

BYLAWS OF
ISLAMIC CENTER OF TERRE HAUTE, INC.

Article I

Name and Address/location

The name of this corporation shall be Islamic Center of Terre Haute, Inc. (“Center”).

Address/Location: The address and location of the Center is, **1319 S 6 ST, Terre Haute IN, 47802.**

Article II

Purpose/Objective

(a) This corporation is being formed for the purpose of engaging in the transaction of any and all activities permitted under the laws of Indiana and United States of America.

(b) The organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as an exempt organizations under section 501(c)(3) of Internal Revenue Code or corresponding section of any future federal tax code .

(c) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III.

No substantial part of the activities of the corporation shall be for the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles the corporation shall not carry on any other activities not determined to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code or (b) by corporate contributions to which are

deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Other Objective

- (a) To practice Islam according to the commands of Allah Subhanawu watallah and the Sunnah of Prophet Mohammad (peace be upon him) in the Sunni principles.
- (b) To organize religious, social, educational and cultural activities for Muslim community.
- (c) To purchase land, construct and manage the masjid for the Muslims community.
- (d) To own and manage cemetery for the Muslim community.
- (e) To operate a religious school for the Muslim children of the community.
- (f) To convey the message of Islam to the people of other faiths, so that better harmony exists in the community at large.
- (g) Da'wa work
- (h) To make contribution to other Islamic organization.

Article III

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed after payment of existing debts and liabilities to a non-profit Islamic foundation, or Islamic corporation such as the North American Islamic Trust (“NAIT”). Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

Article IV

Membership

(a) The Center is open to all Muslim community members; a voting member of the Islamic Center of Terre Haute must be the following:

1. A Muslim by faith.
2. At least 18 years of age.
3. A U.S. citizen or a permanent U.S. resident (holding a “Green Card”) and a resident of Terre Haute, IN, or within an area of a 55 mile radius of the Center.
4. Be a voting member six months after being granted membership.
5. Fill out a membership application form and submit it in person to the Center.
6. All voting members of the Center comprise its General Assembly.
7. No membership fee will be collected .

Article V

Management

The management of the Center shall be comprised of the following entities:

- 1 Board of Trustees
- 2 Executive Officers
- 3 General Assembly

Article VI

BOARD OF TRUSTEES

(a) NUMBER OF TRUSTEES

The Board of Trustees of the Center shall consist of 3 to 7 members. The number of Trustees may be changed by amendment of these Bylaws or adoption of new Bylaws by majority vote of the present members of the General Assembly.

(b) BOARD OF TRUSTEES POWERS

The activities and affairs of the Center shall be conducted under the supervision or direction of the Board of Trustees.

(c) BOARD OF TRUSTEES DUTIES

The Board of Trustees shall act to guard the interests and well-being of the Center, set its general directions, and be its policy-making body. The Board's specific duties and responsibilities shall include the following:

1. Develop long-term plans for the Center and direct the Executive Officers to meet the changing needs of the Muslim community.

2. Act as guardian of all Center facilities, funds, and assets.

3. Review, approve or reject the annual budget prepared/submitted by the Executive Officers for the General Assembly.

4. Review, approve or reject by a two-thirds (2/3) vote of the Executive Officers, recommendations for any real estate transaction which includes the construction, purchase, sale or financing with recommendations to the General Assembly.

5. Review, approve or reject recommendations to the General Assembly for approval any long-term (more than a year) lease agreements when properly prepared and submitted by the Executive Officers.

6. Review the performance of the Executive Officers and take appropriate action by a majority vote of the Board of Trustees.

7. Review the performance of each Trustee and take appropriate action by a two-third (2/3) vote of the Board of Trustees.

8. Approve the appointment, or removal of all officers with the exception of the Trustee.

9. Oversee the Bylaws and propose amendments for approval by majority vote of the present members of the General Assembly.

10. Seek the General Assembly approval for any sale, transfer, disposition of all or substantially all the assets of the Center other than in the ordinary course of business; by a two-thirds (2/3) vote of the Board of Trustees.

11. Dissolution and winding up of the affairs of the Center, by a two-thirds (2/3) majority of the Board of Trustees with recommendations to the General Assembly for confirmation.

12. Reorganize the operation of the Center by a two-thirds (2/3) vote of the Board of Trustees.

13. Perform any and all duties imposed by law or these Bylaws.

14. Meet at such times and places as required by these Bylaws.

15. Safeguard all documents, records, reports & present the annual audited management & financial reports to the General Assembly.

