

In the name of Allah, the Merciful, the Compassionate
Islamic Center of Fredericksburg By-Laws
Adopted on February 20, 2022

The Islamic Center of Fredericksburg

- A. *Name* – The name of the corporation shall be Islamic Center of Fredericksburg, (hereinafter referred to as “ICF”).
- B. *Description* – ICF is a 501(c)(3) non-profit, religious, cultural, charitable, and educational institution that shall remain impartial in political campaigns. ICF adheres to the teaching of Islam based on the Quran and the teachings of the Prophet Muhammad (PBUH) according to Sunni tradition.
- C. *Purpose* – The purpose of ICF is to serve the Muslim community and the community at large in the greater Fredericksburg region. Towards this end, the ICF shall:
 - 1. Hold congregational prayers and Sunni Islamic religious festivals.
 - 2. Promote closer ties, relations, unity, and cooperation among Muslims residing in the greater Fredericksburg region to achieve its goals and objectives.
 - 3. Educate Muslims and non-Muslims about Islam.
 - 4. Maintain a place of worship that shall be known as Masjid Al-Taqwa.
 - 5. Promote Islamic principles by engaging in community outreach services to work with Muslim and non-Muslim organizations that share our values on joint projects for providing community services and projects that further mutual support.
 - 6. Support under-privileged Muslims in our community.
 - 7. Officiate marriage ceremonies for area Muslims when requested.
 - 8. Aid with funeral services and burial arrangements for Muslims.

ICF General Body

- A. *Definition* – The ICF General Body consists of all current members in good standing, as defined by this section of the by-laws.
- B. *Membership Requirements* – Any person, regardless of race, color, ethnicity, or gender, may become a member of ICF, provided the following membership requirements are met:
 - 1. A Muslim who believes in one God (Allah SWT) and believes in the Prophet Mohammad (PBUH) as the Last Messenger of Allah (SWT).
 - 2. At least 18 years of age and a legal resident of the U.S. with no felony charges during the last 5 years.
 - 3. A resident of the greater Fredericksburg region.
 - 4. May not be a member of or affiliated with any outlawed organization under U.S. law.
 - 5. Must submit an accurate ICF Membership Application and pay current Annual Membership Dues in accordance with deadlines established by ICF.
 - 6. Must comply with the ICF By-Laws, as well as with all other rules and regulations established by ICF leadership at any given time.
- C. *Membership*
 - 1. ICF offers Individual and Family Memberships (defined as husband and wife).

2. Unmarried children of a Family Membership who are eighteen (18) years of age or older must maintain their own, individual membership.
3. Members are responsible for providing their current address to the Secretary of the BOD to ensure they receive donation receipts and important ICF announcements regarding General Body meetings, Elections and ICF activities.
4. All memberships expire in December and must be renewed each year.
5. ICF Leadership shall not publicly release a list of current or previous community members at any time, except as required by law.

D. *Membership Dues*

1. The Annual Membership Dues shall be established by the BOD annually no later than November for the following year. The new dues shall be applicable as of January 1st.
2. Dues may be waived upon request to the BOD in case of hardship.
3. Annual Membership Dues shall be due each year in January with no proration.
4. When paying dues, members must specify that the funds provided are for annual dues.
5. Annual Membership Dues shall be considered General Donations for the records of ICF and the Member(s).
6. Prior donations of any kind shall not be counted towards Annual Membership Dues.

E. *Members in Good Standing*

1. A member is in good standing if they have:
 - 1.1. Updated annual membership application and meet membership qualifications.
 - 1.2. Paid current dues.
2. The effective date of a member's good standing shall be the date both criteria are met.
3. Members in good standing are eligible to:
 - 3.1. Vote/participate in ICF elections and General Body meetings. To participate in any voting, a Member shall have been in good standing for at least eight (8) weeks at the time of voting.
 - 3.2. Sign a petition as part of the ICF General Body.
 - 3.3. Become a Trustee, a member of BOD, and a member of a committee, subject to the requirements for each position specified in these By-Laws.
 - 3.4. Receive BOD-approved member discounts for ICF School, classes, and events.

F. *ICF General Body Responsibilities*

1. To participate in ICF activities and function as a nucleus of Islamic education and conduct.
2. To elect Trustees and members of BOD.
3. Vote on all matters presented to the General Body as outlined in these By-Laws.
4. Petition to the BOD and Trustees as outlined in these By-Laws.

