



CONSTITUTION AND BY-LAWS OF KELLER ISLAMIC CENTER (KIC)
In the Name of Allah, the Beneficent, the Merciful

ARTICLE I: NAME AND LOCATION

Section 1.1 Name:

Keller Islamic Center. Hereinafter referred to as KIC.

Section 1.2 Location:

3601 Keller Hicks Road, Fort Worth, TX 76244

ARTICLE II: PURPOSE, OBJECTIVES AND ACTIVITIES

Section 2.1 Purpose:

The purpose of the organization is to please Allah (SWT) by obeying His commandments. It shall invite all that is good, enjoin what is right and forbid what is wrong according to the Holy Qur'an and Sunnah. KIC shall be a non-profit, non-political entity, which shall qualify as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Services Code.

Section 2.2 Objectives:

1. Strengthen and enhance the faith of all Muslims in Allah (SWT), His Prophet Mohammed (Peace and blessing of Allah be upon him) and the Holy Quran.
2. Provide an atmosphere for children and adults where they can associate, learn and participate in Islamic activities.
3. Promote friendly relations and understanding between Muslims and non-Muslims.
4. KIC shall not have Objectives that may characterize it as an action organization as defined by the Internal Revenue Code and related regulations, rulings and procedures.
5. To provide Islamic education by setting up an Islamic School.

Section 2.3 Activities:

1. To arrange programs, lectures and similar activities to enlighten everyone by the words of Allah (SWT) and the teaching of Prophet Muhammad (PBUH), so as to grow and strengthen their faith, trust, hope and love.
2. Establish five (5) daily prayers, Jummah (Friday prayers), and Eid prayers in accordance with the teachings of Islam.
3. Endeavor to propagate Islam and actively engage in Islamic Dawah workutilizing all available means of communication.
4. Cooperate with other Islamic communities and institutions pursuing similargoals and objectives and shall foster communication, coordination and cooperation among such entities.
5. Endeavor to aid local, national, and international relief organizations, asapproved and permitted by the law.
6. Provide Community Center facilities.
7. Observance of Ramadan.

ARTICLE III: MEMBERSHIP

1. No formal membership is required. No application or membership criteria are set.
2. Any Muslim is free to come in, pray at the Masjid, join in and participate in activities hosted by the masjid.
3. KIC welcomes people of any faith to discuss matters on inter-faith or community improvements.

ARTICLE IV: ORGANIZATION:

KIC will be administered and managed by a Board of Trustees, referred to in this document as 'Shura' or 'Shura Committee'. The Shura shall be the highest executive governing body of KIC.

Section 4.1: Composition of the Shura:

1. The Shura shall consist of the following Office bearers of the Association:
 - a. President (Amir)
 - b. Vice President (Naib Amir)
 - c. Secretary (Naazim)
 - d. Treasurer (Khaazin)
 - e. Fund Raising Lead
 - f. Facility Improvement and Expansion Lead
 - g. Facility Maintenance Lead

2. The Shura has authority to create and dissolve various office bearer position(s) than those listed above, except for the position (a) through (d). For new positions created, the Shura retains the authority to appoint person(s) to the position(s).
3. All positions of the Shura may not be filled.

Section 4.2: Term of Shura Membership:

1. The term of Shura Membership is for a period of 4 (Four) years.
2. No member shall hold more than one position in the Shura.
3. If any vacancy occurs in the Shura during its term of Four years, the Shura will, by consensus, appoint another person to fulfill the vacated seat for the rest of the term.
4. No person may be selected to serve in a position on the Shura for more than two (2) consecutive terms. There shall be no limit on the number of non-consecutive terms.

Section 4.3: First Term of the Shura:

1. Within 30 (Thirty) days of adoption of these articles and by-laws the existing members of current Board of Directors of KIC will transition to be members in the new Shura. These members will select new Shura office bearers from among themselves.
2. The new and the first Shura Committee from Section 4.3.1 will continue until start of the next Fiscal Year as defined in Article 6.1. This interim period, though stated as First Term of Shura, will not count towards Four Years of the Shura under Section 4.2.1 above. Shura members will follow Section 4.4.1 for selecting new members.

