

BYLAWS OF MUSLIM COMMUNITY OF NORTH EAST TENNESSEE

ARTICLE I: NAME

1. The name of the organization shall be MUSLIM COMMUNITY OF NORTH EAST TENNESSEE, to be abbreviated hereafter as M.C.N.E.T, MCNET for short.
2. A Muslim is defined to be a person who believes in the oneness of Allah and that the Prophet Mohammed (peace be upon him) is the Last Prophet.
3. Throughout this document the phrase Majlis-e-Shura (an Islamic Council or Shura Council) shall be used as a synonymous phrase for counselors of the Governing-Body and the word Amir (Community Leader) shall be used interchangeably with the word President.
4. No clause or an objective of this constitution will be repugnant to the Holy Qur'an and the Sunnah.

ARTICLE II: PURPOSE

SECTION 1: PURPOSE

The purpose of this organization is to unite the Muslims of North East Tennessee and surrounding areas under a single non-profit organization and build up an ideal Muslim community by following the Islamic teachings as described in the Holy Qur'an, the Sunnah, and the Shariah.

SECTION 2: OBJECTIVE

The overall objective of this organization is to strive to keep the spirit and practice of Islam alive among the Muslims in MCNET's service area. This objective is to be achieved irrespective of their national origins, color, sex, race or creed. The idea is to unite all the Muslims under a single non-profit organization, so that the Muslims of MCNET can have a sense of fellowship, tolerance, and better understanding of the spirit of Islam.

In order to achieve the above-mentioned objective, the organization will:

- A. Provide a bridge between the Muslim community and the community at large.
- B. Support activities that would increase practice and understanding of Islam among the Muslims, and introduce Islam to non-Muslims.
- C. Continue to improve the Halaqas (learning circles), Qur'an reading and the Islamic and Arabic teaching lessons, for the children and adults in an organized fashion.
- D. Establish and maintain a Community Center for the MCNET, which might include a masjid, library, meeting rooms, and other facilities.

ARTICLE III: MEMBERSHIP

SECTION 1: MEMBERSHIP ELLIGIBILITY

1. Membership in MCNET shall be open to all Muslims in the service area of MCNET (which includes Northeast Tennessee, Southwest Virginia, and surrounding areas of North Carolina), who believe in the tenets of Islam.
2. The person must be eighteen years of age or older.
3. The person must be a resident of MCNET area with verifiable proof of residency.
4. The person must complete membership application form and pay one-time membership fee of \$50.00 per family or \$10.00 for singles, due at the time of the application.

SECTION 2: REVOCATION/DENIAL

1. The Governing-Body may revoke the membership of any member if:
 - A. Member has knowingly given false information on his/her membership form.

- B. Committed an anti-Islamic action, or an action against the good interest of the community.
 - C. Committed a crime or inappropriate and unlawful action.
2. The Governing-Body may deny membership to any person not complying with the terms described in section 1 of this article.

ARTICLE IV: DONATIONS

There would be no compulsory donations required for membership in the organization. However, voluntary donations of any amount or contribution of any gift at any time would be most welcome. The Governing-Body will retain the authority to accept or reject any donation or contribution which might be questionable or controversial.

ARTICLE V: OFFICERS

SECTION 1: GOVERNING-BODY

- A. This organization shall be governed by the Governing Body (Shura council), which shall consist of seven members (five males, two females). The voters will elect a seven-member Shura Council (Governing Body). The newly elected Shura Council (Governing Body) members will elect the President among themselves. The President will assign the following positions; Vice-president, Secretary, and Treasurer with the consent of the Shura Council. Members of the Shura Council would represent the whole community and will act according to the guidelines set by the Holy Qur'an, the Sunnah, and the Shariah.
- B. None of the members of the Governing Body shall be entitled to any financial compensation or salaries during their time in office.
- C. Governing body (Shura Council) shall adhere to the Conflict of Interest policy as per Appendix A (attached).

SECTION 2: GOVERNING BODY ELECTION

- A. Election of the Governing Body (Shura Council) shall be done by general election by members of MCNET.
- B. Members of the Governing Body (Shura Council) should be persons whom MCNET members trust as their representatives by virtue of their:
 - i. Knowledge and practice or adherence to the principles and values of Islam
 - ii. Dedication to work and ability to contribute individually and collectively towards meeting the aims and objectives of MCNET
 - iii. Leadership qualities, piety, and good moral character.
- C. Any person nominated for the Governing Body (Shura Council) must be an active member of MCNET for at least nine months before being nominated, and must be a resident in the MCNET service area.
- D. An MCNET member cannot nominate himself.
- E. A nominee must be nominated by two MCNET members in writing. A nominee cannot be an immediate family member.
- F. A member of Election Committee cannot nominate or second a nominee.