(d) TERM OF OFFICE

The term of office for a member of the Board of Trustees shall be four years. When the term expires, the Trustee(s) shall serve until new Trustee(s) are elected.

The first election following the approval of the amendments of these Bylaws shall take place at the Center in September 2017. The current Trustees shall serve until the September 2017 election.

(e) COMPENSATION

Trustees shall not be compensated for services to the Center in any capacity.

(f) RESTRICTION REGARDING INTERESTED TRUSTEES

Notwithstanding any other provisions of these Bylaws, not more than ten percent (10%) of the persons serving on the Board of Trustees may be interested persons. Interested Persons are defined as any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

(g) BOARD OF TRUSTEES'S MEETINGS

Board of Trustees shall conduct at least two meetings per year to review the affairs of the Center with the Executive Officers. The unexcused absence by a Trustee from three (3) consecutive Board of Trustees meetings shall be grounds for expulsion, by a two-third (2/3)

vote of the Board of Trustees.

(h) QUORUM. AND ACTION

A quorum shall consist of a majority of the Board of Trustees, except as otherwise provided in these Bylaws. No business shall be considered by the Board of Trustees at any meeting at which there is not a quorum and the only motion, which shall be entertained at such meeting, is a motion to adjourn. However, a majority of the Trustees present at such meeting may adjourn from time to time until the time fixed for the next Board of Trustees' meeting.

Every act or decision made by a majority of the Trustees present at a meeting duly held at which a quorum is present, is the act of the Board, unless the Constitution requires a greater percentage or different voting rules for approval of a matter by the Board.

If the number of Trustees present at any Board of Trustees meeting was an even number, then the vote of the Chairman or the person presiding the Board of Trustees meeting should count as two votes in case of a tie.

(i) QUORUM FOR SPECIAL ACTIONS

The participation of two-third (2/3) of the Board of Trustees, shall constitute a quorum for a Board of Trustees' recommendation to the General Assembly for any of the following :

- a. Appointing, suspending, and/or expelling of a Trustee.
- b. Dissolving or reorganizing the Center.
- c. Amending the Bylaws of the Center.
- d. For any other purpose, as stated in these Bylaws, which requires the act of (2/3) vote of the Board of Trustees. The act of two-third (2/3) of the Board of Trustees shall be the act of the Board of Trustees. Trustees shall not vote by proxy.

(j) CONDUCT OF BOARD OF TRUSTEES' MEETING

The Board shall elect a Chairman, Vice-chairman and Secretary from among Trustees. The Board of Trustees' Chairman shall call, preside, and conduct the Board of Trustees meetings. In the Chairman's absence, withdrawal, or refusal to preside, the Trustees shall appoint another Trustee to preside over the meetings.

The Secretary of the Board shall keep the records of the proceedings of all Board of Trustees' meetings, provided that in the absence of the Secretary, the presiding Trustee shall appoint another Trustee to act as Secretary of the meeting.

(k) Board of Trustees Role

(1) The Board of Trustees shall be elected for a four-year term by majority vote of the present members of the General Assembly.

(2) The members of the Board of Trustees shall be the legal trustee of all Center assets.

(3) No person shall serve on the Board of Trustees who is not a voting member of the Center and who has not had voting membership for at least one year prior to becoming a member of the Board of Trustees.

(4) Regular elections to the Board of Trustees shall be held every two years. Trustees shall serve in staggered terms. Board of Trustees and Executive Officers elections shall be conducted simultaneously every two years in September beginning 2017.

(5) Board of Trustee members terms shall begin within 45 days of their election.

(l) VACANCIES IN THE BOARD OF TRUSTEES

(1) A vacancy in the Board of Trustees shall exist whenever a Board of Trustees member resigns, ceases to be a voting member of the Center, dies, is absent from three consecutive regular Board of Trustees meetings without being excused, or is removed for public malfeasance by the General Assembly.

(2) If more than half of the Board of Trustees positions are vacant, the General Assembly shall within 90 days fill all such vacancies for the unexpired terms of the positions by special election.

(3) If fewer than half of the Board of Trustees positions are vacant, the Board of Trustees shall appoint by majority vote a voting member of the Center for the unexpired term of the vacant positions until the next election.

(m) QUALIFICATION

Any nominee to the Board of Trustees shall be a voting member of the Center for at least one year and be at least 27 years of age.

