

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

IN THE NAME OF ALLAH, THE MOST GRACIOUS, THE MOST MERCIFUL

MASJID



AS-SALAM

2824 Kennedy Blvd, Jersey City, NJ 07306

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THE BYLAWS OF  
MASJID AS-SALAM  
(Jersey City, NJ)

[As updated, amended and approved on Friday, August 26, 2016]

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## **ARTICLE I: The bylaws**

Whereas we, Muslims of Jersey City, NJ who attend Masjid AS-Salam, recognize Islam as a total way of life and have pledged to endeavor practicing it as such. We do hereby adopt these Bylaws and establish an organization known as Masjid AS-Salam. The bylaws must not conflict with the Masjid's principle of the Qur'an and Sunnah.

The bylaws are sets of rules to govern and control the actions and relationships between Masjid AS-Salam's Boards, Congregation, and other workers or individuals.

The bylaws shall not be altered or replaced without the approval of the majority of the Congregation members by secret ballots during an extraordinary Congregation's meeting.

## **ARTICLE II: The Organization Name**

The name of the organization as addressed by these bylaws is Masjid AS-Salam, INC.

The name will be referred, herein, by "the Masjid".

## **ARTICLE III: Location**

A) The Masjid is located at 2822-2826 Kennedy Blvd, Jersey City, NJ 07306

B) This location is designated for the Masjid's duties, required works, and to store and save all necessary documents.

C) The Masjid may use additional locations, if needed, to perform the duties according to the regulations and with the approval of the Congregation.

## **ARTICLE IV: The Property (s)**

- The Masjid's assets and revenues are not transferable to any of its members, their family members or relatives, or anyone else.
- The Masjid's organization owns all of its properties. None of the properties is to be sold, rented, given away, moved, or relocated.
- Only the three business stores located in the main building can be rented according to the New Jersey real estate laws. The rental process is governed and approved by the Board of Trustees and the Board of Directors.
- In the case of disaster or the loss of the property(s) due to area's development or other circumstances that may cause the property(s) not to be suitable for the Masjid's functions and must be relocated, the property(s) must be relocated within Jersey City community area or the very close neighborhoods such as Bayonne, North Bergen. The decision must be approved by four out of five members of the Board of Trustees, four out of five members of the Board of Directors, and 75% (seventy-five percent) of the Congregation members.

## ARTICLE V: Principle

- All interior and exterior duties and communications between the boards, the managers, the Congregation members, and community's members must be governed by and performed according to the Islamic Constitutions that are defined by The Qur'an and Sunnah as understood by the righteous Muslims; the Prophet's (Prophet Muhammed, peace upon him) companions and their followers.
- The Masjid shall abide by the United States federal laws and New Jersey State's laws.
- The Masjid is registered as a non-profit organization and none of its members shall seek financial benefits or personal material benefits arising out of their work with the organization.

## ARTICLE VI: Purpose

The purposes of establishing Masjid AS-Salam organization are as follow:

- Arrange and hold congregational prayers for Muslims.
- Propagate the Islamic education among all persons, irrespective of their gender, faith, creed, color or belief.
- Undertake and engage in religious, charitable, and educational activities.
- Promote friendly relations between Muslims and non-Muslims.
- Foster a Muslim community based on Islamic principles of brotherhood, the pursuit of knowledge, equality, mutual help and Islamic teachings of peace, love, and justice.
- Cooperate with other Islamic organizations, for similar purposes, in achieving these goals and engage in other activities to fulfill the purposes and objectives of Masjid AS-Salam.

In order to fulfill the purpose and mission, the Masjid shall:

1. Help Muslims of Jersey City and other areas learn and practice the religion of Islam, its values, and standards.
2. Conduct religious, social, cultural, and other activities in accordance with the traditions of Islam.
3. Arrange and hold regular congregational prayers and Islamic religious festivals at appropriate times.
4. Present to non-Muslims the religion of Islam, pure and free from distortion, and cherish the understanding between Muslims and non-Muslims in accordance with Islam.
5. Cooperate with and support Islamic organizations that promote the practice and establishment of Islam, and unity of Muslims.

Masjid AS-Salam is organized, and will be operated, exclusively for religious, educational, and charitable purposes.

## ARTICLE VII: Main Organizational Structures

The main structure of the organization consists of:

- 1) The Congregation Members
- 2) Board of Trustees
- 3) Board of Directors
- 4) Center Manager
- 5) Imam

## ARTICLE VIII: Administrative Requirements

The Masjid shall hire an accountant and a lawyer to keep track and record government documentations such as filing taxes, hiring employees, maintaining the certificate of occupancy (CO), maintaining the non-profit certification, and other required documentations.

## ARTICLE IX: The Congregation

The Congregation is the highest administrative council in the Masjid and shall consist of those who are Muslims and frequently present at the Masjid for daily prayers, as well as those who provide valuable support to the Masjid with their resources, expertise, or efforts.

### Membership

#### Section 1

A Masjid member shall:

- Be a Muslim who agrees to obey the practices of the Masjid
- Abide by the Bylaws of the Masjid.
- Be a resident of Hudson County. However, non-residents of Hudson County who are active and known to the community could be considered Masjid Members with the approval of Board Trustees or Board of Directors.

In addition, any person who is proven to donate to the Masjid an amount that is equal to or greater than the membership fee may be considered as a member.

All members must fill in the membership application.

#### Section 2

An applicant or renewing Masjid Member shall believe in the basic beliefs of the Islamic faith, specifically:

1. Belief in Allah (SWT)
2. Belief in the Angels
3. Belief in all of the Prophets (PBUT) and Muhammad (PBUH) as the last of the prophets
4. Belief in the Books of Allah (SWT)
5. Belief in the Day of Judgment
6. Belief in al-Qadaa and al-Qadr

#### Section 3

The masjid is open for everyone who follows these Bylaws. However, a Masjid Member must belong to the Ahl-as-Sunnah Wal-Jamaah and according to the description of Section 1 and 2 of this Article.