SECTION 3: TERM OF OFFICE

The term of office of each member of the Governing Body shall be for two (2) Hijra (Islamic Calendar) years. However, one can be re-nominated in the Governing Body for next term, not to exceed two (2) consecutive terms at a time.

SECTION 4: OTHER COMMITTEES

The following or more committees may be formed for the smooth functioning of the organization:

1. Women's Affairs Committee
2. Community Center Committee
3. Halaqa Committee
4. Education Committee
5. Finance and Audit Committee
6. Recreation and Cultural Affairs Committee
7. Dawah Committee
8. Ad-hoc Committees for specific short-term projects or activities

The Amir (President), in consultation with the Shura Council (Governing Body) shall appoint the chairperson/s of these committees.

SECTION 5: ELECTION COMMITTEE

1. The election committee shall consist of three members.
2. This committee will be formed by the Governing Body (Shura Council), no later than four (4) weeks prior to the Eid-ul-Adha.
3. Members of this committee shall not be nominated to the Governing Body (Shura Council).
4. One of the three members shall act as the chairperson of the election committee.
5. Election committee will automatically dissolve after certifying the election results and handing over the election material to the current Shura.

SECTION 6: ELIGIBILITY TO VOTE

In order to vote, one must be a:

1. Member of the MCNET for at least one month.

SECTION 7: ELECTIONS

1. The election of the Governing Body for the new term shall be completed within two weeks before Eid-ul-Adha. The election committee shall declare the date for nomination submissions.
2. The Governing Body shall submit a list of eligible voters to the election committee prior to the start of election process.
3. On the Election Day, each eligible voter shall vote for candidates of his/her choice.
4. Election process to be completed prior to Eid-ul-Adha and results to be announced on the Eid day.
5. The voter will have the choice to vote either secretly or openly.
6. The seven candidates receiving the highest number of votes shall be elected to the Governing Body.
7. If less than 51% of eligible voters participate, then a runoff election will be held within two weeks of the original election and its result will be final regardless of participation.
8. The election committee shall announce the new Governing Body no later than two (2) days from the day of the election.
9. The new Governing Body (Shura Council) shall be sworn in within two (2) weeks after it has been announced by the Election Committee.

SECTION 8: WITHDRAWAL OR INCLUSION FROM/TO THE GOVERNING BODY (SHURA COUNCIL)

1. Any member of the Governing Body (Shura Council) may submit his resignation in writing to the Governing Body.
2. The next candidate with the highest number of votes in the previous election will automatically become the member of the Governing Body (Shura Council).
3. If there is no candidate available or willing to fill the vacancy, then within 30 days of the vacancy, the Governing Body (Shura Council) may choose a member of MCNET who fulfills the criteria in Article V Section 2, and make announcement to the community after the selection is final.

SECTION 9: REMOVAL OR DISMISSAL FROM THE GOVERNING BODY

The Governing Body may dismiss any of its members for any of the following reasons:

1. See Article III, Section 2.1.b
2. See Article III, Section 2.1.c
3. Failure to comply with the Constitution and By-laws of MCNET.
4. Failure to fulfill responsibilities, despite repeated reminders.
5. (a) Failure to attend three consecutive official meetings without acceptable excuse.
(b) Removal of any officer including the Amir (President) shall require the affirmative vote of six out of seven Governing Body (Shura Council) members.
(c) The vacancy so created shall be filled as explained in Section 8.

ARTICE VI: RESPONSIBILTIES OF THE MEMBERS OF GOVERNING-BODY

The Governing-Body (Shura Council) shall be the supreme authority in this community to take all decisions in accordance with the provisions of the Holy Qur'an, the Sunnah, and the Shariah, and shall also be responsible for implementing the decisions into actions.

SECTION 1: PRESIDENT

The President shall be responsible for:

- A. Directing, coordinating and general management of all the activities of MCNET, so as to achieve the organization's purpose and objectives.
- B. Acting as the spokesperson, representative, and correspondent for MCNET.
- C. Calling and presiding over/conducting all the meetings of the Governing-Body (Shura Council), any special meeting, and the annual general meetings of MCNET.
- D. Acting as the moderator/facilitator of different events and activities of the community.
- E. Executing all contracts and documents on behalf of MCNET on the advice of the Shura Council (Governing Body).
- F. Responsible for arranging the Friday khutba and other congregational prayers.
- G. (1) Appointing a member to lead regular prayers on the advice of the Shura Council (Governing Body).
(2) In the absence of any appointed person to lead the prayer, the attendees have the option to choose anyone among themselves to lead the prayer.
- H. Within the boundaries of the MCNET charter and bylaws, the President may make decisions in matters not provided in the MCNET charter and bylaws which promote the achievement of MCNET's aims and objectives. The Shura Council (Governing Body) has the right to review and approve these decisions.

