

Islamic Center of Bothell (ICOB)

Bylaws



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Article I. Name of the Corporation

The name of the corporation shall be "Islamic Center of Bothell", hereafter referred to as ICOB or *Masjid* Belal.

Article II. Governing Law

The corporation was incorporated in the State of Washington on August 31, 2009 pursuant to the [Chapter 24.03 RCW](#), Washington Nonprofit Corporation Act.

Article III. Date of Adoption

Section 3.01 Date of Adoption

The Islamic Center of Bothell Bylaws are being adopted starting on February 1, 2010.

Section 3.02 Board of Directors at Time of Adoption of Bylaws

The Board of Directors at the time of adoption of the Bylaws are based on a combination of:

- (a) Initial directors specified in the Articles of Incorporation
- (b) Individuals who have volunteered to serve as directors until an official election can be implemented

Section 3.03 Board of Directors to be elected in 2010 and 2011

During the year 2010 and 2011, the current Board will be replaced with elected Board of Directors, following elections as specified in Article X.

Article IV. Principal Office

Section 4.01 Principal Office in King County, Washington

The principal office to transact business for ICOB is located in King County, Washington. The registered office of ICOB, required by the Washington Nonprofit Corporation Act to be maintained in the State of Washington, may but need not be the same as its principal office in the State of Washington. The Board of Directors may change the address of the registered office, from time to time, in the manner provided in the Washington Nonprofit Corporation Act.

Article V. Purpose and Principles of ICOB

Section 5.01 Purpose of ICOB

The aims and purposes of ICOB shall be to serve *Muslims* in the Bothell and surrounding areas so as to enable them to adopt Islam as a complete way of life. Toward this end, ICOB shall:

- (a) Provide capabilities (including *Masjid*) to conduct congregational prayers and Islamic religious festivals at their respective times
- (b) Promote unity and cooperation among *Muslims*
- (c) Provide Islamic services to support the needs of *Muslims*
- (d) Endeavor to make Islamic teachings known to *Muslims* and interested Non-*Muslims* through religious, educational, social and other activities in accordance with the best traditions of Islam
- (e) Promote better relations between *Muslims* and non-*Muslims*
- (f) ICOB shall strive to include in its affairs and activities, the participation and representation of *Muslims* of all races, gender, national origin, linguistic or ethnic backgrounds, and Islamic schools of Jurisprudence, without giving preference to any group
- (g) The activities of this organization shall be governed by the teachings of the *Qur'an* and the *Sunnah* as understood by the companions of Prophet Muhammad (*saw*). The principle of *Shoora* shall be the governing principle in arriving at decisions related to the affairs of ICOB

Section 5.02 Principles of ICOB
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The principles of ICOB are as follows:

- (a) ICOB will strive to create an open and welcoming environment for the entire family including children as well as single adults in its facilities and activities
- (b) ICOB will respect diversity and be inclusive of different schools of Islamic Jurisprudence
- (c) ICOB will ensure that everyone, regardless of their level of *Iman* (faith) and practice of Islam, feels welcome and given the opportunity to grow spiritually and enhance the practice of Islam in their daily lives
- (d) ICOB will support a range of activities beyond religious affairs within the bounds of Sharia and the laws that govern a 501c(3) non-profit organization. Such activities include lectures and forums, social gatherings, picnics, field trips and educational classes on a variety of skills (as approved by the ICOB Board of Directors)
- (e) ICOB will ensure that women have the opportunity to lead and participate in all its activities within the constraints of the *Sharia*. This includes the opportunities for women to:
 - (i) Address gatherings while ensuring that Islamic etiquettes are followed
 - (ii) Choose to run for various positions within the Board of Directors subject to rules governing the positions (Section 8.04)
- (f) Community meetings, gatherings and lectures will be inclusive of all members of the community including men, women and children while ensuring that Islamic etiquettes are followed
- (g) ICOB will ensure that women have the ability to see, hear and interact with the *Imam*/Speaker
- (h) ICOB will not permit any lectures or sermons or promotions of hatred or bigotry of any kind

Article VI. Membership

Section 6.01 Membership Qualifications

In order to become a member of ICOB, any individual:

- (a) Must be a *Muslim* who follows the teachings of the *Qu'ran* and *Sunnah* as understood by the companions of the Prophet Muhammad (*saw*)
- (b) Must reside in King or Snohomish County in the State of Washington
- (c) Must agree to abide by the Principles of ICOB