#### Section 4

A member must be at least 18 years old or older.

#### Section 5

A member/applicant must:

1. Be a US lawful resident.
2. **Abide by the US laws and must have clean background records without any legal issues (not convicted of any federal or state felony).**
3. Be known to the community with good manners, reputation, and moral characters.

4. Be available upon request and when needed for meetings, votes, decision making and others.

## **Section 6**

A new applicant or a renewing member must pay the membership fee to continue as a Congregation member and maintain his or her rights. For those who are in financial difficulty, a payment plan shall be arranged between the individual and the Board of Directors.

The Board of Directors may investigate the membership waiver for those who cannot afford the membership. The Membership is annual. It starts the first day of January and ends the last day of December of the same year. The membership fee is \$10 (ten dollars) per month. The member shall pay the full year before it ends. The total annual membership fee is \$120 (one hundred twenty dollars).

Following the adoption of these bylaws, the member must pay at least 50% of the annual membership fee in order to be legible to participate in the first election.

The membership fee is subject to change with the approval of the Congregation members. Members of the same family may receive a discount as indicated and agreed by the Board of Directors and Board of Trustees.

## **Section 7**

The term of Congregation members shall be one calendar year. It starts on January 1<sup>st</sup> and ends on December 31<sup>st</sup> of the same year. Congregation membership is renewable within 30 days of the expiration date.

## **Section 8**

A Congregation member may drop his or her membership voluntary or may be decreed by a majority vote of the Board of Directors for the following reasons:

1. Failure to continue to meet the qualifications mentioned in the previous sections.
2. Failure to pay the membership fee.
3. Violations of (inside and/or on the Masjid premises):
  - I. Principles of attending a Masjid according to the Qur'an and Sunnah.
  - II. The Masjid Bylaws.
  - III. Masjid Rules and Guidelines.
4. Defamation of the Masjid in any forms of communications without any evidence or proof.

## **Roles and Responsibilities**

1. The Congregation shall work to perform all roles and functions of the Masjid and realize its goals as described in these bylaws.
2. The Congregation will meet annually to review the reports and plans provided by the Boards.
3. The Congregation shall approve or reject a budget that exceeds \$50,000 (fifty thousand dollars). The decision must be written and documented. In the case of disapproval, the Congregation may work with the Board of Directors on determining a better budget.
4. Any twenty members or more of the Congregation members may request for an extraordinary meeting. The Board of Directors shall announce the date and time.

5. The Congregation members may select a Chairman during the meeting. The Chairman's rights are voided once the meeting is over.
6. One third of the members must be present for any Congregation meeting unless stated otherwise in other Articles. If not, the meeting shall be rescheduled in at least two weeks. If less than one third present in the rescheduled meeting, the present members shall continue the meeting and make the necessary decisions except decisions that may affect ARTICLES I, II, III, IV, V, and VI.

## **ARTICLE X: Board of Trustees**

### **Definition**

The Board of Trustees is the legal entity that represents Masjid AS-Salam. Serving on the Board is a serious responsibility. Individual Board members have no authority unless they are specifically authorized to be acting on behalf of the Board.

The members of the board shall receive no monetary benefits or compensation for performing their roles as trustees aside from the necessary expenses incurred by them and documented (Also see "ARTICLE XXII: Conflict of Interest Policy" section)

The members of the Board shall abide by these bylaws entirely, otherwise, the member at risk to be removed from the office as described in "ARTICLE XVIII: Removal of a member from Congregation or office" section in these bylaws.

The Board of Trustees shall elect a Chairman from within the five members that are actively in the task force.

The current active Board of Trustees members' names and position must be written and announced to the Congregation members.

The Board of Trustees members are also considered part of the Congregation and have the right to express their opinion throughout the legal channels as described in these bylaws.

### **Structure and Terms**

- The Board of Trustees is made out of five members to be the arbitrator in matters pertaining to the Masjid's identity and long-range intent.
- The members of the Board are elected for five years by secret ballots during the Congregation's election meeting.
- After electing the first Board of Trustees for five years, the upcoming elections are scheduled every five years to replace only the two members that have the minimum number of votes.
- The Board shall nominate four Congregation members to elect two members by secret ballots during the Congregation's election meeting.
- If any member is violating the codes of work within the board, being unavailable, ill, or otherwise incapable of performing his/her jobs, the members of the board shall replace him/her with another member. The

board nominates another two members for the same terms of the replaced member from Congregation members to elect one member by secret ballots during an extraordinary Congregation's election meeting.

- 75% (seventy-five percent) of the Congregation members may reject the nominated candidates; therefore, the Board of Trustees must re-nominate different four candidates within two weeks after the rejection.
- The board members may re-nominate the elected members for the same position.
- The Board must announce the nominated four members' names two weeks before the election date. They should include candidates' names, pictures, and nicknames.

### **Candidate Nomination Requirements:**

The candidate shall be nominated based on the following:

1. Education (min high school)
2. Fluent English speaker and writer
3. Known as a religious person according to the Qur'an and Sunnah.
4. Known as a credible and accountable person with moral characters and reputation.
5. Known to avoid all major sins that are defined by the Qur'an and Sunnah.
6. Shall live in New Jersey State (United States) and be present.
7. Must be a US citizen.
8. Must be living in New Jersey for at least five years with a minimum two years of frequent participation and an active member in Masjid AS-Salam.
9. Minimum age is 30 years old.
10. Cannot be an active position seeker. If that is the case, the member nomination will be rejected.