(n) REMOVAL AND RESIGNATION

(1) Whenever the Board of Trustees recommends by a two-thirds vote the General Assembly remove a Trustee for public malfeasance, said member shall be temporarily suspended from all positions of service within the Center pending acceptance or rejection of the recommendation by the General Assembly. The recommendation shall be deemed to have been accepted by the General Assembly unless rejected within 45 days by a three-fifths vote of the present members of a special meeting of the General Assembly called for that purpose.

(2) Upon acceptance by the General Assembly of a recommendation to remove a Trustee for

public malfeasance, the position of the member in question shall immediately be declared vacant.

(3) Any Trustee may resign at any time by giving written notice to the Chairman or the Secretary of the Board of Trustees. The acceptance of such resignation shall not be necessary to make it effective.

(o) Election Procedure

Whenever vacancies in the Board of Trustees are to be filled by election, the Election Committee shall receive nominations of eligible voting members of the Center and not less than 7 days prior to the date of the election shall submit to the General Assembly official ballots together with the names and biographies of all candidates who have accepted nomination by not less than three voting members of the Center.

The General Assembly shall by secret ballot cast yes or no votes for each of the candidates. The Election Committee shall collect all ballots cast prior to the closing time of the election and shall publicly tabulate the results of those ballots. Candidates shall be ranked according to the total number of yes votes received minus the total number of no votes received, and vacant positions shall be filled beginning with the highest ranked candidate until the number of vacant positions on the Board of Trustees has been filled.

Article VII

EXECUTIVE OFFICERS

(a) **Number/qualification**: The Executive Officers shall consist of 5 to 8 members. The Executive Officers should consist of at least a President, Vice-President, Secretary, Treasurer, Worship Officer, Property Officer, Public Relation Officer and such other officers as the Board of Directors shall determine to be necessary to the performance of its functions.

Any voting member is eligible to be an executive officer.

(b) EXECUTIVE OFFICERS POWERS

The Executive Officers shall be the managing body of the Center. The Officer's duties and responsibilities include the following:

- (1) Manage the daily affairs of the Center and plan, execute, and supervise its activities.
- (2) Implement the policies and decisions of the Board of Trustees.
- (3) Raise funds for Center activities in consultation with the Board of Trustees.
- (4) Establish procedures in routine matters.
- (5) Perform any and all duties imposed by law or these Bylaws.
- (6) Meet every two months at such times and places as required.
- (7) Register their addresses and phone number with the Secretary.
- (8) Have the ability to develop its own procedures to accomplish its objectives without any interference from the Board of Trustees as long as it is complying with Board policies and Center objectives.

(c) DUTIES OF THE EXECUTIVE OFFICERS' PRESIDENT

The main role of the President is to ensure the implementation of the Board of Trustees policies, completing and following the Center registration with concerned authorities with the following as guidelines:

1. Act as the President of the Executive Officers for the term of his office.
2. Supervise and manage the daily activities of the Center.
3. Will not interfere/involve in any Officer's work as long as it is within the Board policies and the Center objectives.
4. Supervise the implementation of the Board of Trustees' decisions/directives.
5. Act as the Executive Officers' representative, and be the contact with the Board of

Trustees, present report on the Center's activities and business at the Board of Trustees meetings.

6. Oversee the development of fund-raising activities to support the Center.

7. Supervise business/ action plan development for each function and provide the Board of Trustees with final approved plans.

8. Represent the Center as its Official Spokesperson.

9. Coordinate with other organizations to accomplish Center objectives.

10. Preside at Executive Officers meetings and approve expenditures by majority vote.

11. Generate a quarterly brief report about the Center operations for the Board of Trustees.

12. Coordinate with the Secretary to maintain all documentation, communications, minutes, plans, and reports of the Center's operations.

13. Authority to interfere in the work of an Officer, if and only if:

a. The Officer has not accomplished Center objectives.

b. The Officer or any of his assistants are conducting business in conflict with Islam, Center objectives, Board policies or these Bylaws.

c. The above shall be documented in writing and then the Executive Officers can by a majority vote make a recommendation to the Board of Trustees for a final decision.

(d) DUTIES OF THE EXECUTIVE OFFICERS' VICE-PRESIDENT

Acting on behalf of the President in his absence and perform all the duties of the President of the Executive Officers. In addition, he is responsible for following Muslim brothers in the area and convincing them to become active members of the Center.