Section 6.02 Eligibility to Vote

An ICOB member becomes eligible to vote if he/she meets the following conditions:

- (a) Must be eighteen (18) years of age or older
- (b) Completes a registration form
- (c) Pays the membership dues set by the Board of Directors

Section 6.03 Term of Membership

- (a) The term of membership is one year and must be renewed at the end of the term to remain current
- (b) Membership is automatically terminated for failure to renew within 2 months of the date when the membership period for that individual ends
- (c) An exception to this can be made only by unanimous vote of the Board of Directors

Section 6.04 Membership Withdrawals

- (a) Withdrawal from membership is voluntary

Section 6.05 Membership Dismissals

A member can be dismissed by 2/3rd vote of the Board of Directors for one or more of the following reasons:

- (a) Failure to continue to meet the qualifications listed in Section 6.01
- (b) Failure to comply in a material way with the rules and regulations of ICOB
- (c) For acting in a way detrimental to ICOB

Section 6.06 Voting Rights

The following describes who/when an individual has voting rights. All the below conditions are collectively applicable:

- (a) Only voting members shall have voting rights
- (b) Each voting member shall be entitled to only one vote
- (c) A member, whose dues are in arrears, loses the right to vote or run for election to Board of Directors as long as he/she is in such arrears
- (d) The membership has been active for at least 180 days (6 months) continuously without any terminations in between

Section 6.07 Membership Dues

- (a) Annual membership dues shall be determined and may be changed from time to time by the Board of Directors
- (b) Inability to pay membership dues shall not constitute a reason for refusing a member's application
- (c) Members can request a waiver of the membership dues only on grounds of financial hardship

Section 6.08 Establishment, Renewal and Termination of Membership

The following are the rules regarding establishment, renewal and termination of membership:

- (a) Membership is collected for a calendar year
- (b) Membership will start in Jan for the calendar year and will be valid for the whole year
- (c) Any membership paid any month thereafter is eligible to be pro-rated for that year
- (d) In the following year, if the membership is not renewed before end of February, it will be considered as terminated
- (e) Once terminated, if a new membership is re-established then the number of days of membership will be counted only from the day the new membership is established

Article VII. General Assembly

Section 7.01 Who makes up the General Assembly

The General Assembly shall consist of all members of ICOB. Non-members can attend the General Assembly meetings but do not have the right to vote. The General Assembly shall be the supreme body of ICOB.

Section 7.02 General Powers and Responsibilities

ICOB shall be managed by the Board of Directors elected by the General Assembly in accordance with the Bylaws.

- (a) Responsibilities of the General Assembly members shall be:
- (b) To safeguard ICOB (including its principles and its assets)
- (c) Hold the Board of Directors accountable for their actions

Section 7.03 Annual Meeting

- (a) The Annual meeting of the General Assembly shall be held during the month of January or February each year
- (b) The purpose of the Annual Meeting shall be for acting on the Board of Director's Annual Report, Financial Report, and other transactions as may properly come before the meeting

Section 7.04 Special Meeting

- (a) A special meeting of the General Assembly may be called by the President of the Board or by two-thirds (2/3rd) vote of the Board of Directors
- (b) Special meetings may also be called by a written petition signed by 25% of the voting members
- (c) The General Secretary must verify the signed petition requesting special meeting within two weeks of submittal
- (d) A petition can be declined only for not meeting the required number of signatures, in which case the outcome and reason will be publicly pronounced

Section 7.05 Notice of Meeting

The following describes the procedures for notices to be sent regarding meetings:

- (a) Written or printed notice stating the place and time of any meeting of the General Assembly shall be delivered, either personally, email, or by mail to each voting member, not less than ten (10) days, nor more than thirty (30) days before the date of such meeting by or at the direction of the President , the Vice-President or the Secretary
- (b) A minimum of ten (10) days' notice shall be required for Annual Meeting. The purpose and agenda of the meeting shall be stated in the notice
- (c) If mailed the notice of the meeting shall be deemed delivered when deposited in the United States mail addressed to the member at his/her address as it appears in the records of ICOB
- (d) The notice of the meeting shall also be deemed delivered when the email is sent to the ICOB mailing list and posted on the ICOB website

Section 7.06	Quorum
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Listed below are the rules and procedures for obtaining and determining Quorum of the General Assembly:

- (a) The General Assembly holding more than 50% of the voting members shall constitute a quorum
- (b) If such a quorum is not present within sixty-minutes (60) of the specified time, the meeting will be adjourned
- (c) The Board should then convene the meeting no less than 24 hours but within two weeks (14 days)
- (d) The required quorum for such a meeting is 25% of the voting members
- (e) If no quorum is present at this meeting, a subsequent meeting must be called no less than 24 hours but within one week (7 days)
- (f) At such a meeting, quorum is considered to exist regardless of number of voting members present at the meeting
- (g) In such a meeting, the Board can only transact business that must have been transacted at the original meeting

Section 7.07 Vote by Proxy

- (a) If any voting member is unable to vote in person, a vote by proxy (where the proxy attends in person) will be accepted with written notification of the member authorizing (in a signed and dated document) the proxy to vote on their behalf

Article VIII. Board of Directors

Section 8.01 Charter of the Board

- (a) Subject to the Provisions of these Bylaws, the affairs of ICOB shall be managed by the Board of Directors, which shall be called the "Board" hereafter, and will be responsible to the General Assembly
- (b) The Board shall hold in trust and take care of all properties of ICOB
- (c) The Board shall ensure all resources of ICOB and distributions made by ICOB are only used to further the religious and charitable purpose of ICOB
- (d) The Board shall have the power to lease any real-estate as the primary property for ICOB without specific vote of the General Assembly authorizing such action, so long as the term of the lease is less than or equal to 3 years and annual value of the lease is less than or equal to \$60,000.00
- (e) The Board shall have no power to buy, sell, exchange, mortgage, pledge, transfer, or dispose of, in any manner, any real-estate property of ICOB without specific vote of the General Assembly authorizing such action
- (f) The Board shall obtain approval of the General Assembly for any investment or non-real-estate expenditure in excess of \$10,000.00

Section 8.02 Responsibilities of the Board

The responsibilities of the Board shall be as follows:

- (a) Safeguarding the spirit and intent of the Bylaws and ensuring the Principles of ICOB as outlined in Section 5.02 are followed
- (b) Providing policy guidelines and executing the programs and activities
- (c) Approving budget
- (d) Long range planning
- (e) Ensuring permanency and continuity in operation and programs
- (f) Ensuring the financial stability of ICOB
- (g) Selecting, hiring and managing employees of ICOB, including the Imam
- (h) Not taking any steps leading to dissolution of ICOB, unless absolutely necessary once all other viable options are exhausted, and in compliance with these Bylaws
- (i) Provide a respectful and inclusive environment for different points of view to be expressed and heard

Section 8.03 Structure of the Board

The Board of Directors shall consist of 7 members to support the following positions:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Activities Secretary
- (f) Facilities Secretary
- (g) Women's Affairs Secretary

Section 8.04 Board of Director Qualifications

Qualifications of the Board Member shall include:

- (a) Be a voting member of ICOB for at least one year (*In the event that an otherwise qualified person is needed to fill a vacancy but has been a member of ICOB for less than a year, a motion can be brought to the General Assembly to lower the requirement to 180 days for that specific person which the General Assembly can approve the motion with more than 50% of votes*)
- (b) Be an adult, practicing Muslim known for their Islamic manners and morals in the community
- (c) Abstains from *Kaba'er* (major Islamic violations as defined by the religious leader of ICOB)
- (d) Be an active member of ICOB as a participant, volunteer or leader in any of the activities of ICOB
- (e) Be committed to supporting ICOB
- (f) Must have good people management skills
- (g) Must have good organizational skills
- (h) Must have good communication skills necessary to conduct the affairs of ICOB including verbal and written skills (including for electronic communications such as email)
- (i) Position-specific qualifications or limitations:
 - (i) President and Vice-President: Women may not hold the position of President and Vice President
 - (ii) Women's Affairs Secretary: Only a woman may occupy the position of the Women's Affairs Secretary
 - (iii) Treasurer: Any person seeking to become a Treasurer must have prior educational or professional work experience to support the task of preparing financial statements

Section 8.05 Term of the Board

- (a) The term of the Board of Directors is two years
- (b) Three members of the Board are elected during even years
- (c) The remaining four members are elected during odd years
- (d) The Board of Directors cannot serve more than two consecutive terms, after which, they become ineligible to stay on the Board for a minimum of one-term (two years) before becoming eligible again

Section 8.06 Regular Meetings

- (a) The Board shall hold regular meetings at least once a month, to approve programs, plans, budget and other business that may come before the committee