### **Responsibilities and Duties**

Board members shall carry on the following responsibilities and duties:

1. Safeguard the purpose, identity, and long-range intent of the organization.
2. Legal and government representation before the official US authorities.
3. Review Semi-annual and annual financial report with Board of Directors during meetings.
4. Should hold a meeting every three months to discuss the Masjid's affairs.
5. All meetings must be recorded and documented (including meeting minutes, attendees etc.)
6. Review and approve projects and budgets that their cost ranges from \$10,001 (ten thousand and one dollars) to \$50,000 (fifty thousand dollars) for the same of expenses. The approval must be written and documented. The Board of Trustees must reply within the time frame and due date specified by the Board of Directors otherwise; the Board of Directors has the right to take the decision to write the check.

7. To fulfill the responsibilities, the Board shall hold an annual meeting preferably in conjunction with the annual meeting of the Congregation. The Board shall also hold an extraordinary meeting at the request of its Chairman or two members.
8. Making sure all government documentations are up to date and current. The review can be done during the semi-annual or annual meeting with the Board of Directories or when needed by calling for an extraordinary meeting. All documents must be saved in the Masjid.
9. The Board of Trustees resolution is adopted by a majority vote. In the event of a tie, the Chairman's vote serves as a tiebreaker. There must be 3/5 (three out of five) of the members present during the decision-making meeting.
10. The Board of Trustees is responsible for hiring the Imam as outlined in the "ARTICLE XIII: Imam" section in these bylaws.
11. Keeping the Masjid registered as a nonprofit organization in the State of New Jersey and reporting to relevant government agencies.

## **ARTICLE XI Board of Directors**

### **Definition**

The Board of Directors is responsible for the day to day management at the Masjid as described in these bylaws. Individual Board members have no authority unless they are specifically authorized to be acting on behalf of the Board.

The members of the board shall receive no monetary benefits or compensation for performing their roles as directors aside from the necessary expenses incurred by them and documented (Also see "ARTICLE XXII: Conflict of Interest Policy" section)

The members of the board shall abide by these bylaws entirely, otherwise, the member at risk to be removed from the office as described in "ARTICLE XVIII: Removal of a member from Congregation or office" section in these bylaws.

The Board structure consists of Chairman, Vice Chairman, Treasurer, and Two Secretaries. The board elects each member position.

The current Board of Directors members' names and position must be written and announced to the Congregation members.

The Board of Directors members are also considered part of the Congregation and have the right to express their opinion throughout the legal channels as described in these bylaws.

## Structure and Terms

- The Board of Directors is made out of five members to be day-to-day management board.
- The members of the Board are elected for three years by secret ballots during the Congregation's election meeting.
- After electing the first Board of Directors for five years, the upcoming elections are scheduled every three years to replace only the two members of the board with the minimum number of votes.
- The Congregation members shall nominate four Congregation members to elect the members by secret ballots during the Congregation's election meeting.
- If any member is violating the codes of work within the board, being unavailable, ill, or otherwise incapable of performing his/her jobs, the members of the board shall replace him with the next person in line based on the highest number of votes during the last election. If there is no other person in line, the Congregation members shall nominate two candidates for election within 90 days.
- The Congregation members may re-nominate the elected members for the same position. Only those who completed the three years and were replaced or currently active members of the Board and about to be replaced.

## Candidate Nomination Requirements

The candidate must be nominated based on the following:

1. Education (min high school)
2. Fluent English speaker and writer.
3. Be a regular attendee to the Masjid and a regular participant in Masjid activities.
4. Known as a religious person according to the Qur'an and Sunnah.
5. Known as a credible and accountable person with moral characters and reputation.
6. Known to avoid all major sins that are defined by the Qur'an and Sunnah.
7. Shall be available at least once a week for regular and follow-up meetings.
8. Must live in Hudson County (United States) and be present.
9. Must be a permanent legal resident of the United States.
10. Must be living in New Jersey for at least five years with a minimum two years of frequent participation and an active member in Masjid AS-Salam.
11. Minimum age is 25 years old.
12. Cannot be an active position seeker. If that is the case, the member nomination will be rejected.

## General Responsibilities and Duties

1. Assign the Board of Directors' plans, administrative and executive responsibilities, and supervise auxiliary committees.
2. The Board of Directors is responsible for all duties and activities that are required and needed for the Masjid.
3. Provide near future strategic plans and visions to serve the Masjid, Congregation, and the Community. The Board may consult members from the Congregation in this matter and announce it to the

Congregation. The plan must not include any Religious affairs unless otherwise consulted, cooperated, and approved by the Imam.

4. Provide the necessary funds to carry on the Masjid's activities and mission by the means of donations, fundraisers, membership fees, grants, or other means that are legal and according to the Masjid's principles.
5. Perform and follow up on the Masjid's building maintenance.
6. Review the Masjid's stores for real estate and rent changes/updates.
7. Hire and terminate the Masjid's employees (other than the Imam, see the "ARTICLE XIII: Imam" section).
8. Investigate complaints, proposals, and recommendations that are made by members of the Congregation.
9. Work to resolve conflicts between the Congregation members of the Masjid. In the case of rising issues and unrest, the Resolution Committee, if established, can be consulted.
10. Call for the Board's meetings at least once a week to discuss the Masjid's related activities and/or issues.
11. The Board of Directors' resolution is adopted by a majority vote. In the event of a tie, the Chairman's vote serves as a tiebreaker. There must be 3/5 (three out of five) of the members present during the decision-making meeting.
12. The Board of Directors may invite the Masjid's Imam to one of its meetings to consult with him about religious matters.
13. May call for an extraordinary meeting at the request of its Chairman or two members of the Board.

