: Meetings and Procedures***

1. The Board shall meet at least once every four months.
2. The Presence of four members shall constitute a quorum.
3. An extra-ordinary meeting may be called upon the request of any two members of the Board, or upon the request of the Chairman. Such extra-ordinary meeting shall take Place within fourteen calendar days of the request.
4. The Vice Chairman of the Board shall communicate a notice for a regular meeting to its members at least 5 days prior to the date of the meeting. A notice for an extra-ordinary meeting shall be communicated at least two days in advance.
5. Decisions shall be made by the concurrence of a simple majority of the members present at a duly constituted meeting unless otherwise specified in this constitution.
6. In case of a tie in voting, the side of the Chairman shall prevail.
7. The Board may invite to its meetings anyone for consultation or advice (without voting power) as it deems necessary.

### ***Section 4: Term and Removal***

1. In case of a vacancy, the General Assembly shall elect one member within one month to fill the vacancy.

2. A vacancy may occur at:
  - a. The death of a member, or
  - b. Leaving area of representation for more than six months, or
  - c. Tendering his resignation.
  
3. Any member of the Board can be suspended from office by a vote of at least two thirds of all the Board members (except the members in question) at any of its meetings by a secret ballot. Suspension can be requested if charges of a direct violation of the constitution, misuse or misappropriation of funds, or damage to the existence or interest of the ICT, by the action of the individual Board member are proven to be true to the satisfaction of the voting Board member. The suspended member has the right to make one appeal before the General Assembly in its next meeting, should he so requests.

#### ***Section 5: Duties of the Officers***

1. The Chairman of the Board shall:
  - A. Convene and preside over the meetings of the Board.
  - B. Execute the decisions made by the Board.
  - C. Advise the vice-chairman in the preparation of the agenda of the Board meetings.
  - D. Preside over the Assembly meetings.
  
1. The Vice Chairman shall:
  - A. Handle the correspondence of the Board.
  - B. Prepare the agenda for the Board meetings and distribute it three days in advance
  - C. In case of the Chairman's absence, he shall handle the Chairman's duties.

#### ***Section 6: Qualification of members of the Board of Trustees***

He must:

1. Be a member of the ICT
2. Have resided at least one-year residency in Tucson and have a firm commitment to work the full term.



3. Show total commitment to Islam as a complete way of life according to the Qur'an and Sunnah.
4. Be a practicing Muslim who is of good reputation.
5. Be at least 30 years old.
6. Not be an employee of the Center.

## **ARTICLE VII: EXECUTIVE COMMITTEE**

### ***Section 1: term and Removal***

1. The term of the Executive Committee shall be two years.
2. If an Executive Committee member resigns or is removed from office, the General Assembly shall elect one member within one month to fill the vacancy.

### ***Section 2: Qualification of the ICT Executive Committee:***

Member must:

1. Meet the qualifications of the Board of Trustees shall apply to the executive committee members (see Article VI, section 6) with the exception of the age.
2. Have good communication skills.
3. Have management and leadership skills.
4. Have a firm commitment to work their full term.

### ***Section 3: The Structure***

1. The ICT Executive Committee shall have nine elected members (See Article IV, Section 1,2, &3).
2. Failure of an executive committee member to fulfill any of the qualifications (section 2, above) or any officer duty (Article VII, section 5) shall give the Board the right to remove that member from his office.

3. If the person in “2” is the Imam, then the designated authorities will replace that person.

#### ***Section 4: Function***

The Executive Committee shall:

1. Be responsible for implementing the plans, programs, and Islamic activities that are approved by the Board.
2. Be responsible to the Board and the General Assembly.
3. Prepare quarterly or yearly plans for the ICT.
4. Hold a periodical meeting every month, and has the right to hold exceptional meetings upon the request of the president or three of its members, or upon the request of the Board.
5. Maintain a quorum in all of its meetings. Five members including the president or the vice president represent a quorum.
6. Appoint functional committees with well-defined, written functions and authority, as needed.
7. Report their yearly performance to the Board and the General Assembly and upon request from the Board.
8. Take decisions by simple majority vote. In case of equal votes, the side of the one presiding over the meeting shall prevail.
9. Have the right to invite anyone as a non-voting observer and/or consultant to its meetings.
10. Hold closed meetings, but have the right to have meetings open to Muslims.
11. Be responsible for the activities outside the Center and directed to localities of Muslims. Also to have the right to appoint an Amir to each of these localities.