G. *Meetings*

1. At least one General Body meeting shall be held each year.
 - 1.1. Meetings must be announced at least thirty (30) days prior.
 - 1.2. An agenda must be released at least fifteen (15) days prior.
2. General Body meetings shall be presided over by the President of BOD. In the absence of the President, the Vice-President of BOD shall preside.
3. A General Body meeting can be called by filing a petition to the BOD President, duly signed by a majority of ICF Members in good standing.

4. There shall be no quorum for a General Body meeting. There shall be a Voting Quorum as defined elsewhere in the by-laws.
5. There shall be no spontaneous votes held at General Body meetings. All votes must be on the previously released agenda and held by ballot with the opportunity for absentee ballots, as described elsewhere in these by-laws.
6. BOD Performance Meeting - If ICF Member(s) in good standing believe that members of the BOD have failed to responsibly execute its moral, spiritual, and fiduciary responsibilities, they may submit a petition to call an ICF General Body meeting as described elsewhere in the by-laws and include a specific request for the Trustees to attend. Trustees may require BOD to develop and submit a plan to the Trustees in thirty (30) days to address the concerns of the General Body and to better serve the Community.
7. Upon the majority vote by the BOD, the President of the BOD shall call an emergency meeting of the General Body.
8. ICF General Body Meeting Notices - All notices shall be delivered via all the following: a) official ICF social media, website, and messaging apps, b) sent by e-mail or USPS mail to the member's most recent mailing (or email) address in the Membership Records of the ICF, c) posted as a notice on the bulletin board and d) an announcement at Friday prayers.

ICF Leadership Structure

- A. *Overview* – ICF is led by a multi-tiered council system. The ICF Board of Directors (“BOD”) and ICF Trustees work both together and independently to run ICF in an efficient manner according to its purpose. The ICF Imam is an integral part of the leadership team from both spiritual and programming perspectives. The BOD handles all daily operations of ICF, including administration, programming, and maintenance. The Trustees are a smaller body of long-term community members whose function is to ensure the greater vision of ICF always remains intact.

ICF Trustees

A. *Election of Trustees*

1. ICF shall have three (3) elected Trustees.
2. Trustees shall serve for the Term of nine (9) years.
3. The term of Trustees shall be staggered so that every three (3) years the term of one (1) Trustee shall end.
4. Trustees shall elect a Chairperson and a Secretary among themselves in their first or second meeting.

B. *Qualifications of Trustees*

1. A Muslim who is at least thirty-five (35) years old.
2. A resident of the greater Fredericksburg region for at least eight (8) consecutive years.
3. A Member of ICF who has been in good standing and active in ICF for the past year and a total of five (5) years of the eight (8) years residing in the greater Fredericksburg region.
4. Lives in the Fredericksburg area at least 8 months per year throughout the term.
5. Must have previously served as an ICF board member for at least one (1) year.
6. A legal resident of the U.S. with no criminal record.
7. Full-time ICF contractors or employees shall not be eligible to serve on the Trustees.

8. Previous Trustees or members of BOD who have been involuntarily removed shall not be eligible to serve as Trustees.
9. Trustees cannot concurrently serve in any other mosque leadership position, whether ICF or otherwise, including ICF BOD.
10. No relation of any kind to any other Trustee.

C. *Purpose of Trustees*

1. Ensure that the overall direction of the ICF is in accordance with the ICF By-Laws.
2. Promote unity and cooperation among the Muslim community.
3. Ensure that donations for a specific purpose (and any profit generated from such funds) are used only for that specific purpose in accordance with the wishes of donors, and to fulfill the Fiduciary Responsibility of ICF.
4. Exercise final authority with regards to buying, selling, or leasing of ICF real estate, including financing, or obtaining private noninterest construction loans.
5. Oversee ICF elections. Additionally, Trustees shall review and settle any election disputes.
6. Arbitrate any disagreement or dispute among BOD members.

D. *Trustee Responsibilities*

1. Develop and release a medium-term (5-10 years) and a long-term (10+ years) strategic plan to be implemented by ICF BOD; the strategic plan must be reviewed biannually and updated as necessary.
2. Review and approve all financial statements presented by BOD.
3. Appoint members to the Construction Committee for any Masjid construction project(s).
4. Approve or deny the BOD's appointment or dismissal of the Imam.
5. Authorize with written approval any ICF expenditure of \$2,000.00 or more.
6. Override BOD decisions; however, such action requires the unanimous vote of the Trustees and should only be used when absolutely necessary and in extreme circumstances.
7. Call General Body Meetings if deemed necessary.
8. Dissolve the BOD if Trustees consider actions of BOD to be severely detrimental to the ICF Community; however, such action requires the unanimous vote of the Trustees. Trustees shall immediately take over the functions of BOD until a new election of the entire BOD is held. In such event, the Trustees must hold a General Body Meeting to announce their decision and hold a new election within 45 days to elect a new BOD.