### **The Chairman of the Board of Directors Responsibilities and Functions**

1. The general management of all the activities of the Masjid.
2. Direct and coordinate all the activities to achieve the purpose of the Masjid.
3. Present reports on the state of the Masjid to the annual meeting and in its Newsletter.
4. Is the spokesman, representative, and correspondent for the Masjid in external activities.
5. Establish efficient links between the Masjid and other Muslim organizations.
6. Call the weekly meeting of the Board of Directors.
7. Assign the responsibilities and functions of the members of the Board of Directors.
8. Prepare the Board's weekly program of activities.
9. Prepare a monthly newsletter describing the Masjid's activities.
10. Follow up on the monthly payments due by the Congregation members.
11. Responsible for necessary announcements and decisions in front of the Congregation in coordination with the Imam.

### **The Vice-Chairman of the Board of Directors Responsibilities and Functions**

1. Carry on the administrative and management activities in the Masjid in the absence of the Chairman.
2. Assist and work closely with Chairman to accomplish the purposes of the Masjid.
3. Assume the functions of the Chairman if that position is vacated until the position is filled
4. Assist the Treasurer to perform the Treasurer's responsibilities and duties.
5. Perform any other responsibilities delegated by the Chairman.

## **The Treasurer of the Board of Directors Responsibilities and Functions**

1. Prepare and keep all monetary and financial documents.
2. Record and save the documents using the appropriate computer software used for such operations in the US, in coordination with the Masjid's legal accountant.
3. Maintain the record of all the financial transactions of the Masjid. He/she shall be responsible for the systematic upkeep of books and writing disbursements, receipts, and bank reconciliations. Also, post the monthly income and expenses statements.
4. Ensure that all funds received on behalf of the Masjid are collected and deposited in the bank account.
5. Prepare the annual budget of the Masjid for the following fiscal year at least two months prior to the end of the current fiscal year.
6. Present the monthly financial report to the Board of Directors.
7. Assist the Board of Trustees to prepare for any government reports including tax activities and other requirements.
8. Prepare financial reports for the semi-annual meeting of the Board of Trustees.
9. If the budget is more than \$10,000 (ten thousand American dollars), prepare a budget report for the Board of Trustees to review.
10. Work closely and regularly with the Center Manager and the Two Secretaries to ensure all responsibilities are carried on and implemented.
11. Pay the Masjid employee's salaries and taxes according to the New Jersey State laws.

## **The Two Secretaries of the Board of Directors Responsibilities and Functions**

1. Keep records of all Congregation memberships' applications.
2. Direct and supervise all arrangements for the celebration of religious festivals and social events.
3. Inform the Congregation members about the time, place, and details of the festivals and social events.
4. Conduct social investigation on individuals or families seeking social services and help.
5. Collect donation and pledges.
6. Arrange fundraisers within the Masjid or other legitimate Muslims Organizations.
7. Follow up and prepare a list of constructions and maintenance for the Masjid.
8. Make sure the Masjid's facilities and other properties are up to date in maintenance.
9. Assist the Treasurer to accomplish the Masjid's financial requirements and other duties.
10. Collect and investigate the feedbacks, suggestions, and complaints from the Congregation members to discuss them with the Board for possible solutions and/or implementations.
11. Prepare and carry on the Boards' elections.
12. Nominate the Center Manager candidate.
13. Verify the Center Manager's qualifications in conjunction with other Board members.
14. Take part in the weekly school program for children and provide ways to enhance it and fund it under the supervision of the Imam.
15. Act as a liaison between the Board of Directors and the Women Committee.
16. Present the needs, opinions, and concerns of the female members of the Masjid to the Board of Directors.
17. Inquire about legal procedures in case of death, marriage, and divorce. In addition, keep the necessary records of such events.
18. Work closely with the Center manager to carry on the duties and responsibilities.

19. Perform any other responsibility delegated by the Chairman.

## **ARTICLE XII: The Center Manager**

### **Definition**

The Center Manager is a paid employee that executes and implements all decisions made by the Board of Trustees, the Board of Directors, and the Iman.

The active Center Manager's name must be written and announced to the Congregation members.

### **Responsibilities and Duties**

1. Form a team made out of employees and volunteers to perform the duties.
2. Work in conjunction with the Board of Directors and the Imam to form the Auxiliary Committees.
3. Maintain the Masjid's properties, equipment, kitchen, and storage rooms.
4. Record the Masjid's assets and internal property items.
5. Is responsible for lending and collecting the Masjid's items to and from other Muslims' Organizations.
6. Work with the Board of Directors' secretaries to inquire about legal procedures in case of death, marriage, and divorce. In addition, keep the necessary records of such events.
7. Collect revenues and donations in the form of cash, checks, or money orders, and deposit them into the Masjid's bank account while considering the deposit and withdrawal limits.
8. Collect the membership fees, dues, and pledges from the Congregation members and others.
9. Disburse money by checks or cash as instructed by the Board of Directors.
10. Supervise the Masjid's employees (except the Imam) and volunteers and organize their work.
11. Collect monthly stores' rents from tenants of the Masjid's properties.
12. Answer phone calls and respond to questions about the Masjid's activities.
13. Record Boards' meetings' minutes, then document and save them.
14. While The Center Manager is the highest implementer officer, he/she shall allow the auxiliary committees to monitor and audit all aspects of the Masjid's functions.
15. Take part in the weekly school program for children under the supervision of the Imam and the Board of Directors.
16. Perform any other responsibilities delegated by the Board of Directors.