Section 4.4: Expiration of Term of Shura:

1. At least 30 (Thirty) days and no earlier than 60 days prior to expiration of term, the Shura will meet to select replacement for retiring members of the Shura.
2. If such a meeting cannot be held for circumstances beyond the control of the Shura, the existing members may continue to serve until such time that the selection can take place. The term of new members and of the Shura will deem to start from the date of selection of new/replacement Shura members.

Section 4.5: Duties and Responsibilities of the Shura and Its Members:

1. Consistent with the Certificate of Formation for KIC, the management of the affairs of KIC is vested in the Shura.
2. The Shura shall develop and set the overall long-term vision and direction to achieve the objectives of the Association.
3. The Shura will be responsible for managing the day-to-day operations of the masjid, its facilities and activities of KIC.

4. The Shura shall determine and maintain the independence and integrity of the Association and its holdings, which will be consistent with the doctrines and concepts of Islam and in keeping with the best interest of KIC and this includes, without limitation, the right of the Shura to remove individuals and/or prevent the attendance of individuals who are acting in a disorderly or otherwise troublesome manner inconsistent with the interests of KIC as determined solely by the Shura of KIC.
5. The Shura shall resolve all disputes and adjudicate conflicts that affect the operations, administration, functioning of KIC.
6. The Shura shall have the authority to sell or lease out for a term longer than 5 (Five) years in any form the full or part of the real property of the Association located at 3601 Keller Hicks Road, Fort Worth, Texas, only after receiving a two-thirds majority vote and ratification of such decision from a meeting held for that purpose. A meeting for that purpose announced in two Friday prayers prior to the date of the meeting will be deemed sufficient and no objections to the decisions from that meeting will be entertained. Only the opinions of members of the community living within 20 miles of KIC will be considered for purposes of the meeting.
7. Any sale of the land of Keller Islamic Center will follow the process stated in Section 4.5.6 and also any restrictions stated in the deed of land transfer recorded with Tarrant County, Texas.
8. The Shura is authorized to rent or lease out any semi-permanent, permanent building or structures in its property for term less than 5 (Five) years.
9. The Shura is responsible for the legal, accounting and financial affairs of the organization. It may open and operate bank accounts. It may make, draw, endorse, accept, extend, execute and issue checks, promissory notes, bills of exchange and other negotiable or transferable instruments.
10. The Shura may review and audit financial statements and records of the Association, on a periodic basis, to ensure accuracy and integrity of the organization. The President and Treasurer of Shura will assist and facilitate any such reviews and audits.
11. The Shura shall be responsible for all employees of the Association. The Shura shall have the responsibility of hiring and dismissing employees. It shall also pay remuneration and provide benefits to employees.
12. This Shura may collect rent of the properties of the Association. It may hire or evict tenants, if and when necessary.
13. This Shura may create other committees, as they are required.
14. The Shura may receive and accept property, whether real, personal, or mixed, by way of gift, bequest, or devise from any person, firm, trust, or corporation, to be held, administered, and disposed of in accordance with and pursuant to the provisions of these Articles and the wishes of the giver. But no gift, bequest, or devise of any such property shall be received or accepted if it is conditioned or limited in such a manner as to require the disposition of the use, income, or its principal for any purpose other than the purposes set forth in Article II and III hereof; or as shall in the opinion of the Shura jeopardize the Federal Income Tax Exemption of this

Association pursuant to Section 501(C)(3) of the Internal Revenue Service Code of 1954, as now stands in force or afterwards amended.

15. The members of the Shura will not receive salaries, remuneration, compensation, or wages for the services they render to KIC. However, they may be compensated for necessary and reasonable expenses incurred in the services of KIC.
16. The Shura may request and accept services from volunteers in performing tasks required for operations of the masjid.

Section 4.6: Responsibilities for Specific Positions in Shura

1. President:

1. The President is also named as Amir. He is the head of the Shura Committee.
2. The President shall preside over all the meetings of the Shura and other meetings like Town-hall or Informational meetings.
3. Shall present an annual report to members of the committee and well-wishers of the masjid. This may be done by calling a Townhall meeting or through posting on the masjid bulletin board or other medium. In his absence the President may designate another member of the Shura to present the annual report.
4. Shall sign all documents on behalf of the Shura.
5. Shall cause the Treasurer to present the summary of income and expenses for the year and present budget for the next year.
6. Shall present half-yearly or annual reports of the activities of KIC to Shura and general audience in suitable meetings.
7. Shall sign documents on behalf of the Shura.
8. The President will implement all decisions made by the Shura.
9. Shall represent KIC to meet any Govt. officials, visiting delegations from other religious associations, neighbors etc. President may designate another member of the KIC for such meeting.
10. Authorized to spend not more than \$2000 in any given calendar month without approval of the Shura.
11. Shall cause different committees to be named and formed to serve the interests of KIC.
12. Make all logistical arrangements for review and/or approval of all the amendments to the constitution or Bylaws by the Shura in accordance with the Articles IX of the constitution.
13. Shall arrange for transfer of records and manuals to next President at end of term.
14. The President may execute any deeds, contracts, or other instruments authorized by the Shura.

