



In the Name of Allah, Most Gracious, Most Merciful

# The Constitution of the As-Siddiq Muslim Organization of New York, Inc.

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*Amended Constitution  
August 28, 2010*

## **Article 1 – Name and Address**

The name of the Organization shall be the As-Siddiq Muslim Organization of New York, Inc., herein referred to as the ‘Organization’. The Organization shall be incorporated under the laws of the State of New York.

The postal address of the Organization shall be:  
P.O. Box 200712  
South Ozone Park, NY 11420

The physical address of the Organization shall be:  
117-25 133<sup>rd</sup> Street  
South Ozone Park, NY 11420

## **Article 2 – Aims and Objectives**

The aims and objectives of the Organization shall be to:

1. Uphold and propagate the teachings of Islam according to the revelations in the Glorious Quran and the Sunnah of the Holy Prophet Muhammad (ﷺ)
2. Promote, maintain and offer assistance for the educational, social, physical, economic and religious welfare of all Muslims.
3. Organize and promote unity, peace, tolerance and goodwill among Allah’s (ﷻ) creations.
4. Establish, maintain, and operate separate funds for specific purposes: the Masjid Fund, the Bait-ul-Mal fund, and the Zakah Fund and any other Special Fund(s) deemed necessary to attain the goals and objectives of the Masjid.
5. Print and publish a newspaper, periodicals, pamphlets books and any other materials deemed necessary for the promotion of the aims and objectives of the Organization.
6. Recognize, acknowledge, and offer awards to individuals or groups for meritorious service and/or achievements in academic, social, humanitarian or religious fields.
7. Undertake the execution of all trusts and acts as the Trustees for all endowments, bequests, and gifts.

8. Purchase, take, lease, exchange, hire or otherwise acquire any movable or immovable property.
9. Sell, manage, lease, mortgage, dispose, or otherwise deal with all or any part of the property of the organization, no sale shall be effected without the approval of the Trustees and the Executive Board of the Organization.

### **Article 3 – Membership**

1. All individuals shall be eligible to participate in the activities of the organization without being a financial member.
2. A Muslim is a person who believes in La illa ha illallah Muhammadur Rasoolulah (There is no one worthy of worship but Allah and Muhammad is His last and final messenger).
3. Any Muslim accepting the aims and objectives of the Organization and the provisions of this Constitution and its bye-laws and who belongs to the Ahle-Sunnah Wal – Jamaat shall be eligible to become a financial member of this Organization after filling an application and paying the prescribed membership dues. All financial members shall have the right to vote and to seek office.
4. Membership dues shall be determined by the Executive Board in the year after every new election.
5. The Executive Board shall have the right to reject an application for membership and/or to expel any member if it believes that acceptance of such application or the continuation of such a member is not in the best interest of Islam and the Organization.

### **Article 4 – The Executive Board**

#### Section 1

The Executive Board shall consist of the elected officers, board of trustees, and the elected executive members.

#### Section 2

The Executive Board shall handle the day to day business of the Organization. Each member of the Executive Board must attend at least one prayer per week in the Masjid.

#### Section 3

The regular meeting of the Executive Board shall be held at least once per calendar month.

### **Article 5 – Officers**

The following officers shall be elected from among the financial members:

1. President
2. Vice President
3. Secretary
4. Treasurer

5. Public Relations Officer
6. Assistant Secretary
7. Assistant Treasurer
8. Assistant Public Relations Officer
9. Three (3) Executive Members
10. Board of Trustees (consisting of three members)