### **Hiring the Center Manager**

1. The Board of Director
  - Is responsible for finding, nominating, and hiring the Center Manager.
  - Must announce the need to hire a Center Manager to the Congregation.
  - Must list the required qualifications and make them visible to all members.
2. The Board of Trustees is the legal representative and is responsible for the contract's terms and signature.

## Center Manager Nomination Requirements

The candidate must be nominated based on:

1. Education (min high school)
2. Fluent English speaker and writer.
3. **Abide by the US laws, and must have clean background records without any legal issues (not convicted of any federal or state felony).**
4. Known as a religious person according to the Qur'an and Sunnah.
5. Known as a credible and accountable person with moral characters and reputation.
6. Known to avoid all major sins that are defined by the Qur'an and Sunnah.
7. Must live in Hudson County (United States).
8. Must be a permanent legal resident of the United States.
9. Minimum age is 25 years old.

## ARTICLE XIII: The Imam

### Definition

The Imam is the director of the religious affairs at Masjid AS-Salam.

### Hiring Process

- Any member of the Board of Trustees, the Board of Directors, or the Congregation members may suggest an Imam.
- The complete hiring process, final acceptance, and contract terms must be done only by the Board of Trustees. No other parties in the Masjid are to interfere in the Imam's hiring process.

### Solving Issues

- If there are conflicts or rising issues, the Board of Trustees with at least 3/5 (three out of five) members must discuss and investigate the issues with the Imam.
- If there is no solution for the issues, Scholar(s) from the "Guidance and Resolution Reference" group must be consulted.
- The Imam, the Boards, the Center Manager, and the Congregation members must accept the Scholar(s)' solution and decision.
- If the "Resolution Committee" was established, its members can assist the Scholars in solving the issues by providing details and an explanation of the issues.
- The decision shall be made in the favor of the Masjid's benefits and community members.

### Communication with the Imam:

- Any communication regarding major changes or issues with the Imam including job responsibilities, duties, hiring, releasing from duties, contract terms, or conflict must be done by the Board of Trustees only. At least 3/5 (three out of five members) of the Board of Trustees must be present during the negotiation and resolution meeting.

- Day to Day communications, other than the above major communications, can be done by one of the available members of the Board of Directors or the Center Manager.

### **Job Description**

1. Lead the five daily congregational prayers, Eid prayers, Taraweeh, and Tahajjud (night) prayers during Ramadan. The Imam shall ensure the prayers are conducted and performed in a timely manner.
2. Provide activities' roadmap describing the lectures, ideas, and recommendations to perform daawah.
3. Give two to three lectures weekly, especially on weekends, and organize diverse programs for women, children, youth, and new Muslims.
4. Teach Quranic recitation to adults and children of the community.
5. Supervise the daawah inside and outside the Masjid.
6. Supervise the weekly program for Muslim children including but not limited to curriculum reviews, tutors credentials, or any other programs and activities. The Imam may hire someone or work with the Center Manager and the Board of Directors to carry on and perform the program activities.
7. Promote the Masjid's cooperation with other Muslims Organization.
8. Carry on religious rituals, lead the Janazah prayer, and wash the dead if no one else is available to do so.
9. Execute marriage and divorce contracts.
10. Is responsible for social counseling and solving community issues.
11. Help in publishing the Masjid's monthly newsletter and magazine.
12. If the Imam wishes to carry on occasional activities outside of the Masjid, he is free to do so, as long as he provides a replacement for him during his absence.
13. Strengthen Muslims' brotherhood, promote harmony amongst the faithful, and ensure the absence of any manifestations of national fanaticism or racial discrimination.

### **The Imam's Rights**

1. The Masjid's Center Manager shall pay the Imam a monthly salary in exchange for his complete dedication to the Masjid and for carrying on all of his duties.
2. The Imam is entitled to a one-day off per week. The Imam shall notify The Board of Directors and Center Manager of the day off he intends to take.
3. The Imam is entitled to a one time three weeks paid vacation per year.
4. The contract period is a one-year renewable after a two-month trial period unless another trial period is specified in the external contract.
5. The parties may terminate the contract at any time without any reason, provided that the initiating party gives the other party a two-month notice at minimum.
6. When terminating the Imam contract, The Board of Trustees shall inform and obtain an approval from the Congregation members in an extraordinary Congregation meeting.

### **The Imam's Compensation and Additional Duties and Rights**

Upon agreement with the Imam, the Board of Trustees shall prepare and provide the Imam with an additional written contract to serve one or all of the following purposes:

1. Compensation.
2. Additional duties and job descriptions
3. Additional rights such as health insurance.

### **Relationship between the Center Manager and the Imam:**

1. The Imam is responsible for all religious activities inside and outside the Masjid, while The Center Manager is responsible for all expenses and logistics related to such activities.
2. Both senior leaders are expected to cooperate in harmony. If a dispute arises between the Imam and The Center Manager, the parties shall refer such dispute to the Board of Trustees or the committees designated by it.

### **ARTICLE XIV: Resignation of Boards Members or Center Manager**

1. Any member of the Boards or the Center Manager who wishes to resign from duties must provide a written resignation stating the reasons for the resignation. This may include but not limited to moving, unavailability, a conflict between other members, finding a non-honest incident from other members, finding a hardship to work with other team members or boards, or any other valid reason. The resignation must be detailed with thorough information.
2. The resignation must be accepted by the board, recorded, saved, and dated.
3. The member shall not return to his/her position after the date of the acceptance of the resignation.

### **ARTICLE XV: Bank Signers and Authorities**

1. Checks have to be signed by two members of the Board of Directors.
2. Three signers and authorizers must be added to the Bank account for checks' signatures.

### **ARTICLE XVI: State Registration**

1. The Board of Trustees' names and contacts must be registered and updated at the State of New Jersey.
2. Any amendment to the bylaws must be submitted to the New Jersey State to update the certificate of incorporation.