(e) DUTIES OF THE EXECUTIVE OFFICERS'S SECRETARY

1. Coordinate all office work of the Center based on President's directions.
2. Keep the original or a copy of these Bylaws as amended.
3. Prepare the agenda and notify the Executive Officers of all scheduled meetings.
4. Maintain all Center correspondence internal and external, emails, meeting minutes of Board of Trustees and Executive Officers filings.
5. Prepare and maintain at the Center or at such other place as the Board of Trustees may determine, and circulate timely, detailed, and accurate minutes of all Executive Officers meetings. The meeting minutes should include the time and place of the meeting, whether regular or special, how the meeting was called, how notice was given, the names of those present or represented, and the proceedings conducted.
6. Chair the Executive Officers meetings in the absence of both the President and the Vice-President.
7. Process and maintain Membership records and documents including members contact information.
8. Publish and send related information to all members based on President's direction electronically or post it at the Center.
9. Collect and inform the President of all member complaints, suggestions and opinions in writing.

(f) DUTIES OF THE EXECUTIVE OFFICERS'S TREASURER

1. Keep and maintain adequate and accurate records of the Center's financial and business transactions, including an accounting of its assets, liabilities, receipts, and disbursements.
2. Have and be responsible for all funds and securities of the Center, collect and deposit all

such funds in the name of the Center in such banks, trust companies, or other depositories as approved by the Board of Trustees.

3. Receive and give receipt for monies due and payable to the Center from any source.

4. Disburse funds on behalf of the Center and obtain purchase orders for such disbursements that do not exceed the amount of (\$500) Five Hundreds US Dollars, with approval of the President.

5. Any disbursement between (\$500) Five Hundred and (\$3000) Three Thousands US Dollars must be cosigned by the President. Any amount more than (\$3000) must be approved by the Board of Trustees.

6. Present within thirty (30) days the financial records to the President of the Center, or to any Trustee or Director's agent or attorney, at the request of the President.

7. Prepare, or cause to be prepared, the financial statements which include the following reports:

- a. Quarterly financial reports to the President,
- b. Detailed annual financial report to the Board of Trustees, and
- c. Final audited financial report to the General Assembly.

8. Perform all duties incident to the office of Treasurer and other duties as may be required by law or by these Bylaws, or may be assigned to the Treasurer by the Executive Officers.

9. Collect any cash donation from the safe at the Mosque or any place with at least one other Executive Officer present.

(g) DUTIES OF THE EXECUTIVE OFFICERS'S WORSHIP OFFICER

The Worship Officer is responsible for all religious activities within the Center and outside the premises. All of his tasks are implied directly from Quran and Al-Sunnah. The following are guidelines for his duties:

1. Set and publish the daily prayer times, Ramadan beginning and Eids dates, at the Mosque.
2. Arrange and coordinate Islamic religious services including Jum'aas, Eids, Taraweeh, and other prayers, Khutbas, payment of Zakat, marriage ceremonies, wills, and funeral services.
3. Lead or appoint a prayer leader (Imam).
4. Develop a method for Muslims to ask and reply to them or consult regarding Sharieaa questions.
5. Take care of the Mosque prayer hall and holy books.
6. Maintain the Mosque prayer hall and arrange with Property Officer for cleaning and Maintenance.
7. Develop and maintain a list of needy individuals.
8. Advise the Executive Officers and President regarding activities that are in conflict with Islam.
9. Coordinate with other Sharieaa sources for feed or clarification regarding certain ambiguities.
10. Arrange for special Quran readings and teachings.
11. Help with family or friendship conflict solving.
12. Ask and pronounce Center needs to Muslims if needed.
13. Arrange for Da'waa activities and introduce Islam materials.
14. Coordinate with other Executive Officers to accomplish assigned tasks.

(h) DUTIES OF THE EXECUTIVE OFFICERS'S PROPERTY OFFICER

Property Officer is responsible for the management of Center assets. The following are guidelines for his duties:

1. Schedule maintenance for all electrical, plumbing, air-conditioning, heating and cooling systems.
2. Report major building maintenance, construction, i and repairs at the Executive Officers meetings for approval and funding.
3. Developing an annual budget for these tasks.
4. Develop a method for reporting damage or misuse of Center facilities by members and users.
5. Establish a schedule for Center cleaning internally (Kitchen, Washing rooms, bathrooms, hallways and the inside of all the building) and externally (Parking, dumpsters, lawn caring and all of the area inside the Center parameters).
6. Coordinate with other Executive Officers to accomplish these tasks.
7. Keep and maintaining documentation and files for all work that has been done and recommended. This includes all bills, purchase orders, receipts, warranties, request forms, approvals and rejections.
8. Develop a list of suppliers for tasks that requires outsourcing.