## **Article 6 – Elections**

### **Section 1**

1. Elections shall be held on the last Sunday in the month of Rajab at such venue and time as the Executive Board decides.
2. Newly elected officers and trustees will begin to serve and officially take office on the first day of the month of Shaban.
3. An election committee of four (4) members including a returning officer shall be appointed by Trustees to supervise and conduct the elections according to the procedures set forth in the standing rules. This committee should be formed at least 90 days prior to the election.
4. A financial member is one who has paid and is up to date with the prescribed membership dues.
5. Officers shall be elected for a three (3) year term.
6. Trustees shall be elected for a five (5) year term.
7. Standing Rules
  - a. Election of officers shall be by simple majority vote either by secret ballot or by the show of hands.
  - b. A financial member shall be entitled to hold office in the Organization in an appropriate position provided that he or she is one with basic knowledge of the principles of Islamic jurisprudence (Sharia), of good Islamic adab, and supports the aims and objectives of the Organization. This person shall have been a financial member for at least three (3) consecutive years.
  - c. All financial members who have been registered with the organization for at least twelve (12) months and who are eighteen (18) years and older shall be eligible to vote. Each member shall have one vote per elected position.
  - d. The nominee for the post of President shall have served in the outgoing or a previous Executive Board for a period of at least three (3) years.
  - e. The nominee for the post of Trustee shall have served in the outgoing or a previous Executive Board for a period of at least six (6) years not necessarily consecutively.
  - f. The President shall not seek re-election if he has served for two (2) consecutive terms. He may seek re-election after the lapse of one (1) term.
  - g. All elected officers may seek re-election.

8. If there is controversy in electing any executive officer then the trustees will intervene and select someone for that position until such time that a bye election is held.

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## Section 2

### 1. Transition of Administration (newly elected Executive Officers):

The Trustees shall call a meeting of the Executive Board immediately following its installation. Attendees shall include the outgoing and incoming officers and the trustees. At this meeting the charter, files, deeds, seals, and all documents and data relating to the Organization shall be handed over to the newly elected officers by the trustees. The Trustees shall have in their possession at least one week prior to the elections the charter, all files, seals and all documents and data relating to the Organization.

### 2. Transition of Administration (newly elected Trustees)

The President shall call a meeting of the Executive Board immediately following the election of the new Trustees. Attendees shall include elected officers and the outgoing and incoming trustees. At this meeting all documents and data relating to the Organization in possession of the outgoing Trustees shall be handed over by the President to the newly elected trustees. The President shall have in his possession at least one week prior to the elections all related items and documents of the Organization which were held by the Trustees.

## **Article 7 – Duties of Officers**

### Section 1

The President Shall:

1. Work for the promotion and advancement of the Organization and for the implementation and enforcement of the Constitution.
2. Plan and execute appropriate programs for accomplishing the aims and objectives of the Organization and to assume responsibilities for the overall management of the Organization.
3. Represent or arrange for his representation in activities conducted with individuals or other organization in consultation with the Executive Board.
4. Convene and preside over all meetings of the Executive Board and the annual General Meeting.
5. Set up functional committees, appoint committee chairpersons, and assign special duties and responsibilities to these committees with approval of the Executive Board. In addition he shall coordinate the work of all committees.
6. Present the Annual Report of the Organization to the annual General Meeting.
7. Co-Sign all checks with the Treasurer of the organization.

## Section 2

The Vice-President shall:

1. Assist the President in the performance of his duties.
2. Assume the functions of the President when he is absent.
3. Chair at least one standing committee.
4. Cosign checks with the Treasurer in the absence of the President.

## Section 3

The Secretary shall:

1. Take notes and prepare formal minutes of all executive meetings.
2. Prepare the agenda for Executive Board and General Meetings in consultation with the President.
3. Keep and maintain all records and documents of the organization entrusted to him.
4. Perform the duties of the Vice President in his absence.
5. Cosign all checks with the Treasurer in the absence of the President and Vice-President.
6. Maintain a current list of all financial members and those who volunteer their services to the Organization.

## Section 4

The Treasurer shall:

1. Maintain the account books of the Organization and arrange for their audit by an auditor appointed by the Executive Board at the end of the fiscal year.
2. Collect, receive, and deposit all monies payable to the Organization including membership dues, contributions and any donation in the appropriate bank account of the Organization.
3. Authorize and manage individuals to collect monies for specific purposes with the approval of the Executive Board.
4. Manage, account for, and track non-monetary assets of the organization.
5. Be responsible for all accounts payable transactions (check and/or cash) of the organization and cosign all checks on behalf of the Organization.
6. Present the audited Annual Financial Report of the Organization to the Annual General Meeting and a monthly unaudited report to the Executive Board.

## Section 5

The Public Relations Officer shall:

1. In conjunction with the Secretary, prepare and distribute all external general communication of the Organization (e.g. press releases, web site, periodicals, etc.) approved by the President.
2. Acts as chief liaison officer to other religious, governmental and non-governmental organizations.