### **ARTICLE XVII: Guidance and Resolution Reference**

The guidance and resolution reference is used to solve the major issues occurring in the Masjid between:

1. Any Board Members
2. Members of different Boards
3. The Imam and any member of the Boards
4. Other major issues that are not resolved by the "Resolution Committee".

The reference can be a Religious Scholar or a group of Religious Scholars. The name of the Scholar(s) must be selected according to the Masjid's Principles as described in these bylaws.

The name of the Scholar(s) must be announced and known to all Boards Members, Center Manager, and the Congregation members. At least one of the scholars shall be a resident of New Jersey.

## **ARTICLE XVIII: Removal of a member from Congregation or office**

Member of the Trustees, Directors, Congregation, and Center Manager run the risk of being removed from office due to one of the following:

1. Violate the code of conduct of these bylaws as a whole.
2. Violate the Islamic Constitutions according to the Qur'an and Sunnah.
3. Interfere with duties and responsibilities that are not his/hers.
4. If a member of the Board of Trustees doesn't attend two consecutive Board's meetings without any valid excuse, the remaining members must send a written notification to the member, at least 3 weeks before the next meeting, with the removal risk. If the member doesn't attend the third consecutive meeting, the member will be released from office and duties. The replacement must be done within 90 days and according to the replacement process specified in the "The Board of Trustees" section of these bylaws.
5. If a member of the Board of Directors doesn't attend four consecutive board's meetings without any valid excuse, the remaining members must send a written notification to the member, before the next meeting, with the removal risk. If the member doesn't attend the fifth consecutive meeting, the member will be released from office and duties. The replacement must be done within 90 days and according to the replacement process specified in the "The Board of Directors" section of these bylaws.
6. If a member of the Congregation does not obey the general rules of conducts of the Masjid, the other Congregation members may vote to expel the trouble-making member from attending the Masjid's meetings and/or expelled completely from the Masjid.
  - An immediate extraordinary Congregation meeting is required to announce the removal of the member.
  - Any member that is removed from duties due to legal or constitutional reasons must be revoked from all rights including election voting or decision-making. The member must not be nominated for future elections for any position.

In determining the violation, the Resolution Committees must be consulted. If the issue is rising and not solved, the "Guidance and Resolution Reference" must be consulted to validate the violation.

## **ARTICLE XIX: Issues and Conflicts Resolutions Process**

In the case of any issue that cannot be resolved by the Boards members, two or more members from both boards may consult the Resolution Committee for an immediate solution.

The Resolution Committee has the right to start the resolution process without the call from any of the boards when the issue is rising and there is unrest at the Masjid.

## **ARTICLE XX: Auxiliary Committees**

The Auxiliary Committees are established to help the Board of Directors and Center Manager to perform the responsibilities and duties. The Board of Directors and/or the Center Manager may select any of the following Committees or establish a new one if not listed below.

## Committees Structure

Any established committee (existing or new) should comply with the following recommendations:

- Committee shall be staffed by people with the relevant skills, experience, and expertise to perform the committee's mandate.
- Committee shall be staffed with enough diversity to ensure it appropriately represents the important different voices of the Masjid, not to advocate for special interests, but to voice different perspectives.
- Committees should have an odd number of members for voting when needed.
- Committees shall work closely under the supervision of the Board of Directors and must not conduct any work or recommendation without the Board of Directors' approval.
- Committee members must accept the Board of Directors' decisions.
- Committee members shall be selected from the Congregation members.
- Committee members may consult an external member for help and guidance with the approval of the Board of Directors.

## Resolution Committee

### Definition

The Resolution Committee consists of five Congregation members. The members should be hand-picked and selected according to high standards to serve the purpose.

### Purpose and Responsibilities

The committee shall, as requested by at least ten congregation members, the Board of Trustees, the Board of Directors, or on its own initiative, investigate problems concerning the Masjid, interpret the bylaw, and relate to the issues and bylaws in order to find a solution. The Committee may seek help from the "Guidance and Resolution Reference" if the issue is rising and cannot be resolved immediately.

The main purpose of the Committee is solving conflicts and issues as follows:

1. Between the members of the Board of Trustees.
2. Between the members of the Board of Directors.
3. Between different Boards members.

If the committee finds the member is responsible for the issue, the committee may release a member from his/her duties due to a solution for a conflict.

## Missionary Work (DAAWA) Committee

### Definition

The Committee helps the community in terms of missionary work (DAWA) inside and outside the Masjid for Muslims and non-Muslims. This Committee must be supervised by the Imam.

### **Purpose and Responsibilities**

The main purpose of the committee is to provide ideas and methods to enhance the missionary work required for the community under the supervision of the Imam as follows:

1. Establish seminars.
2. Invite scholars.
3. Prepare flyers.
4. Other legal means, according to the Qur'an/Sunnah and US laws that may help in DAAWA.

### **Social Committee:**

#### **Definition**

The Committee helps the Board of Directors to better serve the community socially.

#### **Purpose and Responsibilities**

1. Help in all arrangements for the celebration of religious festivals and social events.
2. Help in coordinating and organizing the facilities and designated location for hosting an event.
3. Help in preparing the Iftar and Suhur during Ramadan and other days as well when needed.
4. Investigate the social services seekers' conditions.
5. Find social services for the needy within the community.
6. Log the Congregation members' information for communications.

### **Elections Committee**

#### **Definition**

The committee is responsible for the elections of boards members as defined in the "The Election" section by these bylaws.

#### **Purpose and Responsibilities**

A complete description of the purpose and responsibilities can be found in the "The Election" section of these bylaws.