E. *Meetings*

1. Trustees shall hold at least four (4) quarterly meetings in one calendar year.
2. All active Trustees must be present for a Trustees Meeting to meet quorum.
3. The Chairperson shall conduct Trustees meetings and the Secretary shall record and release the minutes of all meetings within ten (10) days.
4. Trustees shall hold at least one joint meeting with BOD in each calendar year.
5. The President of BOD shall attend the Trustees meeting as a liaison person.
6. Trustees must attend the ICF General Body meeting.

F. *Vacancy*

1. A Trustee shall be considered "inactive" if he/she fails to attend at least three of four Trustees meetings in any 12-month period. An inactive Trustee's position will be treated as a vacancy.

2. If a Trustee position becomes vacant before the end of the term, the Trustees, in consultation with BOD, shall temporarily fill it by appointing a suitable ICF Member. At the next election, such position shall be filled for the remaining term.

ICF Board of Directors (BOD)

A. Election of BOD Members

1. The BOD shall consist of (9) nine members elected by the General Body.
2. The BOD Members election shall take place every year.
3. The term of the BOD members shall be three (3) years and staggered so that the terms of 3 of the 9 members shall end each year.
4. After each election, BOD Members shall elect the following from amongst themselves:
 - 4.1. President
 - 4.2. Vice-President
 - 4.3. Secretary
 - 4.4. Director of Finance
 - 4.5. Director of Facilities Maintenance
 - 4.6. Director of Social Activities & Adult Education
 - 4.7. Director of Youth Education
 - 4.8. Director of Information
 - 4.9. Director of Community Relations & Outreach

B. Qualifications

1. A Muslim who is at least twenty-one (21) years old.
2. A legal resident of the U.S. with no criminal record.
3. A resident of the greater Fredericksburg region for at least two consecutive (2) years.
4. A resident of the Fredericksburg area at least 10 months per year throughout the term.
5. A Member of ICF in good standing for at least the last year and is active in ICF functions and activities.
6. Full-time ICF contractors or employees shall not be eligible to serve on the BOD.
7. Previous Trustees or members of BOD who have been involuntarily removed shall not be eligible to serve as on the BOD.
8. BOD members cannot concurrently serve in any other mosque leadership position, whether ICF or otherwise, including the ICF Trustees.
9. No immediate relation to any other BOD member.

C. Functions:

1. The BOD shall be the official administrative body of the ICF and implement the ICF By-Laws.
2. Hold ICF election and nominate an election committee from ICF members to organize the election.
3. Manage the Masjid and shall organize activities and programs at ICF.
4. Promote unity and cooperation among themselves and among Muslims of the greater Fredericksburg region.
5. Establish committees consisting of the ICF member volunteers to assist with planning and executing activities necessary to the ICF.

D. BOD Meetings

1. The BOD shall hold an open meeting at least once a month. At BOD meetings, quorum shall constitute at least 50% of current BOD members.

2. The BOD President shall conduct BOD meetings and the Secretary shall record and release the minutes of all meetings within ten (10) days.
 3. BOD meeting times shall be published at least one week in advance to the General Body.
- E. Vacancy
1. A BOD member shall be considered inactive if he/she 1) Fail to attend two (2) consecutive BOD meetings without submitting a written letter to the BOD President, 2) Fail to attend nine (9) meetings in a 12-month period, or 3) Fall out of good standing as defined elsewhere in the By-Laws. An inactive BOD member's seat shall be treated as a vacancy.
 2. In the event of a BOD seat vacancy, whether due to a BOD member unable to complete their term or no candidate running for an open seat, the BOD President shall appoint someone from the General Body, with the approval of the BOD, to fill the position temporarily until the next election. At the next election, such position shall be filled for the remainder of the term.