15. Shall work with the Secretary and Vice President to arrange for nomination and selection of replacement/retiring members of the Shura.
16. Shall help the secretary in keeping records of all the affairs of the Shura.

2. Vice President:

1. In the absence of the President, the Vice-President, if any, may carry out the functions of the President with the approval of the President.
2. Perform any special assignment assigned by the Shura.
3. Shall be responsible for maintenance of the facility.

3. Secretary:

1. Shall prepare the agenda and coordinate the meetings of the Shura and other meetings and take minutes.
2. Shall be the custodian of the records of KIC and transfer the same to his or her successor.
3. Shall present the minutes of the previous meeting for approval.
4. Shall manage and coordinate all announcements, media relationships, community postings, web site contents and technical assets of KIC.
5. The Secretary will ensure that all legal, tax documents and forms are filed on time to keep KIC in good standing with local, state and Federal agencies.
6. The Secretary will document the agenda for Shura meetings in consultation with the President and other members.
7. The Secretary will monitor the progress of all committees, collect their meeting minutes and reports to brief the Shura.

4. Treasurer:

1. Treasurer shall be the head of the Finance Committee.
2. Shall maintain accounts of the receipts and expenses of KIC.
3. Shall maintain separate Ledgers for separate financial activities, including Zakat funds, Sadaqa, donations to the Masjid for upkeep and donation to the School.
4. The Treasurer can sign checks for amounts up to \$2000.00 for recurring and \$500.00 for non-recurring expenses. For amounts up to \$5000.00 the check must be co-signed by the President or chairman of the Shura or a member of the Shura designated by the Amir. For amount over \$5000.00, approval is needed from majority of the Shura.
5. Conduct banking activities on behalf of KIC, including making deposits and disbursements.
6. Provide the Shura monthly financial state of KIC. This information must also be published on KIC bulletin board for public access.

7. With the help of President or his designee, prepare and present the budget of KIC to Shura for approval.
8. At the end of each fiscal year the accountant shall have the accounts of KIC audited by an independent CPA.
9. At the end of his/her term the Treasurer shall hand over the accounts to his/her successor in good order.
10. Shall be responsible for cash counting which should be witnessed by another designated by Shura.
11. The Treasurer will be responsible for payment of pre-approved recurring expenses.
12. The Treasurer will mail end-of-year donation receipts to all donors.

5. Fund Raising Lead:

1. Responsible for planning and organizing events to raise funds for masjid's operation, expansion, construction and other activities.
2. Report to the President and the Shura on different planned activities.
3. Coordinates with the Treasurer to understand funding requirements.
4. Has the authority to ask for volunteers to assist with fund raising activities.
5. Be responsible to suggest names for persons and payments to be made to lead fund raising activities. However, the Shura reserves the authority to accept or reject the suggestions.

6. Facility Improvement and Expansion Lead:

1. Responsible for planning and organizing events to raise funds for expansion.
2. Acts as the lead to oversee, manage masjid construction activities.
3. Reports to the Shura on facilities' improvement, construction.
4. Coordinates activities with external consultants, engineers, architects that may be required for performing activities.
5. Maintains communication with the Treasurer on financial standing to fund improvement, construction activities.
6. Regular maintenance, operation, improvement of masjid structure is the responsibility of the Vice President and Facility Maintenance Lead.

7. Facility Maintenance Lead:

1. Responsible for overseeing regular maintenance and upkeep of facility.
2. Has authority to spend \$1,000 and get reimbursed for operation, maintenance and upkeep activities of masjid ground and facilities.

3. Works with the Shura in general and the Vice President in particular to discuss maintenance and upkeep work performed and needed on the masjid facility.