### **Women Committee**

#### **Definition**

The committee is responsible for women affairs. It must be formed from Muslim women. They should elect a chairman who is the link between the Board of Directors and the Committee.

#### **Purpose and Responsibilities**

The committee is responsible for all women's affairs.

## **ARTICLE XXI: The Elections**

### **Section 1**

Elections shall be held at a specified date no later than November 30 of the election year in order to elect the members of the Boards whose terms will commence on January 1 of the following year.

### **Section 2**

The elections shall be conducted by a five-member Election Committee appointed by the Board of Directors. The Election Committee must be formed by neutral members from the Congregation members, outsiders, or both.

Election Committee members must be in good standing as defined by the Congregation section in these bylaws. No member of the Board of Directors, the Board of Trustees, or Center Manager may serve on the Election Committee.

### **Section 3**

At least two weeks prior to the election, the Elections Committee shall announce the date, time, and place of the election. The Elections Committee shall also announce the procedure for nominating candidates and shall produce a list of all members eligible to vote and be nominators in cooperation with the Board of Directors.

### **Section 4**

Only Masjid members eligible to vote shall be permitted to nominate candidates or to endorse their nomination.

### **Section 5**

The newly elected members of the Boards shall assume their positions on January 1 following the Election Day.

### **Section 6**

Only members in good standing shall be eligible to vote in an election. In order to be in good standing, a member must have paid his/her monthly dues for each of the twelve months prior to the election. Any member who would be ineligible to vote because he/she missed some monthly dues payments may become eligible by paying all the amounts for which he/she is in arrears. However, such payment of monthly dues in arrears must be made no later than two weeks before the election.

### **Section 7**

Any two individuals cannot nominate or second each other for any position.

### **Section 8**

Election Committee members cannot be nominees or nominators, and shall not campaign in favor of or against any candidate, and may not resign from the Election Committee in order to run for a position in the same election. However, Election Committee members shall have the right to vote as Masjid Members.

### **Section 9**

The nominees for each position must be a Masjid Member. The Election Committee shall verify the eligibility of the nominees.

### **Section 10**

The nominee shall provide a brief summary of experience, training, and qualifications of the nominee for the specific position they are nominated for and how they can benefit the Masjid.

Election Committee will announce the summary during the Congregation meeting.

#### **Section 11**

Whereas all the nominations should be actively encouraged, names considered unqualified for the position(s) should be taken out by the Election Committee. This last action must be a unanimous opinion by the Election Committee. The remaining names will be presented to the Congregation as being the tentative nominations for the five positions.

#### **Section 12**

If there are any objections to the list of nominees, the objectors should contact the Chairman of the Election Committee. The objection must be written and signed from the objector(s) and provided to the Election Committee to keep it and save all the documents.

The objection should be seriously considered by the Election Committee and evaluated accordingly. After considering the objection(s) thoroughly, the Election Committee would be authorized to take out the name objected to or retains the name. The objection must be confidential in the Election Committee without announcement to the Congregation members and without naming the nominees.

The objections must be presented to Election Committee one week after the final nomination.

#### **Section 13**

An election shall be held in person. All votes shall be cast on an official ballot that cannot be cross-referenced to an individual voter.

#### **Section 14**

Plan of the Election procedure:

- a. Juma Prayer in the last week of September: The first announcement by the Chairman of the Board of Directors or his designee from the Board of Directors after the Juma prayer about the exact time of the upcoming election (third week of November) and briefly explain the procedure to be followed.
- b. In the first week of October: the Election Committee shall be formed according to the procedure in Section 2 of this Article.
- c. Juma Prayer in the second and third week of October: Announcement of Election Committee, the announcement of last date/time for nominations for positions on the Executive Committee. Encourage all Masjid Members to submit nominations.
- d. Juma Prayer in the fourth week of October: Last day for nominations, until after Isha.
- e. The Objections on the list of nominations shall start at the end of the fourth week of October and after the final nominations.
- f. The first week of November: the Election Committee considers the names of all qualified nominees for the five positions.

- g. Juma Prayer in the second week of November: the Election Committee will announce the tentative list of nominations.
- h. The Election Committee shall announce the election's date, time, and time period for the election.
- i. Juma Prayer in the first week of December: the chairperson of the Election Committee shall announce the results, and the Congregation members and Community should be encouraged to endorse the names and cooperate with the new Boards Members.

## **Section 16**

### **Special Elections**

The first election that is held after adopting these bylaws may have different:

- 1) Announcement date
- 2) Election date
- 3) Elected member's commencement date.
- 4) Nomination process.
- 5) Congregation members.
- 6) Membership fee.

An extraordinary election shall be held when a Board member to be replaced due to removal from the office and duties or unavailability. The Election process is followed as described in this Article except:

- 1) Announcement date
- 2) Election Date
- 3) Elected member's commencement date.
- 4) Nomination process.

The first election and extraordinary election must follow the same structure as specified in The Election section.

## **Section 17**

The Election Committee shall adopt and abide by all the rules in these bylaws.

## ARTICLE XXII: Conflict Of Interest Policy

The Board expects of itself and its members ethical and businesslike conduct. Board members are expected to uphold the mission and vision of Masjid AS-Salam which includes the proper use of authority and appropriate decorum in a group and individual behavior when acting as board members.

Conflict of interest is when a personal or professional interest of a board member is potentially at odds with the best interests of Masjid AS-Salam. In order to avoid conflict of interest, a board member shall not engage in any activity, which could affect his or her ability to put the welfare of Masjid AS-Salam before a personal benefit.

Every member of Masjid AS-Salam Governing Board has the absolute duty to disclose any activities or situations, which could affect the proper decision making of a board member or the board as a whole. After full disclosure, the Board will determine whether the activity constitutes a conflict of interest and will proceed accordingly.