Board of Directors Responsibilities

- A. Responsibilities of all BOD Members
1. File a monthly financial report to the Financial Director for all expenses along with receipts.
 2. Assume additional responsibilities as requested by BOD.
- B. Responsibilities of the BOD President
1. Oversee the ICF operations.
 2. Call emergency meetings of the BOD if necessary.
 3. Coordinate and supervise the work of various Officers and Committees.
 4. Nominate temporary replacements for any BOD member unable to complete the term.
 5. Prepare an annual evaluation of all operations of ICF and present it to the Trustees.
 6. Report to Trustees and participate in Trustees meetings as a liaison person.
 7. Act as chief representative/spokesperson of ICF or designate such spokesperson from BOD or Trustees.
 8. Review and approve ICF's financial statements.
 9. Coordinate and provide responses to Trustees' inquiries.
 10. Provide Annual Report to Trustees and General Body.
 11. Preside over BOD and General Body meetings.
- C. Responsibilities of the BOD Vice-President
1. Assume the duties of the President during his/her absence.
 2. Manage ICF Zakat distribution; review and approve Zakat assistance applications; and maintain the Zakat distribution record.
 3. Manage ICF security systems, Masjid security, and safety/emergency preparedness.
 4. Review assignments of the Friday Prayers in consultation with the Imam or other BOD Members if there is no Imam.
 5. Analyze and improve the functions and efficiency of ICF operations.
 6. Manage all fundraising activities and events.
 7. Oversee election committee.
 8. Search for and apply for Federal, State, Local and other grants.
 9. Ensure that ICF always maintains sufficient Liability and Property Insurance.
- D. Responsibilities of the BOD Secretary
1. Check ICF physical and email boxes and distribute content to relevant ICF departments.

2. Send announcements via ICF email and coordinate with Director of Information to ensure consistency among platforms.
 3. Reply promptly to ICF email and phone inquiries.
 4. Publish and maintain ICF Organizational Chart and Contact List.
 5. Prepare the Agenda for BOD meetings with approval from the BOD President.
 6. Distribute the Agenda to all BOD members.
 7. Publish BOD meeting minutes as defined by the by-laws.
 8. Maintain ICF Membership records. In coordination with the Director of Finance, update Membership records quarterly, and more frequently before elections.
 9. Maintain ICF Incorporation and property records and make them available for inspection.
 10. Prepare the Agenda for General Body meetings with approval from the BOD President and make it available to the ICF membership.
- E. Director of Finance Responsibilities
1. Ensure that ICF activities and expenditures allow it to maintain 503(c)(3) status.
 2. Maintain a monthly record of all donations and expenditures on ICF QuickBooks.
 3. Manage ICF Monthly Donation System, and ICF wireless Credit Card terminal.
 4. Coordinate printing of ICF donation letters and other related material.
 5. Manage ICF bank accounts and prepare monthly financial statements.
 6. Make timely payments of ICF employee salaries and payroll taxes.
 7. Manage financial investments with BOD and Trustees' approval.
 8. Make timely payments of taxes due; file timely tax returns as needed.
 9. Check donation collection boxes and promptly deposit the funds into ICF accounts.
 10. Publish ICF quarterly financial reports with funding categories referenced elsewhere in the By-Laws.
 11. Prepare ICF annual financial report for BOD and Trustees meetings.
 12. Ensure segregation of funds according to donation categories mentioned elsewhere in the By-Laws.
 13. Issue donation receipts quarterly.
- F. Director of Maintenance Responsibilities
1. Clean, maintain and manage all ICF physical facilities, including parking lots and play areas.
 2. Manage Ramadan/special events logistics (daily Iftar, event setup, etc.).
 3. Obtain approval from BOD prior to major changes or improvements at ICF facilities.
 4. Maintain record of ICF assets and make it available for BOD inspection.
- G. Director of Social Activities & Adult Education Responsibilities
1. Schedule and manage educational activities and programs in the Masjid.
 2. Coordinate Islamic speakers, seminars, lectures, and events for the community.
 3. Coordinate secular adult education based on community needs (Examples: Financial education, insurance enrollment, career coaching, social services help).
 4. Establish a Women's Activities Committee.
 5. Prepare and publish a quarterly social calendar.
 6. Coordinate youth sports and summer programs.
 7. Arrange religious and social activities for ICF youth and children.
- H. Director of Youth Education Responsibilities
1. Manage ICF School; publish class schedule and fee structure upon BOD approval.
 2. Prepare a School Manual outlining rules and regulations for teachers and students, with BOD approval.