Section 8.07 Resignations

- (a) The Board has the right in a regular meeting to accept the resignation of any of its members
- (b) Any Board member who fails to attend three consecutive Board meetings without a legitimate reason given in writing (including email) and accepted by the Board will be considered as having resigned from his/her position
- (c) Any Board member who has relocated (residence or work) outside the geographic area supported by ICOB will be advised to resign and required to do so within 30 days of such relocation

Section 8.08 Removal

A Board member can be dismissed for the following reasons:

- (a) A Board member who does not conduct himself or herself with respectful Islamic etiquettes can be removed from the Board by unanimous vote of the other members of the Board after one prior warning has been served to the member
- (b) The General Assembly also has the power to remove any office holder for gross misconduct or deliberate violation of ICOB's Bylaws, or whenever the best interest of ICOB warrants it. A two-thirds (2/3rd) majority vote of the General Assembly, where quorum is present, shall be required to adopt a "No Confidence Motion" to remove any Board member
- (c) A Board member who commits any of the activities below is subject to automatic disqualification and removal from the Board
 - (i) Engages in illegal activity that leads to that member being indicted or convicted of a felony, as defined by Washington state law or federal law, as the case may be
 - (ii) Engages in illegal activity that leads to that member being convicted of a gross misdemeanor, as defined by Washington State law or federal law, as the case may be
 - (iii) Commits a criminal act that reflects adversely on the person's honesty or trustworthiness
 - (iv) Engages in conduct involving material dishonesty, fraud, deceit or misrepresentation

Section 8.09 Vacancies

- (a) Vacancies on the Board for any reason may be filled by simple majority (51%) vote of the Board
- (b) In case of more than four (4) vacancies on the Board within a two-week period, the Board should be considered dissolved, and the General Assembly should be called within 30 days for an emergency meeting to elect a new Board
- (c) If the President of the Board resigns, the Vice President shall assume the responsibility of the President
- (d) In the event the position of President is vacated during the first year of his term, a new President shall be elected for a one year term at the next annual general assembly meeting

Section 8.10 Quorum and Manner of Acting

- (a) Quorum shall consist of a simple majority of the members of the Board, which should include the President of the Board or his designee or the Vice President
- (b) Without the President or his designee or the Vice President, any meeting of the Board shall not be considered official
- (c) All decisions of the Board shall be carried by a simple majority vote, except for the cases otherwise stated in these Bylaws

Section 8.11 Functioning Committees

- (a) The Board has the power of forming special committees for certain tasks, such as fundraising and planning
- (b) The Board members can also form sub-committees to help them in their tasks after getting the approval of the Board of Directors

Section 8.12 Management of ICOB

- (a) All corporate powers shall be exercised by or under the authority of, and the business and affairs of ICOB shall be managed under the direction of, the officers of Board of Directors except otherwise provided by law or the Articles of Incorporation

Section 8.13 Action without a Meeting

- (a) Any action required or permitted to be taken by the Board of Directors or a committee thereof may be taken without a meeting if a written consent setting forth the action so taken, shall be signed by all the directors
- (b) Use of email for this purpose is considered acceptable. Such consent shall have the same effect as a vote of the Board

Article IX. Responsibilities of the Board of Directors

Section 9.01 President

The President of the Board shall:

- (a) The President of the Board shall be the principal Board Officer, the spokesperson and representative of ICOB
- (b) Preside over the meetings of the Board of Directors and the General Assembly
- (c) Direct and coordinate all the activities of ICOB
- (d) Sign, with the treasurer or any other officer of ICOB who is authorized by the Board, any deeds, contracts and ICOB checks
- (e) Present the annual report to the General Assembly
- (f) Sign deeds, bonds, contracts, or other instruments on behalf of ICOB, except where required by law to be otherwise signed and executed, and except where the signing and execution thereof shall be expressly delegated by these Bylaws to some other officer or agent of ICOB
- (g) The President or his designated appointee is the spokesman for ICOB to other *Muslim* communities and community organizations
- (h) The President is not authorized to make any unilateral decision on behalf of ICOB without the approval of the Board
- (i) Direct, coordinate and ensure that the Responsibilities of the Board as defined in Section 8.02 are executed

Section 9.02	Vice President
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The Vice President shall:

- (a) Assume the functions of the President of the Board during his absence, in the event of resignation or inability of the President of the Board or when requested by the President of the Board
- (b) Assume responsibility for all publications unless explicitly specified elsewhere
- (c) Appoint special and standing committees for various functions with the consensus of the Board
- (d) Responsible for maintaining the ICOB website
- (e) Responsible for organizing the General Assembly meeting
- (f) Assume any duties assigned to him by the President of the Board

Section 9.03 General Secretary

The General Secretary shall:

- (a) Handle and keep records of all official correspondence of ICOB, unless explicitly specified elsewhere
- (b) Take minutes of all meetings of the Board and the General Assembly
- (c) Publish the minutes of the meeting in the Notice Board or through other means approved by the Board, in a timely fashion
- (d) Coordinate, distribute information regarding membership and activities of ICOB
- (e) Maintain up-to-date membership roster
- (f) Be responsible for managing the legal matters of ICOB

Section 9.04 Treasurer

The Treasurer shall:

- (a) Receive all dues, contributions, donations on behalf of ICOB
- (b) Maintain up-to-date financial records for ICOB and have it audited annually by a qualified accountant
- (c) Present financial reports at the Board and the General Assembly meetings
- (d) Ensure the Board has an opportunity to review the monthly financial statement before it gets published
- (e) Publish the monthly financial statement on the notice Board or through other means approved by the Board, in a timely fashion
- (f) Be responsible for the banking activities, day-to-day expenses of ICOB, and be the cosigner with the President of the Board on its bank accounts
- (g) Collect donations from donation boxes and provide receipt of donations promptly
- (h) Ensure all financial records of ICOB are accessible at any time to other members of the Board

Section 9.05 Activities Secretary
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The Activities Secretary shall:

- (a) Organize and execute all the social and religious activities of ICOB, including picnics, *Eid* celebrations, lectures, *Ramadan Iftar* program, etc.
- (b) Initiate and maintain programs to help the new-comers to the community
- (c) Introduce programs that help in strengthening the brotherhood in the community
- (d) Oversee the planning and execution of programs for education activities such as children's Islamic classes
- (e) Be in charge, with the help of the treasurer, in collecting and distributing *Zakat* and other charity funds
- (f) Coordinate Islamic activities within & outside the *Muslim* community

Section 9.06 *Masjid* Facility Secretary

The *Masjid* Facility Secretary shall:

- (a) Maintain the facility and be responsible for its up-keep
- (b) Manage the rental of the facility to the community
- (c) Present plans and budgets needed for any maintenance, expansion and remodeling of the property of ICOB to the Board for approval

Section 9.07 Women's Affairs Secretary

This position is reserved for a woman.

The Women's Affairs Secretary shall:

- (a) Act as a liaison between the Board and the female members
- (b) Oversee Women's Committee and drive women's participation in the *Masjid* activities
- (c) Create programs tailored to the needs of the Sisters in the community
- (d) Address the needs, opinions, and concerns of the women in the community
- (e) Performing any other responsibility related to the affairs of women as delegated by the President

Article X.Election

Section 10.01 Election of Board of Directors

- (a) The election of the Board of Directors will be conducted by an election committee
- (b) The election shall be conducted during a meeting specified by the election committee and the results shall be announced during the meeting
- (c) In the event a quorum is not present at the election meeting, the Election Committee shall seal any ballots obtained until subsequent meetings called to attain the quorum
- (d) The General Assembly shall directly elect the various Board member positions

Section 10.02 Election Committee

- (a) The Board of Directors shall appoint an Election committee consisting of a chairman and two other members to conduct the elections
- (b) All three members of the Elections Committee must be voting members of ICOB and cannot be members of the Board of Directors
- (c) The nominations for the election must reach the Elections Committee two weeks before the specified time for the election
- (d) The nominators as well as the one who seconds the nominations shall be member of ICOB
- (e) The nominee must meet the qualifications of the position
- (f) The Elections Committee members shall not campaign in favor of or against any candidate; however, they shall have the right to vote as members of ICOB
- (g) The elections will be conducted according to the rules laid down in the Bylaws
- (h) All nominees shall agree and sign the contract as written in Appendix A when accepting the nomination

Article XI. Compensation

Section 11.01 Voting and Documenting Arrangements

- (a) All compensation paid for by ICOB must have majority vote of the Board of Directors
- (b) All compensation arrangement voting will adhere to the conditions specified in Article V of the Conflict of Interest Policy
- (c) All compensation terms, date of approval and arrangements will be documented prior to any compensation being issues