3. Consult with the President in preparing and delivering announcements at the Jumma, Eid prayers, during Ramadhan and other appropriate occasions.
4. Make periodic visits to members of the Jamaat to seek out the poor and needy and recommend appropriate assistance.
5. Assist without any personal material benefit by referral all members of the Muslim community in marriage, funeral, and other services.
6. Perform all of the above duties in accordance with the aims and objectives of the Organization.
7. Be personally liable for any action or speech opposed to the aims and objectives of the Organization which can result in suspension or removal from the position.

#### Section 6

The Assistant Secretary, Assistant Treasurer and Assistant Public Relation Officer shall:

1. Assist the Secretary, the Treasurer, and Public Relations Officer respectively in the performance of their duties.
2. Assume the duties, responsibilities and authority of the Secretary, Treasurer and the Public Relations Officer respectively during their absence.

#### Section 7

Executive Members shall:

1. Participate actively in all meetings of the Executive Board.
2. Serve on at least one standing committee.
3. Assist in the overall operation of the Organization.

#### Section 8

The Trustees shall:

1. Hold in trust and serve as a custodian of all the capital, movable and immovable assets of the Organization.
2. Maintain, use and liquidate such assets of the organization in accordance with the principles of Islamic jurisprudence and the intent of this Constitution.
3. Ensure there is effective leadership and conduct amongst the executive officers and Imam(s). If in the opinion of the trustees any officer conducts himself or herself in direct opposition to the principles of Islamic jurisprudence and/or the aims and objectives of the Organization such individual(s) shall be suspended pending an investigation and may face a reprimand, warning, suspension, or immediate expulsion. Such conduct may include disorderly behavior at meetings, dishonesty, false propaganda, and working against the interest and principles of the Organization.
4. Have the ability to call and chair (with the chairman selected from amongst them) an emergency meeting of the Executive Board.
5. Participate actively in all meetings of the Executive Board.
6. Serve on special committees.
7. Assist in the overall operation of the Organization.

## **Article 8 – Role and Functions of the Imam and Muazzin**

The Executive Board and Trustees shall select the Imam and Muazzin for a term of three (3) years under contract with option of renewal. The Executive Board can determine appropriate monetary compensation for these positions. Both the Imam and Muazzin are entitled to two weeks of paid time off per year. The Imam may choose the assistant Imam(s) with the approval of the Executive Board to assist him in the performance of his duties.

### Section 1

The Imam shall:

1. Attend to all spiritual and religious matters of the Organization including:
  - A. Chair the Religious, Social and Educational committee.
  - B. Prepare and deliver the Khutba (sermon) at the Jumma (Friday prayer) and Eid prayers. The Imam also has the ability to select another qualified Muslim to deliver these sermons and shall notify the President of such decision prior to the delivery of the sermon.
  - C. Lead the 5 daily prayers at least five days per week.
  - D. Officiate at aqeeqah, marriage, divorce, funeral and other services requested by members of the Organization.
  - E. Invite others to Islam and give the Shahada to new converts.
  - F. Manage classes and teach Arabic, the Quran, and the fundamentals of Islam at the Organization's madrasah (school).
2. Raise and solicit funds on behalf of the Organization with the written approval of the Treasurer.
3. Officially make addresses only on spiritual and religious matters.
4. Advise the Executive Board on spiritual and religious matters.
5. Delegate and supervise the Assistant Imam(s) in the discharge of their functions in his absence.

### Section 2

The Muazzin shall:

1. Make the Azan (call to prayer) five times daily at least five days per week.
2. Clean the mussallah and common area(s) of the Masjid.
3. Participate in the Management Committee as a standing member.
4. Provide the Management Committee with a report on the day to day activities at the Masjid.

## **Article 9 – Standing Committees**

There shall be three standing committees of the Organization. Each committee shall comprise at least 3 members two of who must be executive officers. All committee members must be approved by the Executive Board. Each committee must appoint a scribe to record minutes of meetings.

### Section 1

#### **Finance and Fundraising Committee**

This committee shall be responsible and accountable for developing short and long-term plans for fund raising activities to meet the recurrent and capital needs of the Organization. Furthermore this committee shall ensure the execution of said plans. The Treasurer shall chair this committee.

### Section 2

#### **Religious, Social and Education Committee**

This committee shall develop and implement programs and plans to meet the needs of the community in accordance with the Shariah. The Imam shall chair this committee. The Public Relations Officer shall be a member of this committee.