No Board member shall use or attempt to use his or her official position to secure unwarranted privileges, advantages, or employment for himself or herself, members of his or her immediate family, or others.

Should the majority of the Board determine that a Board member has engaged in activities which conflict with the best interest of Masjid AS-Salam and that he/she failed to disclose such activity, the board member may be asked to resign his or her position on the Board or the member shall be removed from office as described in the bylaws.

No Board member shall benefit or make a use of any goods or services that are provided to Masjid AS-Salam as gifts, grants, donations, fundraising, or any other source of income or support.

The following are guidelines but are not inclusive of all possible scenarios where member disclosure to the board is recommended. The Board, as a whole, will analyze each situation on its merits and may determine that a particular similar situation as the following is not in conflict and does not affect the individual board member's fiduciary duty to Masjid AS-Salam and its governing board. If the Board determines a conflict, then each scenario will be analyzed individually to determine the proper procedure to handle such conflict:

1. Board members shall disclose all familial relationships with any employee or potential employee of Masjid AS-Salam. As used in this policy, "immediate family" means a Board member's spouse, child, stepchild, sibling, parent, grandparent, grandchild, aunt, uncle, niece, nephew or first cousin, or the spouse of the Board member's parent, child or sibling, or any relative living in the household of a Board member.
2. Board members shall disclose if a member or member of his or her immediate family has or shall have an interest in a business organization or engage in any business, transaction, or professional activity which is in substantial conflict with the proper discharge of his or her duties to Masjid AS-Salam.

3. Board members must disclose any matter where he/she, or a member of his or her immediate family, or a business organization has an interest or a direct or indirect financial involvement in an organization that might reasonably be expected to impair his or her objectivity or independence of judgment.
  4. Board members must disclose any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of his or her official duties.
  5. Board member must disclose if he/she, or member of his or her immediate family, or business organization in which he/she has an interest solicited or accepted any gift, favor, loan, political contribution, service, promise of future employment, or another thing of value based on an understanding that the gift, favor, loan, contribution, service, promise, or another thing of value was given or offered for the purpose of influencing him or her, directly or indirectly, in the discharge of his or her official duties.
  6. The Board member shall disclose if he/she or immediate family owns a percentage of the stock or other ownership interest of any bank or financial institution which the board may do business.
  7. The Board member shall disclose if he/she has a financial interest in any corporation selling goods or services to Masjid AS-Salam.
  8. The Board member shall disclose any speaking engagement, participation in a seminar, discussion panel or other activity that directly relates to the official duties of the Board member or the Board member's office and shall not receive compensation for such activity.
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## **ARTICLE XXIII: Amendments**

### **Section 1**

Amendment to these bylaws can be made to any of its ARTICLES except the Property(s), Principle, and Purpose. Any amendment to these Bylaws found to be in opposition to or contradicting Quran, Sunnah, and Islamic laws/principles must automatically be rejected.

### **Section 2**

The Board of Trustees and The Board of Directors members shall collectively be responsible for writing/revising any amendment to the Bylaws. The Boards may consult additional parties from the Congregation or outsider for legal advice and other opinions.

### **Section 3**

The Board of Directors shall call a Congregation meeting to obtain a consensus from the Masjid Members on the proposed amendment(s). This meeting shall be held at least 30 days and no more than 60 days after the proposal is submitted. The Board of Directors shall send out or announce a meeting invite with the agenda to all Masjid Members at least two weeks before the Congregation meeting.

### **Section 4**

At least seventy-five (75%) percent of the Congregation members must be present for the adoption of any amendments. Of those Masjid Members present, an affirmative vote of two-thirds is necessary to adopt any amendments.

### **Section 5**

The quorum requirement for approval of any amendment(s) shall be all five members of the Board of Trustees and all five members of the Board of Directors. An affirmative opinion of at least 4 of the 5 members of the Board of Trustees and at least 4 of the 5 members of the Board of Directors is necessary for the addition or deletion of any approved amendment(s) after the Congregation members have consented.

## **ARTICLE XXIV: BYLAWS ADOPTION AND ENFORCEMENT**

### **Section 1**

The initial quorum requirement for voting on approval of these Bylaws is whoever is present in the Congregation meeting.

### **Section 2**


The revised Bylaws shall be registered with the State of New Jersey within two months of their adoption.

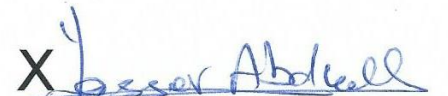
### Section 3

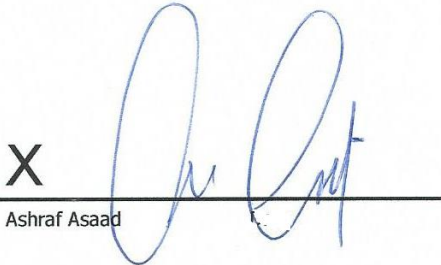
The Bylaws shall be adopted, enforced, and made effective immediately after they have been approved by the Congregation members during the meeting.

X   
Imam: Abdelkhalik Alnakib

X   
Imam: Ali Metawe

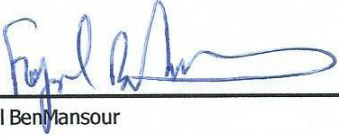
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Imam: Alaa Alsadaawi      Date

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Yasser Abdullah

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Ashraf Asaad

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Elsaoud Abdeen

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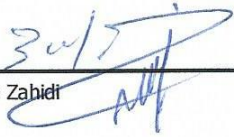
Faysal Ben Mansour

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Mohamed Elbialy

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Redouane Zahidi

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END OF BYLAWS

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