3. Work with ICF Imam and Teachers to develop and maintain an Islamic curriculum for the school.
 4. Timely publish School Calendar, including holiday schedule.
 5. Establish and maintain procedures to ensure the safety of the children, teachers, and school visitors.
 6. Oversee ICF school facilities and coordinate with Director of Maintenance to keep facilities in order.
 7. Procure necessary supplies of books and teaching material.
 8. Maintain ICF School electronic devices as needed.
 9. Maintain and update school and student records.
 10. Prepare an Annual Plan for the Islamic School stating the goals and objectives, timetable, and methods that will be used to accomplish these goals and objectives.
 11. Arrange a meeting with the parents to evaluate the performance of the Islamic School.
 12. Manage student fee collection system in coordination with the Director of Finance.
 13. Oversee and coordinate any other approved Islamic classes or programs for youth held at ICF.
- I. Director of Information Responsibilities
1. Manage and update ICF Website and Social Media accounts.
 2. Send social media messages on official ICF messaging platforms (ex: WhatsApp).
 3. Develop daily prayer leader schedule in coordination with ICF Imam.
 4. Publish/post monthly daily prayer schedule on the web site and inside the Masjid.
 5. Manage and disseminate ICF Friday prayer announcements and other email notifications.
 6. Release monthly newsletter and update content for the website and social media outlets in consultation with BOD.
 7. Maintain the ICF Notice Board.
 8. Maintain ICF multimedia archive.
 9. Prepare all print materials and coordinate mailings as needed.
- J. Director of Community Relations & Outreach Responsibilities
1. Work with the larger Fredericksburg Muslim community to increase engagement with ICF.
 2. Coordinate and host an Annual Membership Drive.
 3. Develop an active Da'wa program and ensure that Da'wa material is always available at ICF.
 4. Provide means for new Muslims to learn Islam.
 5. Organize Islamic lectures at churches, schools, prisons, and other community organizations.
 6. Coordinate with other religious leaders to create and present material at interfaith events.

The ICF Imam

- A. Appointment of the Imam
1. The BOD shall elect/appoint Imam(s) through an affirmative vote of at least seventy-five percent (75%) of the BOD, subject to approval by the Trustees.
- B. Imam Responsibilities
1. The Imam shall be the spiritual leader of the community.
 2. The Imam is responsible for guiding the community from an Islamic perspective and assisting the BOD with the overall implementation of Islamic vision for the community.
 3. The Imam shall provide a variety of Islamic services including funeral and wedding arrangements.
 4. The Imam shall participate in community outreach and enrichment programs.
 5. The BOD shall assign other specific duties for the Imam.
 6. The Imam shall not be eligible to serve on the BOD or the Trustees while employed as the ICF Imam.

7. In the event ICF does not have an Imam, the BOD shall delegate Imam responsibilities to one or more qualified individuals as they deem appropriate.

Finances

- A. The fiscal year of ICF shall begin on January 1st and shall end on December 31st each year.
- B. Protected Fund Categories – There shall be four (4) protected fund categories. Any incoming funds or donations to these categories may not be moved into other categories. This includes funds generated within a category (for example, proceeds from real estate sales) must stay within the building funds category.
 - 1.1. Zakat
 - 1.2. Building Funds
 - 1.3. School and Education
 - 1.4. Designated Donations – If the BOD accepts Designated Donations for specifically identified purposes, these donations must be used for those specified purposes and each of these Designated Donations shall become a protected fund.
- C. Non-protected Funds - These funds may be used for any purpose consistent with ICF goals, including those purposes outlined in the protected categories.
 - 1.1. General Donations/Operations – this category also includes Membership Dues.
- D. Investing Funds – Any investment of ICF Funds must be approved by unanimous decision of the Trustees.
- E. Payment Authorizations
 1. All checks written shall require the signatures of two (2) BOD members. No BOD Member shall authorize expenditures of more than \$500.00 on a single expense without prior approval of the BOD, nor shall he/she authorize total expenses on one project/event of more than \$1,000.00 without prior approval of the BOD.
 2. Any payment of \$2,000.00 or more must be approved in writing by the President of BOD as well as the Trustees. Electronic communications (email) containing details of the payment and expressing its approval shall be acceptable to meet this requirement.
- F. There shall be no compensation of any kind for the Board of Directors or Trustees.