Section 4.6: Decision Making Authority:

1. All decisions by the Shura will be made in accordance with the Sunnah by consensus of the Shura members who are present.
2. If consensus cannot be reached, then the majority decision of the Shura members present in the meeting shall be taken.
3. If there is a tie, then the decision of the president or Amir of the Shura shall be final, and shall constitute the decision of the Shura.

Section 4.7: Expulsion of Shura Member:

The Shura may expel a member from its Shura Committee for actions deemed incompatible with the spirit and meaning of KIC and its constitution that includes:

1. Ceases to meet the requirements of Article II.
2. Does not attend three consecutive meetings without informing the Shura committee. The committee is to be informed in advance.
3. Failure to adhere to the Code of Ethics, exhibits conflict of interest, financial irregularities.
4. The person who may face expulsion will be served a notice via email or registered letter to contact and explain information requested. If no response is received within thirty (30) days of such notification or responses are not presented in person, the person's position to the Shura shall be deemed to have terminated.
5. If responses are received via mail or in-person, Shura members may consider the explanations and decide on the matter. Such decisions by Shura will be by consensus or by majority.

ARTICLE V: IMAM

Section 5.1: Appointment and Removal:

1. The Imam shall be appointed from time to time by a majority of vote by members of the Shura. The Shura will set compensation in accordance with the Imam's experience, skills, education, and such other factors as they shall deem relevant. The Imam should belong to one of the four schools (madhabs) of traditional Sunni Islam.
2. The Imam may be removed by a majority vote of the Shura.

Section 5.2: Roles and Responsibilities:

1. The Imam will serve as a religious advisor to the Shura, all committees appointed and approved by the Shura. The Imam is not a member of the Shura.
2. The Imam serves at the discretion of The Shura.
3. The Imam will maintain a good working relationship with the Shura.
4. The Imam agrees to abide by, and uphold the constitution of KIC.
5. A thirty-day written notice from the Imam or the Shura Committee can terminate the contract.
6. In the event that the Imam commits major sins or commits felony actions, this contract may be terminated immediately by the Shura.
7. This contract may be revised by mutual agreement of the Imam and the Shura.
8. In case there are disagreements in rulings, statements by the Imam and the Shura, the opinion of or decision by the Amir is final.

ARTICLE VI: FINANCE

Section 6.1: Fiscal year:

The Fiscal Year of KIC shall be calendar year. It will start from January 1st. and end on December 31st.

Section 6.2: Bank Account:

The Association shall maintain a non-interest bearing account with bank(s) in Alliance area. The Shura may decide on maintaining different accounts for different types of income and expenses – e.g., recurring expenses, construction, social activities etc. The Shura may designate who can operate the accounts and the signature authority over accounts.

Section 6.3: Certification:

The Shura shall appoint a Certified Public accountant to audit KIC accounts annually. Shura President or Amir shall present the report to the Shura Committee and other members of the community, as deemed fit and necessary.

ARTICLE VII: ARBITRATION:

1. The Shura will resolve all disagreements among its members through discussions.
2. If there are disagreements and matters cannot be resolved amicably, the aggrieved parties may ask Imams of local masjids or respected persons of community for arbitration and resolution. Such arbitration decision will be final and binding to all parties.

ARTICLE VIII: DISSOLUTION

1. The Association cannot dissolve itself or its assets without a unanimous decision of the Shura existing during that time.
2. Upon dissolution of the Association, the Shura shall after paying or making provision for the payment of all outstanding liabilities of the Association, dispose of all the assets of the Association, exclusively for the purposes of the Association to another Islamic Association as shall at that time qualify as an Exempt organization under Section 501©(3) of the Internal Revenue Code of 1954, as now in force or afterwards amended.

ARTICLE IX: AMENDMENT

1. These Articles of the constitution and bylaws may be amended by a majority decision of the Surah existing during that time.

CERTIFICATION OF SECRETARY

I certify that I am the duly elected Secretary of Keller Islamic Center and that the foregoing Amended and Restated Articles and bylaws constitute the Articles and Bylaws of the Keller Islamic Center. These amended and restated articles and bylaws were duly adopted by the Board of Trustees of Keller Islamic Center dated Feb 9, 2023

DATED: Feb 9, 2023

By: KIC Board of Trustees in meeting
on Feb 9 at KIC.

Name: Mohammad Asadul Haq
Title: Secretary