#### ***Section 5: Duties of the Officers***

The Imam/Director shall perform all the president’s responsibilities, unless otherwise specified in his contract.

1. The President shall:

- A. Be responsible to the Board for the performance of the Executive Committee.
- B. Be in charge of the operation of the ICT and shall be responsible for and supervise all day-to-day operations of the Executive Committee.
- C. Call for and supervise all meetings of the Executive committee.
- D. Co-sign with the Treasurer or any other duly designated officer of the Executive Committee any deeds or contracts.
- E. Oversee all functional committees, formed by the Executive Committee.
- F. Report all activities and affairs of the Center in writing to the Board, semi-annually, and upon request.
- G. Delegate his responsibilities, in case of absence, to the vice president.
- H. Lead daily prayers or appoint qualified Muslims when necessary to lead the prayers.
- I. Become a voting member on the Al-Huda School Board of Education.

i) The Vice President shall:

- A. Resume the President's responsible in the event of absence of the latter.
- B. Take care of the duties delegated to him by the President.

ii) The Secretary shall:

- A. Prepare and post the minutes of all the Executive Committee meetings.
- B. Maintain records of all official correspondence that are handled to the Executive Committee.
- C. Obtain the agenda for the Executive Committee meetings from the members; and prepare and distribute it to the members two days in advance of the meeting.
- D. Prepare the list of applicants for membership and submit it to the President to obtain the Board's approval.
- E. Keep the records that show the current status of membership of the ICT.

2. The Treasurer shall:
  - A. Be responsible for all bookkeeping and financial transactions of the ICT and submit it to the ICT accountant (CPA) on a monthly basis.
  - B. Prepare and submit the required financial reports and budget to the Executive Committee quarterly, or upon request, which shall be posted and presented to the General Assembly Meeting.
3. The MSA Representative shall:
  - A. Be responsible for Muslim Student activities.
  - B. Be responsible for providing translation for multilingual activities.
  - C. Serve as a link between the ICT and Regional Representative of MSA.
  - D. Propagate ISNA's national activities, in co-ordination with ISNA Representative, if any.
4. The Da'wa Coordinator shall:
  - A. Coordinate with MAYA representative who serving as a link between the ICT and MAYA National Director.
  - B. Be responsible for educational activities for men and women such as, but not limited to, weekly lesson, weekly newsletter, semi-annual MAYA camps, and MAYA annual convention.
  - C. Be responsible for Da'WA programs for men and women.
  - D. Follow up on new Muslims.
5. The Social Affairs Coordinator shall:
  - A. Be responsible for social activities among the community such as picnics, wedding parties and helping the needy people.
  - B. Attend to the wellbeing of the needy Muslims.

6. The Public Relations Coordinator shall:
  - A. Be the spokesman of the ICT with media and the official authorities.
  - B. Be responsible for media watching.
  - C. Coordinate with the Islamic organizations such as CAIR and American Muslim Counsel (AMC).
  - D. Interact with non-Muslim organizations such as city council, churches, .etc.
  
7. The Education and Youth Coordinator shall:
  - A. Be responsible for the weekend educational programs.
  - B. Be responsible for the youth programs such as but not limited to fieldtrips, camps, games and sports activities.
  - C. Coordinate with Islamic Scout of America.
  
8. The Maintenance and Cemetery Coordinator shall:
  - A. Be responsible for the maintenance of ICT properties, i.e. cleaning, painting, sanitation, issuance of parking permits, ... etc.
  - B. Be responsible for maintaining, landscaping, and preparing the burial site.
  - C. Arrange for Ghusl, Kafan (shroud) of the deceased with the local mortuary.
  
9. The Prison Program Coordinator shall:
  - A. Meet the requirement of the State and Federal authorities. Past experience in the Program is highly recommended.
  - B. Execute the Program contract between the ICT and the contracted authorities.
  - C. Be responsible for recruiting enough personnel to run the program efficiently including the preparation of time sheets for the Treasurer in order to compensate the members.
  - D. Prepare and maintain a standard curriculum of Islamic education to be taught to the inmates.