9. Develop bidding requirements for awarding jobs and obtain at least three quotes for each project.

10. Collecting and updating all Center facilities as built drawings for future jobs.

11. Responsible for safety and security of the facilities and coordinate with local authorities about licensing and other requirements.

12. Responsible for a safe and clear path for members to enter the Center which includes the scheduling of snow removal.

13. Maintain a clean environment internally and externally.

14. Responsible for furniture, decoration and arrangements for special occasions.

(i) DUTIES OF THE EXECUTIVE OFFICERS'S PUBLIC RELATIONS OFFICER

The Public Relation Officer is the representative of the Center and its services. His endeavor is endless in presenting Islam, Muslims and the Center. The following are guidelines for his duties:

1. Volunteering:

a. Represent the Center in all community (Muslim, City, County and State) social occasions.

b. Develop and maintain a healthy relationship with the community.

c. Develop a list of local social events, nonprofit organizations that help the needy and other events that the Center could participate in.

d. Develop a list of members that are interested in volunteering to help the needy.

e. Coordinate and arrange for Center participation in events that present a positive image of Islam.

f. Avoid political events that could imply Islam bias to any party.

g. Schedule volunteers and obtain, list of events, times, locations and addresses of opportunities available to help the needy.

h. Follow up on volunteer activities and provide periodic reports at Executive Officers meetings.

i. Manage volunteers and set targets as to the number of man-hours the Center should provide to help the needy.

j. Suggest new activities to improve the Image of Islam and Muslims.

2- Member Services:

a. Represent the Center at the University.

b. Coordinate with school officials to solve member problems.

c. Coordinate and arrange for Center participation at school events.

d. Develop and maintain good relationships with the local community.

e. Arrange and coordinate educational lectures involving member awareness of school, city, county, state and federal regulations.

f. Arrange and coordinate seminars, conferences and other communication to help the needy, present the giving of Islam, educate the community and illustrate the importance of humans in Islam.

g. Develop a means for reaching and convincing Muslim professionals to give their time, effort and services to the community in the name of Islam and the Center.

h. Arrange for an annual event publicizing a positive image of Islam by donating blood or any other opportunities to emphasize Islam giving.

i. Arrange social, cultural, and sports activities including Ramadan dinners, cultural dinners, Eid celebrations, Marriage ceremonies, welcoming and farewell events, summer picnics and camps, and athletic tournaments.

j. Arrange for social counseling services and assistance to Muslims.

k. Oversee the development of stronger inter-community relations.

l. Chair the Social Action Committee and supervise its work.

(j) TERM OF OFFICE

The term of office for the Executive Officers shall be two (2) years. When the term expires, the Officer(s) shall serve until new Officer(s) are elected.

The first election following the approval of the amendments of these Bylaws shall take place at the Center in September 2017. The current executive officers shall serve until the September 2017 election.

(k) RESTRICTION REGARDING INTERESTED MEMBERS

Notwithstanding any other provisions of these Bylaws, not more than ten percent (10%) of the persons serving as Executive Officers may be interested persons. For purposes of this Section, “interested persons” are defined as: Any person currently being compensated by the Center for services rendered within the previous twelve (12) months, whether as a full or part-time employees or independent contractor.

(l) EXECUTIVE OFFICERS’S REGULAR MEETINGS

(l) The Executive Officers shall meet every two months. The agenda, place, date, and time of the meeting shall be announced by the Secretary of the Executive Officers. The unexcused absence by an Officer from three (3) consecutive Executive Officers meetings, or from five (5) Executive Officers meetings in one fiscal year, shall be grounds for expulsion, by a majority vote of the Executive Officers.

(m) QUORUM. AND ACTION OF EXECUTIVE OFFICERS'S

A quorum shall consist of a majority of the Executive Officers. Except as otherwise provided in these bylaws, or by law, no major business decision shall be considered by the Executive Officers at any meeting at which a quorum, is not present

(n) VACANCIES IN THE EXECUTIVE OFFICERS

If one or more Executive Officers positions are vacant, the Executive Officers shall nominate one or more voting members of the Center to be appointed by the Board of Trustees until the next election. Until the above appointment is effective, the President of the Executive Officers shall manage to carry out the task of the vacant position(s).

The Board of Trustees reserves the right to remove an Officer by recommendation to the General Assembly if the Board has reasonable cause to believe the Officer/s disregarded the Qur'aan and Sunnah, or these Bylaws, by majority vote of the Board of Trustees.