Amendments to By-Laws

- A. Standard Process for Amending the By-Laws:
 1. A proposal for amendment(s) to the By-Laws presented by ICF Member(s) in good standing or BOD Member(s) must be presented to the BOD. After considering the proposal, the BOD must approve the proposal by the seventy-five percent (75%) vote of the BOD to move the proposal forward.
 2. After approval by the BOD, the proposal for amendment(s) to the By-Laws shall be presented to Trustees. Trustees must unanimously approve the proposal to move the proposal forward.
 3. Upon approval by Trustees, the proposal for amendment(s) to the By-Laws shall be presented to the General Body for vote within eight (8) weeks.
 4. Upon a sixty-five percent (65%) affirmative vote per General Body meeting voting guidelines described elsewhere in these By-Laws, the new Amendment shall become effective immediately.
- B. Secondary Process for Amending By-Laws:
 1. Any proposal for the amendment(s) to the By-Laws presented to the BOD President with the signatures of seventy-five percent (75%) of the ICF Members in good standing shall bypass the approval by the

BOD and Trustees and shall be directly presented to the General Body within eight (8) weeks of the receipt of such proposal.

2. The bypassed amendment proposal must be passed with the affirmative vote of more than ninety percent (90%) all current General Body members in good standing.

Arbitration

- A. *Overview* - Any Member of the ICF in good standing may file a grievance against any other member, for the purpose of objecting substantive matters, issues and/or behaviors related to the operations or activities of ICF. The purpose of this process is to try to address conflicts and concerns in a respectful Islamic manner at an early stage. The process is detailed below:
 1. A Grievance letter shall be directed to the BOD President.
 2. The BOD President shall create a special one-time grievance committee consisting of the BOD President and two Board members (one chosen by each party). In the event any party on the committee has a conflict of interest, the Trustees shall appoint a suitable replacement from the BOD.
 3. The committee shall have ten (10) days to review the matter and issue a decision.
 4. The committee shall issue a written decision, including specific remedial behavior or actions to be taken by the involved members, if necessary.
 5. Appeals - If the decision of the committee is not satisfactory to one or both parties, the decision may be appealed to the Trustees. The Trustees shall review, investigate, and issue a written decision on the matter within fifteen (15) days, indicating the specific remedial behavior or actions to be taken by the involved members, if necessary. The decision of the Trustees shall be final and may not be appealed in any manner.

Involuntary Removals

- A. Removal of a BOD Member
 1. A petition for removal of a BOD Member may be proposed by any BOD or ICF Member(s) in good standing for due cause including, but not limited to violating ICF policies, By-Laws, or government laws; exhibiting behavior that disrupts the ICF community or its programs and activities. The petitioner(s) shall present their evidence to the remaining BOD (minus the BOD member in question) within seven (7) days. Afterwards, the remaining BOD shall allow the BOD member in question to respond, and finally hold a vote. All remaining BOD members must participate in the vote; the quorum for this vote shall be all remaining BOD members. If seventy-five percent (75%) of the remaining BOD members vote for Involuntary Removal, the BOD Member in question shall be removed with immediate effect and shall immediately return all property of the ICF in his/her control.
 2. All BOD Member removals shall be subject to approval by a majority vote of the Trustees.
- B. Trustee Removal
 1. A Trustee may be removed with the affirmative vote of more than seventy-five percent (75%) of all General Body Members in good standing and the written recommendation of seventy-five percent (75%) of BOD members and the written unanimous approval of remaining Trustees.
- C. ICF General Body Member Removal
 1. A request to rescind a Membership must be initiated by at least three Members of ICF. The request shall be submitted in writing (specifying the reason) to the President or the Vice-President of the BOD,

who shall forward their recommendation to the Trustees. The Trustees' decision on the matter shall be final and not subject to appeal.

Voting Procedures & Absentee Voting

- A. All General Body votes, whether election or otherwise, must be held via ballot as described in these by-laws.
- B. There shall be a minimum Voting Quorum of thirty percent (30%). If verified votes are not cast by at least 30% of the current members in good standing, the vote will not be considered valid and must be redone.
- C. Unless otherwise specified in these by-laws, an affirmative vote of sixty-five percent (65%) is required to pass a resolution.
- D. Each ICF Member shall be entitled to one vote at all elections and in General Body meetings. For a Family Membership, the husband and wife only are entitled to one vote each.
- E. At all General and Special Meetings, each ICF Member in good standing may vote in person or by absentee ballot. All absentee ballots must be submitted prior to deadline for the vote or election as established by the BOD. Members who wish to keep their vote confidential must submit physical paper ballots to a designated ICF vote box. Members also have the option to send ballots by electronically, understanding the inherent lack of privacy.
- F. To ensure fair voting and privacy, each ballot shall be given a serial number that is clearly written on the ballot. Each Member in good standing will receive a ballot, either in advance of the voting or in person on the day of voting. After voting, all ballots will be counted, and any duplicate serial numbers will be removed from the count.
- G. Any ballot vote may be subject to an audit by the Trustees and election committee (if applicable).