## **ARTICLE VIII: FINANCE**

### **Section 1: Income**

- A. The ICT shall be a non-profit organization.
- B. Membership fees, contributions, donation, sales (e.g. books, tapes) and rentals are some of the sources of income for the ICT.
- C. The Board may accept any unconditional contribution for any project of the ICT in any form from any source consistent with the purpose of the ICT and the principles of Islam.

### ***Section 2: Bank Accounts***

The ICT shall maintain the following separate accounts:

- A. Expense account: This is an interest-free bank account for the ICT's current expenses. Regulating the funds to this account shall be approved by the Board.
- B. Project account: An interest-free bank account to keep donations that are collected specifically for any project approved by the Board of Trustee.

### ***Section 3: Authorization of Expenditures***

- 1. The ICT Executive Committee is authorized to spend the annual budget which has been already approved by the Board.
- 2. Checks have to be signed by two authorized personnel, that is the President and Treasurer. The Vice President may sign in place of either one in case of his absence.
- 3. Authorization for expenditures, which exceed the maximum limits of the ICT Executive Committee, shall be obtained from the Board.

## **ARTICLE IX: ELECTION OF THE BOARD**

### ***Section 1.***

Election of the Board shall be held once every three years on the 4<sup>th</sup> Friday of March (see Article IV, section 1).

The Executive Committee shall designate five voting members as the Election Committee: the Chairman and four members.

### ***Section 2. The Election Committee shall***

1. Acquire a list of voting members of the Assembly from the Secretary of the Executive Committee.
2. Announce a time, date, and place for elections, at least fourteen calendar days in advance.
3. Invite nominations for membership on the Board and announce a deadline for accepting such nomination. Only the voting members of the Assembly have the right to nominate, and no member shall nominate himself.
4. Scrutinize the nominations of those who are not voting members or do not meet the qualifications for the membership of the assembly (Article VI section 6).
5. Contact the eligible nominees to get their consent.
6. Post the names of eligible nominees on the bulletin board at least one week before the election time.
7. Every nominee shall be nominated by at least two members in order to be put on ballot.
8. The Election Committee shall not accept nominations of any position in both Board and Executive Committee.

### ***Section 3: Election Process:***

1. Each voting member shall acquire only one official ballot from the Election Committee.
2. Members of the Election Committee shall not campaign in favor of or against any nominee.
3. Members of the Election Committee shall have the right to vote as members.

4. Election shall be done by secret ballot.
5. The counting of ballot shall take place immediately after all ballots are cast. Any member of the ICT may be present during the counting process.
6. The Election Committee shall announce the results of the election as soon as the counting is done.
7. The seven candidates who receive the highest numbers of votes shall be the elected members of the Board.
8. In case of a tie that would affect the election results, the president of the election committee will conduct a drawing among the two and the winner will be the seventh member.

## **ARTICLE X: ELECTION OF THE EXECUTIVE COMMITTEE**

### ***Section 1***

Election of the Executive Committee shall be held once every two years on the 3<sup>rd</sup> Friday of April (see Article IV, section 1).

### ***Section 2***

1. The election committee shall be appointed by the Board in the same procedure as in Article IX, section 2.
2. The same conditions as in Article IX, section 3 apply to the Election Committee.

### ***Section 3***

1. The nomination process shall start on the first Friday of April and be closed on the second Friday at 2 p.m.
2. The election Committee shall take three days to obtain acceptance from the nominees.

### ***Section 4***

1. Each voting member shall acquire only one official ballot from the election committee.



2. Members of the election committee shall not campaign in favor or against any nominee.
3. Members of the election committee shall have the right to vote as members.
4. Elections shall be done by secret ballot.
5. The counting of ballots shall take place immediately after all ballots are cast. Any member of the ICT may present during the counting process.
6. The election committee shall announce the results of the election as soon as the counting is done.
7. In case of a tie that would affect the election results, the president of the election committee will conduct a drawing among the two and the winner will be the elected member of the Executive Committee
8. Each candidate who receives the highest number of votes shall be an elected member of the Executive Committee, representing the position for which he ran.