SECTION 2: VICE PRESIDENT

The Vice-president shall be responsible for:

- A. Performing all the duties and responsibilities of the President in his absence.
- B. Producing and distributing a Newsletter on behalf of the organization.
- C. Editing and publishing Islamic literature.
- D. Organizing special programs and arrange for speakers.

SECTION 3: SECRETARY

The Secretary shall be responsible for:

- A. Notifying the Governing Body (Shura Council) about the date, time, and place of every meeting
- B. Notifying all the members in the community about the date and place of the Annual General Body Meeting, any special meeting, and any project or special activity.
- C. Preparing the agendas (in consultation with the President) for all the meeting of the Governing Body (Shura Council), Annual General Body Meeting, or any special meeting.
- D. Writing and maintaining detailed minutes of all the meetings.
- E. Presenting the minutes of the previous meeting for correction and approval at every meeting of the Governing Body (Shura Council).
- F. Communicating the decisions of all meetings to the appropriate person/s or organization.
- G. Preparing and presenting the annual report of all activities and projects of MCNET in the Annual General Body Meeting.
- H. Maintaining an updated directory including the names, addresses, phone numbers, and other relevant information about the members of MCNET.
- I. Establishing and maintaining a filing system for the organization.

SETION 4: TREASURER

The Treasure shall be responsible for:

- A. Collecting and depositing all the funds raised by or donated to the organization

- B. Maintaining detailed up-to-date and accurate records of all financial transactions and properties of MCNET.
- C. Providing detailed and up-to-date reports of the financial status/funds of MCNET at every meeting of the Governing Body (Shura Council) and in the Annual General Body Meeting.
- D. Preparing the annual budget of MCNET for the year, in consultation with the President and the Governing Body (Shura Council).
- E. Maintaining records to be audited by any government agency.
- F. Displaying monthly statements of revenue and expenses of MCNET on masjid notice board.

ARTICLE VII: FUNDS AND BUDGET

- 1. The funds of the Muslim Community of North East Tennessee must be deposited and maintained in a bank account.
- 2. Withdrawal from the account will need approval of at least two of the three authorized persons, from the General Body (Shura Council). One of them must be the President.
- 3. MCNET may invest its surplus funds according to Islamic Shariah.
- 4. MCNET shall not engage in any transaction business deals that involve interest (RIBA).

ARTICLE VIII: MEETINGS

SECTION 1:

- 1. The Governing Body shall meet at least once a month.
- 2. Meeting schedule will be announced to the community.
- 3. Governing Body (Shura Council) meeting will be open to registered members for observation only.
- 4. Observers will be required to leave when the Governing Body (Shura Council) is to discuss any sensitive issues involving individuals in the community.

SECTION 2:

Additional meetings can be held as and when required for special events, occasions or situations. Such meetings can be convened by the Amir (President) or at the request of two members of Shura Council (Governing Body).

SECTION 3: QUORUM FOR CONDUCTING BUSINESS

- 1. At least four of the seven members of the Governing Body (Shura Council) must be present in any or all of the meetings in order to be considered valid. One of them must be President or the Vice President in the former's absence.
- 2. Meeting will be presided by the President, or in his absence, the Vice president.
- 3. Governing Body decisions shall be made by simple majority.
- 4. The President will cast the tie-breaker vote in case of a tie.

SECTION 4: ANNUAL GENERAL BODY MEETING

- 1. A General Body Meeting will be held once a year. Additional meeting to be held if Shura Council (Governing Body) feels necessary. There is no quorum for the annual general body meeting.

SECTION 5: GRIEVANCES

- 1. Any registered member of MCNET can approach the shura council (Governing Body) anytime in case if they have an issue or conflict. Shura council (Governing Body) will address his/her concerns within thirty (30) days and may call for an additional Shura council meeting for this purpose.
- 2. In a situation if Shura council (Governing Body) is not able to resolve that issue or conflict then that member can call for a general body meeting by collecting thirty (30) signatures from registered MCNET members.
- 3. Once 30 signatures are collected then the Shura council (Governing Body) is obligated to call for a general body meeting within thirty (30) days and should inform the community at least two (2) weeks in advance.