### Section 3

#### **Management Committee**

This committee shall be responsible and accountable for the day to day operation of the Organization and maintenance of all the tangible assets of the Organization. The Vice President shall chair this committee. The Muazzin shall be a member of this committee.

### **Article 10 – As-Siddiq Women’s Council**

This Council shall operate as an auxiliary arm of the Organization. This Council shall adopt the Constitution and bylaws of the Organization. The chairperson, scribe, and four other members shall be elected from amongst the female members by a simple majority. The Council shall support and take an active role, as appropriate, in the plans and activities of the Executive Board. The scribe shall keep a written record of their regular bimonthly meetings. In addition the Council shall plan, organize and implement a program of activities for the female members of the Organization in accordance with the goals and objectives of the Constitution. Such plans shall be approved by the Executive Board. The Imam shall be the liaison between the Women’s Council and the Executive Board.

### **Article 11 – Donations and Contributions**

#### Section 1

#### **Minimum and Maximum Donations**

All donations and contributions will be accepted by the Organization. There shall be no minimum or maximum amount of donations or contributions.

## Section 2

### **Issuance of Receipts**

A signed numbered receipt shall be issued by the Treasurer or his delegates for all monies collected by the Organization whether received through the mail, from individuals or any other source.

## Section 3

### **Collections from Congregations**

All monies collected in a box or by means during a congregation shall be counted by at least two members of the Finance Committee and signed numbered receipts given to donors upon request.

## **Article 12 – Meetings and Quorums**

### Section 1

#### **Quorums**

The quorums for meetings shall be as follows:

- A. General Meetings – At least 50 members or one quarter of the membership
- B. Executive Meetings – At least 7 elected officers
- C. Special Meetings – At least 7 elected officers

### Section 2

#### **Meetings**

The frequency of meetings shall be as follows:

- 1. General meetings shall be held on the second Saturday in the month of Ramadhan.
- 2. Executive Meetings shall be held at least monthly.
- 3. Special meetings shall be convened as necessary.

## **Article 13 – Conflict of Interest**

### Section 1

#### **Conflict of Interest**

Any registered member or officer who is deemed to have a conflict of interest by the Organization shall be asked to resign or face expulsion from the Organization membership.

## Section 2

### **Misconduct**

If in the opinion of the Executive Board and Trustees any member conducts himself or herself in a manner that will discredit the Organization such individuals shall be suspended pending an investigation and may face a reprimand, warning, a suspension or immediate expulsion. Such conduct may include disorderly behavior at meetings, dishonesty, false propaganda, and working against the interest and principles of the Organization.

## Section 3

### **Return of Property**

Suspended or expelled members must promptly return to the President all property in their possession belonging to the Organization.

## Section 4

### **Absent Executive Officers and Trustees**

Elected officers who absent themselves without leave for three (3) consecutive regular monthly meetings shall be deemed to have abandoned their position on the Executive Board. A by election will be held to fill the vacant position.

## **Article 14 – Amendments**

### Section 1

#### **Notice of proposed Amendment(s)**

Proposed amendments to this Constitution shall be submitted in writing to the President of the Organization at least ninety (90) days before the annual General meeting.

### Section 2

#### **Approval of the Executive Board**

The President shall submit such proposed amendment(s) to the Executive Board for consideration. Approval by at least a two-thirds majority is required to submit the proposed amendment(s) to the Annual General meeting.

### Section 3

#### **Approval by the General Membership**

Any amendments approved by the Executive Board shall be submitted to the General Membership meeting for a vote and final approval by simple majority.

### **Article 15 – Dissolution**

Should the Organization be dissolved, all assets remaining after the satisfaction of all obligations of the Organization shall be distributed for the purposes within the scope of Internal Revenue Service Code 501(c)(3) or amendments thereof.

### **Article 16 – Holding Elected Office**

Any elected member who holds an office in the Organization will be allowed to hold membership only but not an elected office in other Muslim similar organizations.

## Document History

1. February 20, 2010 Document recreated in electronic format.
2. August 28, 2010 Amended Constitution Reviewed and approved at General Meeting.
- 2-3. March 26, 2011 Proposed changes from Fahim Rafeek drafted into constitution.