Elections

- A. ICF shall hold elections every year in the month of November to fill the Trustees and BOD positions due to become vacant the following year. In addition to the full-term vacant positions, such elections shall also fill the remaining term positions which became vacant after the last election and were filled temporarily by appointments.
- B. By September 1st of an election year, the BOD shall appoint an Election Committee consisting of 3 Members in good standing, except for any candidate who intends to run in the election.
- C. The Election Committee has the following roles: choose the election date, announce vacancies, collect nominations, verify nominee qualifications, organize an event for the community to meet candidates prior to the election, prepare ballots, verify member voting eligibility, provide announcements throughout election process as described in this section, conduct the election, and announce results.
- D. The Election Committee shall announce the election date by September 15th. The election date must be during the first 15 days of November. When the Committee announces the election date, this shall also mark the opening for nominations. As candidates are nominated, the Election Committee shall publish and update the list in real time.
- E. The Election Committee shall close nominations for candidates thirty (30) days prior to the election date.
- F. The Election Committee shall give a minimum of three (3) days for voters to return ballots.
- G. If there are more candidates than positions for any election, the ballot shall have a list of all candidates, and voters shall select which candidates they want to fill the position. The candidate with the most votes shall receive the first open position in the category, and subsequently until all positions are filled.

- H. If a candidate for Trustee or BOD member runs unopposed, the ballot shall contain choices to approve or disapprove the candidate for the position. For a candidate to win the election, he/she must receive majority approvals. In the event of majority disapproval, the candidate shall not win the position. Instead, the BOD or Trustee seat shall be treated as a vacancy as elsewhere described in these By-Laws.
- I. Required Announcements – at the minimum, the Election Committee must provide the following announcements:
 - 1. Election date
 - 2. Voting Registration Deadline
 - 3. Nomination Opening and Closing dates
 - 4. “Meet the Candidates” event date
 - 5. Election Results.
 - 6. Starting September 1st, the committee must announce the election date and time during each Friday Prayer, post an announcement in the Masjid, on the Masjid website, and on the Official ICF Messaging Groups.
- J. New Trustees and BOD members elected in November shall assume their respective positions on January 1st of the following year. However, the newly elected BOD members must attend the December BOD meeting along with the current BOD.

Dissolution

- A. The ICF Corporation may be dissolved with the affirmative vote of more than ninety percent (90%) of the General Body Members in good standing and the written recommendation of all BOD members, and the written unanimous approval of all Trustees.
- B. Upon dissolution of ICF, the Board of Directors shall, after paying or making provisions for the payment of all liabilities, transfer all assets of ICF to organization(s) organized and operated exclusively for Islamic religious purposes, and are exempt organization(s) under Section 501 (c) (3) of the Internal Revenue Code. Any assets which are not disposed of, as described above, shall be transferred by a Court of Common Pleas of the County (in which the Principal Office of ICF is then located) exclusively to such Islamic organizations.

Miscellaneous

- A. The facilities and activities of ICF shall be open to all interested persons without discrimination based on race, color, sex, or national origin, if they subscribe to and uphold the objectives of ICF and abide by the rules and regulations established by the ICF
- B. No Board Member or Trustee of Islamic Center of Fredericksburg, personally or otherwise, shall be liable for any debts, liabilities and/or obligations of the Islamic Center, to the extent permitted by law, provided that he/she:
 - 1. Acted in his/her official capacity as authorized by these By-Laws, the Board of Directors, or The Trustees.
 - 2. Believed that his/her conduct was lawful and in the best interests of ICF.
 - 3. Is not found guilty of gross negligence or willful misconduct.
- C. All materials, including records, files, correspondence, software, etc. shall be kept at the principal address, except for such items and for such periods as may be reasonable and practicable, that they be in the custody of such persons as authorized by the Board.