(o) ELIGIBILITY AND ELECTION OF EXECUTIVE OFFICERS

Every voting member is eligible for nomination and for an Executive Officer position. Executive Officers shall be elected by the General Assembly.

Article VIII

Regular Election of Board of Trustees and Executive Officers

(a) The Board of trustees and executive officers election shall be scheduled in September. The first election following the approval of the amendments of these Bylaws shall take place at the Center in September 2017, after that the election of the Board of Trustees and the Executive Officers shall take place simultaneously every two years. Future elections can be held at any place or time as approved by the Board of Trustees.

(b) Election Committee. The Board of Trustees shall nominate and appoint the Election Committee. The Election Committee shall have three, five or seven voting members. Election Committee members should not be interested in running for any position and will confirm this in writing. Election Committee members must be unbiased as to any candidate and shall not recommend, publicize their preference of one candidate over another.

Article IX

COMMITTEES

(a)Ad-hoc

(a) All committees established by these Bylaws or otherwise determined to be beneficial to the conduct of Center affairs shall be responsible to the Board of Trustees.

(b) All committee coordinators shall be appointed by the Board of Trustees from among the voting members of the Center.

Article X

WOMEN'S AFFAIRS COMMITTEE

The Women's Affairs Committee will be responsible for providing for the needs of the women in the Center and community. The liaison with the Executive Officers or the Board of Trustees shall be appointed by the Board of Trustees and shall have a legitimate right to converse with a BOT-appointed member of the Board of Trustees or Executive Committee. A legitimate relationship is defined as uncle, husband, brother, father, grandfather, son, grandson, father-in-law, brother-in-law, and son-in-law.

WOMEN'S OFFICER

One of the women shall be elected by the General Assembly of voting women members to represent them as their representative to the Executive Officers.

The Women Officer is the sole designated representative of the women at the Center and is their spokeswoman

The President of the Executive Officers shall accept service requests presented by the Women's Officer for the women's section and shall work on providing such services.

The Women's Officer has the authority to coordinate her work with other sisters depending on their needs, should form as many sub-committees as needed, and should add as many assistants as needed. She shall communicate with the Board of Trustees or the Executive Officers directly or through the women's liaison and she is not required to attend the meeting of the BOT or EC.

Women Officer has authority on women section and will perform her duties pursuant to the Bylaws. She also assumes all other Officers duties and rights for the women.

Article XI

ANNUAL REPORT:

The Executive Officers shall prepare an annual report to be submitted no later than ninety (90) days (after the close of the Center's fiscal year on December 31st) to the Board of Trustees for approval. The report shall contain the following information in appropriate detail: (1) Annual activities report and (2) Annual financial report. The Board of Trustees and the Executive Officers shall present the annual report to the General Assembly.

Article XII

(a) GENERAL ASSEMBLY

The General Assembly consists of the voting members of the Center.

(b) RESPONSIBILITIES

It is the responsibility of all voting and non-voting members of the Islamic Center of Terre Haute to assist the Board of Trustees and the Executive Officers in the operation of the Center. It is also the responsibility of every voting member to report to the Center any change in his/her mailing address, email, and phone number. The Center prefers to contact its members via electronic communication.

(c) EXCLUSION

Any voting or non-voting member of the Center, who commits any of the following acts inside or outside the Center, may be dismissed by two-third (2/3) vote of the Board of Trustees.

The acts include but are not limited to:

1. Disruption of individual or congregation prayers or other officially approved services or activities at the Center.
2. Violating the rules or policies set by the Board of Trustees and the Executive Officers.
3. Intimidating or harming (verbally or physically) members of the Center.
4. Inciting individuals or groups against the Center and/or its officers.
5. Displaying or disseminating materials (involving the Islamic Center) to Muslim or non-Muslim communities without the written approval of the Executive Officers and/or the Board of Trustees.
6. Raising funds or collecting money inside or outside the Center and in the name of the Center without approval from the Board of Trustees and/or the Executive Officers.
7. Failing to comply with verbal and/or written instructions of the Board of Trustees and Executive Officers in the performance of their duties for the Center (while present at the Islamic Center)

A member who commits one or more of these acts will receive a (1) written warning from the Center or a hearing before the Board of Trustees, depending on the severity of the act(s) prior to dismissal from the Center. No member will be dismissed from the Center without a hearing before the Board of Trustees.