## **ARTICLE XI: AMENDMENT**

### ***Section 1.***

Proposals for amendments of the Constitution can be done in one of the following ways:

1. The Board of Trustees, by a majority vote, may propose amendments to the Constitution.
2. Any other proposal for amendment shall be signed by at least one fifth of the members of the ICT or thirty members of the ICT, whichever is larger, and submitted to the secretary by the Board of Trustee to call for Assembly meeting within one month.

### ***Section 2.***

Proposals for amendments that satisfy Section 1 above, shall be posted on the ICT bulletin board at least one week before the Assembly meeting.

### ***Section 3.***

The quorum requirement for voting on amendments shall be at least one half of the total members, and an affirmative vote by two thirds of the members present shall be necessary for the adoption of any amendment.

#### **Section 4.**

If half of the members are not present in a General Assembly meeting called for voting on the proposed amendment, another General Assemble meeting shall be called for the same purpose within four (4) weeks, and the present members at the meeting shall be quorum. The proposed amendment shall then be discussed, an affirmative vote of two thirds of the members present shall be necessary for adoption.

### **ARTICLE XII: AFFILIATION**

#### ***Section 1.***

Any local chapter of a branch of ISNA or other Islamic organization may become affiliated with ICT, provided that it fulfills the following conditions:

1. It has a constitution that is similar in principle with the aims and purposes of the ICT.
2. It has a bona fide membership of locally resident Muslims or Muslim students of an educational institution.
3. It conducts regular Islamic activities.
4. It files a written application with the secretary of the Board.

#### ***Section 2***

Such organization shall be called an Affiliate and shall be eligible to benefit from the ICT services and shall carry out activities and programs mutually beneficial for both the ICT and the affiliate organization. It shall have the responsibility of carrying out the decisions of the ICT in areas within its jurisdiction.

#### ***Section 3***

Upon written charges being brought against an affiliate and upon the filing of such charges with the Chairman, and upon a bearing thereof by the Board in a duly convened meeting, the Board may decide to suspend or expel the affiliate from the ICT by at least two thirds of the Board

## **ARTICLE XIII: DISSOLUTION**

Dissolution shall be affected in accordance with the Trust Declaration Agreement between the ICT (as beneficiary) and North American Islamic Trust, Inc. (as trustee), a copy of which is attached hereto.

## **ARTICLE XIV: ADOPTION ENFORCEMENT AND INTERPRETATION OF THE CONSTITUTION**

### ***Section 1***

The Constitution shall be adopted and enforced, effective immediately, after it has been approved by the Assembly and shall supersede any and all Constitutions previously in effect.

### **Section 2**

In any case of ambiguity regarding the interpretation of any provision of the Constitution or possible conflict between two or more provisions of the Constitution, the interpretation of the Board will clarify such ambiguities or resolve the conflicts.

## **ARTICLE (XV: CODE OF CONDUCT**

### ***Section 1***

All people attending the ICT shall conduct themselves in Islamic manners in compliance with the Qur'an and Sunnah. They shall refrain from raising their voices and from speaking offensively of anyone.

### ***Section 2***

No one has the authority to make announcements, distribute literature, or sponsor any gatherings on the grounds of the ICT or at any activity organized by the ICT without the prior written consent of the ICT President or the Chairman of the Board.

### ***Section 3***

Any Muslim who desires to speak to the Jama'a (Assembly) after Friday prayers shall seek the consent of the Imam and Director (President).

### ***Section 4***

All people attending the ICT shall comply with the following dress code:

1. A Muslim shall enter the Mosque wearing clothes according to the Islamic teachings.

2. Non-Muslim guests and visitors shall also exercise modesty.

***Section 5***

No smoking is permitted anywhere inside the Center.

***Section 6***

In the event that the Executive Committee becomes aware of any violations of the code of conduct set forth herein, the Board shall implement one or more of the following disciplinary actions at its discretion:

1. Advise the person.
2. Suspend the person's membership if the advice is not followed.  
Suspension can be lifted once the person corrects his action.
3. As a last resort, the violator will be barred from the grounds of the ICT.

***Section 7***

Visitors and speakers from abroad or outside the membership of the ICT do not necessarily represent the policies or the stand of the ICT.