Addendum to the ICF By-Laws

Adopted on February 20, 2022

Present Conditions

Presently, ICF does not have Trustees, and is managed by the Board of Directors (BOD) consisting of nine (9) members (Serkan Akar, Shahid Ali, Muhammad Asif, Aly Elbagoury, Eyad Elqudsi, Waqas Humayon, Ameer Mir, Bashir Qasmi, and Samer Shalaby), hereafter collectively referred to as the “2021 BOD”. After the passage of the By-Laws, the election shall be held on Saturday, March 26, 2022.

Validity of the Addendum

The addendum shall carry with the By-Laws until December 31, 2030, at which time the last Trustee from the initial group of Trustees as described in this addendum shall leave office. At this time, the addendum shall be released from the By-Laws. The temporary adjustment to voter eligibility and candidate qualifications shall only be valid for the specific elections as detailed in this addendum, with no further validity.

Trustee Qualification

To allow a sufficient pool of initial Trustee candidates, there shall be several temporary adjustments to the qualifications for Trustees in the 2022 Special Election and the 2024 Election, as detailed below:

1. 2022 Special Election
 - a. The requirement to have lived in the greater Fredericksburg region for at least eight (8) consecutive years shall be reduced to five (5) consecutive years.
 - b. The requirement to have been an ICF member in good standing for at least five (5) of the past eight (8) years shall be reduced to the following: Trustees must have been an ICF member for at least two (2) of the past five (5) years. Candidates must be a member in good standing as of February 11th, 2022 to be eligible for the 2022 Special Election.
2. 2024 Election
 - a. The requirement to have been an ICF member in good standing for at least five (5) of the past eight (8) years shall be reduced to requiring candidates to have been a member in good standing for at least two (2) of the past three (3) years.

This adjustment to Trustee Qualifications shall only apply in the 2022 Special Election and 2024 Election as mentioned previously. All elections after the 2024 Election shall follow Trustee qualification rules per the ICF By-Laws.

Board of Directors Qualification

To allow a sufficient pool of initial BOD candidates, there shall be a temporary adjustment to the qualifications for the BOD in the 2022 Special Election. The requirement to have been an ICF member in good standing for at least one (1) year shall be temporarily eliminated. Candidates must be a member in good standing as of February 11th, 2022 to be eligible for the 2022 Special Election. This adjustment to BOD qualifications shall only apply in the 2022 Special Election. All elections after the 2022 Special Election shall follow the BOD qualification rules per the ICF By-Laws.

Modified Election Schedule

There will be slight adjustments to the terms of the candidates elected in the Special Election (March 26, 2022) and a modified election schedule for 2022-2024. This is to sync the new by-laws election schedule while maintaining continuity of ICF operations. For each election period during the modified schedule, three (3) of the 2021 BOD members shall voluntarily resign to create the vacancies needed. If there are not enough resignations to create the vacancies, the BOD shall vote among themselves until they reach majority consensus about which 2021 BOD members shall be required to resign. The passage of the By-Laws of Islamic Center of Fredericksburg and the Addendum shall imply the approval of the continuation of the non-resigning six (6) BOD members. All three (3) new Trustees shall be elected during the Special Election. The Trustees shall serve modified terms as shown in the schedule below:

1. Special Election (March 26, 2022) – Term beginning May 2022.
 - a. One (1) Trustee (term ending December 31, 2030).
 - b. One (1) Trustee (term ending December 31, 2027).
 - c. One (1) Trustee (term ending December 31, 2024).
 - d. Three (3) BOD Members (term ending December 31, 2025) – Three (3) members from the 2021 BOD shall resign as described previously.
2. 2023 Election – Term beginning January 2024.
 - a. Three (3) BOD Members (term ending December 31, 2026) – Three (3) members from the 2021 BOD shall resign as described previously.
3. 2024 Election– Term beginning January 2025.
 - a. One (1) Trustee (Standard Term).
 - b. Three (3) BOD Members (term ending December 31, 2027) – Three (3) members from the 2021 BOD shall resign as described previously.
4. 2025 Onwards Elections
 - a. The BOD and Trustee Elections shall follow the by-laws on their regular schedule.

Voter Eligibility

To allow a sufficient voter pool to represent ICF in the Special Election, there shall be a temporary adjustment to voter eligibility. All ICF General Body members who have filled out a 2022 membership application and paid 2022 membership dues on or before Friday February 11th, 2022 shall be eligible to vote in the Special Election. This adjustment to voter eligibility shall only apply in the 2022 Special Election. All elections after the Special Election shall follow voter eligibility rules per the ICF By-Laws.