4. A quorum of fifty-one (51%) of registered MCNET members must be present for this particular meeting to be valid. If less than fifty-one (51%) members show up then no meeting will be held and the issue will be closed.
5. If a quorum is established and meeting is held then the General body can decide with a 2/3rd majority and this decision shall be a binding on Shura council (Governing Body).
6. If general body decides to dissolve the existing shura council (Governing Body) and call for a new election then it will also need to appoint an election committee in that meeting and the election committee will conduct new elections within two (2) weeks. Until the new Shura council (Governing Body) assumes responsibility, the general body will appoint an interim committee of five (5) members to run the affairs of the Masjid.
7. Elections to held according to the Article V, Section 7.

ARTICLE IX

In the event of dissolution of the organization (Muslim Community of North East Tennessee), or the winding up of its affairs, all the assets and properties of MCNET shall become "Islamic Waqf" (endowment), and shall be transferred to the North American Islamic Trust (N. A. I. T.), as long as the said entity qualifies under the applicable "no profit" provisions of the IRS Section 501(C)3 (1954). Any real estate or property purchased, owned, or donated to the MCNET shall be transferred to the N. A. I. T.

ARTICLE X: OFFICE/ADDRESS

The principal office of this organization shall be 3010 Antioch Road, Johnson City, TN 37604. The former address was 1003 Division Street, Johnson City, TN 37601

ARTICLE XI: AMENDMENTS

Amendments to any or part of the sections or provisions of this constitution must be approved by 2/3rd voting members of MCNET.

Intent of such an amendment must be communicated in writing by any member to the President of MCNET. The President shall discuss the proposed amendment in the meeting with the Majlis-e-Shura (Governing Body). With the approval of the majority of the Majlis-e-Shura (Governing Body), the President shall convene a special general body meeting. An amendment, if approved, shall be incorporated in the existing Constitution/Bylaws within two weeks of the general body meeting.

BYLAWS SIGNATURE PAGE OF

Muslim Community of North East Tennessee, A Nonprofit Corporation

Adopted by full Board of Directors this 12th day of December, 2020.

Shakirullah Malik MD
 President
Maha Eldeeb
 Secretary
Shahid
 Treasurer
Shahid
 Director

[Signature]
 Director
[Signature]
 Director
[Signature]
 Director

APPENDIX 'A'

Conflicts of Interest Policy Muslim Community of North East Tennessee

Article I

Purpose

The purpose of the conflicts of interest policy is to protect the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with board delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has directly or indirectly, through business, investment, or family—

- a. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
- b. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2 below, a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her financial interest and all material facts to the directors and members of committees with board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts and after any discussion with the interested person, he or she shall leave the board or committee meeting while the financial determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing a Conflict of Interest

- a. An interested person may make a presentation at the board or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in a conflict of interest.
- b. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board or committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Conflict of Interest Policy

- a. If the board or committee has reasonable cause to believe that a member has failed to disclose possible actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the board and all committees with board-delegated powers shall contain:

- a. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committees decision as to whether a conflict interest in fact existed.
- b. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of votes taken in connection therewith.

Article V

Compensation Committees

- a. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- b. Officers and directors who receive compensation, directly or indirectly, from the Corporation, whether as employees or independent contractors, are precluded from membership on any committee whose

jurisdiction includes compensation matters. No officer or director, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI Annual Statements

Each director, principal officer, and member of a committee with board delegated powers shall annually sign a statement which affirms that such person--

- a. has received a copy of the conflicts of interest policy,
- b. has read and understands the policy,
- c. has agreed to comply with the policy, and
- d. understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Article VII Periodic Reviews

To ensure that the Corporation operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether partnership and joint venture arrangements and arrangements with management service organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Corporation's charitable purposes, and do not result in inurement or impermissible private benefit.

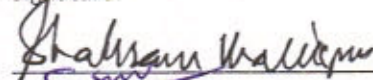


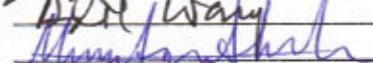
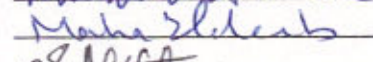
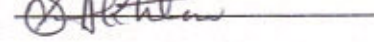
Article VIII Use of Outside Experts

In conducting the periodic reviews provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

Approved on: 12/01/2020 (Date)

Signature:

Printed Name

	SHAHRAM MALIK
	SINAN YAVAS
	ADIL WARSY
	MUDASSAR KHAN
	MAHA ELDEEB
	SAJIDA SIDDIQUI