**ARTICLE XVI: STANDING ORDER**

A. General:

1. No question or motion is in order that conflicts with the fundamental laws and principles of Islam.
2. No question or motion is in order that conflicts with the Constitution or bylaws of the ICT.
3. Before a member may make a motion or address the Assembly, he should obtain the floor; that is, he must raise his hand and be recognized by the Chairmen who should assign him the floor.
4. After a member has been assigned the floor he cannot be interrupted by another member or the Chairman, except by a:
  - a) Point of Order;
  - b) Point of Privilege;
  - c) Point of Information.

B. Main Motion:

1. Definition: A main motion is one that brings a particular subject before the Assembly.

2. Main motions should be submitted in writing just after they are made.
3. All main motions should be seconded. Any member can second a motion without obtaining the floor.
4. No main motion can be made when another main motion is pending.

C. Secondary Motion:

1. Definition: A secondary motion is one that may be applied to a main motion for the purpose of limiting the number of speeches or the time or closing debate on it.
2. Secondary motions can equally be applied to amendments pertaining to a main motion.
3. Secondary motions take precedence over the main motion or the amendments to which they pertain.

***Section 2: Amendments***

Definition: An amendment is one that is made to properly word a motion under consideration or to modify it so as to meet the approval of the Assembly.

1. All amendments should be seconded.
2. When an amendment is offered to a motion, the Chairman is required to ask the member who made the motion whether he accepts the amendment. If he does, then the amendment is incorporated into the motion and as such ceases to be an amendment.
3. An amendment can be amended itself but this “amendment of an amendment” (second degree amendment) cannot be amended.
4. The procedure outlined above should also be followed for second degree amendments.
5. Only one amendment of the first degree is permitted at a time and one amendment of the second degree.
6. Any number of amendments of both degrees can be offered in succession.

### ***Section 3. Point of Order, Privilege, Information and Appeal***

Any member upon standing and addressing the Chairman can raise the following points.

- A. Point of Order:
  - 1. Definition: A point of order is one that is raised to bring attention of the Chairman to these standing orders.
  - 2. A point of order can be raised only if the Chairman fails to follow the standing orders.
  
- B. Point of Privilege:

Definition: A point of privilege is one that, while having no relation to the pending question, pertains to the rights and privileges of the Assembly or any of its members.
  
- C. Point of Information:
  - 1. Definition: A point of information is one that is made to request or offer some information.
  - 2. If a member who has obtained the floor is interrupted, he should be asked by the Chairman whether he is willing to give or receive the information.
  
- D. Point of Appeal:
  - 1. An appeal may be made by any member of any decision or ruling of the Chairman.
  - 2. The Chairman is required to order a short explanation of his ruling immediately after an appeal is made.
  - 3. The appeal shall be put directly to vote without debate.
  - 4. If the appeal gets majority vote, the Chairman has to reverse his decision.

### ***Section 4: Voting***

- 1. The vote is taken by show of hands on all questions except rejection of office bearers in which the vote is taken by ballot.
- 2. The Chairman may appoint teller(s) to assist him in counting the votes.

2. The Chairman should announce the results of the voting immediately after they are known to him.
4. If there are equal numbers of votes for and against, the motion is not carried.
5. Any member may know the exact number of votes by raising a point of information.
6. The Chairman, being a member of the Assembly, may vote on any question.

***Section 5: Amending the Standing Orders***

These standing orders may be amended by a majority vote of the members present at a corresponding meeting.

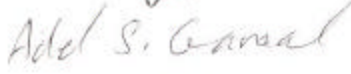
**Appendix**

During the first year of the amendment, the present Amendment Committee will serve as an advisory to the Board of Trustees regarding the interpretation of the constitution.


Approved by the General Assembly on Friday, October 1<sup>st</sup>, 1999.

THE AMENDMENT COMMITTEE

Dr. Fayez Swailem. 

Dr. Adel Gamal. 

Sheikh Bassam Obeid. 


Azzam Taleb. 


Ismail Zahlan. 

Dr. Abdulmunam Fella. 

Ali Alshowaish. 

BOARD OF TRUSTEES

Dr. Hamdi Ahmad. 

Rehmatullah Mir. 

Azzam Taleb. 