Article XII. Other Administrative Procedures

Section 12.01 Bringing Charges and Arbitration

- (a) Bringing Charges against ICOB Board of Directors or Employees of ICOB
 - (i) Any member of ICOB may bring charges of misconduct, misdemeanor, misappropriation of funds, fraud, corruption, or cover-up of such offenses against any Board of Director, ex-Board member who served within the previous one year, or employee of ICOB
 - (ii) Such charges shall be given in writing to the President of ICOB
 - (iii) Administrative proceedings shall not be invoked more than once within any twelve month period by an individual member
- (b) Formation of an Arbitration Panel to address any charges brought against Board of Directors or Employees of ICOB
 - (i) Within two weeks of receipt of the written charges, the Board shall form an Arbitration Panel to hear the charges
 - (ii) The Arbitration Panel shall consist of five members, two selected by the accuser(s), two selected by the accused, and one chairperson selected by the Board of Directors

- (iii) If the accused is a member of the Board of Directors, that person will not be included in the Board of Directors' selection of the panel member
- (iv) Neither the accused or accuser shall be on the panel
- (v) Each panel member shall have been a voting member for at least one year
- (vi) Upon the formation of the panel, all parties (this includes the accuser, the accused and all members of the panel) must agree in writing that the findings of this panel shall constitute binding arbitration
- (vii) Both the accuser and accused must agree to accept and abide by the decision of the panel

(c) Responsibilities of the Arbitration Panel

- (i) The panel shall be considered a panel of judges rather than advocates for either party
- (ii) The chairperson of the panel shall fix the time for the first session of the panel within a week after the formation of the panel and shall notify, in writing, the panelists at least three days before the scheduled session
- (iii) Decisions shall be made by a simple majority of the panel
- (iv) Decisions shall be reached within a month after formation of the panel
- (v) The panel shall hear the charge(s) as well as witnesses from both sides, examine all evidences, pass a verdict of "Guilty" or "Not Guilty", and determine punitive and/or corrective measures
- (vi) The panel shall report its findings to the Board of Directors which is obliged to enforce the decision of the panel
- (vii) If the panel finds clear evidence of criminal violation according to State and/or Federal laws, it may recommend to the General Body to consider the possibility of legal suit against the person(s) accused

Article XIII. Amending the Bylaws

Section 13.01 Amending the Bylaws

- (a) Any amendment to the Bylaws can only be done at the Annual meeting of the General Assembly or a special meeting duly called for this purpose
- (b) The notice for such a meeting shall be mailed, or emailed to the voting members at least 10 days before the proposed meeting
- (c) The notice shall describe the amendments to be made to the Bylaws
- (d) A two-third (2/3rd) vote of the General Assembly shall be required to amend the Bylaws

Article XIV. Rules of Order

The meetings of the General Assembly and the Board of Directors shall be conducted in observance of the Islamic etiquettes, and all debates shall be carried out in an atmosphere of Islamic brotherhood.

Article XV. Deposits of Funds

Section 15.01 Deposit of ICOB Funds

- (a) All ICOB funds shall be deposited from time to time to the credit of ICOB in one or more banks, trust companies or other depositories the Board of Directors may from time to time designate, upon such terms and conditions as shall be fixed by the Board of Directors

Section 15.02 Special Accounts

- (a) The Board of Directors may, as it may deem necessary, authorize the opening and keeping with such depository as it may designate, of general and special bank accounts and may make such special rules and regulations with respect thereto, consistent with the provisions of the Bylaws

Article XVI. Dissolution

Section 16.01 Dissolution Process

- (a) A decision to dissolve ICOB can only be reached after the Board of directors approve by two-third (2/3rd) majority vote and then brought to General Body meeting held for that purpose and requires approval by at least four fifths (4/5th) of the members of ICOB

Section 16.02 Handling Dissolution

- (a) In the event of dissolution of ICOB, all assets which are left after meeting all liabilities shall be transferred as stated Articles of Incorporation and any amendment thereof



Article XVII. Review and Approval of Bylaws

These Bylaws as documented have been reviewed and approved as signed by the specific Board of Directors listed below:

Reviewed By:

General Secretary _____

Treasurer _____

Approved By:

President _____

Vice President _____

Article XVIII. Appendix A: Acceptance of Nomination

The following is the letter that is to be signed by those who are running for Board of Directors before they can run in the elections.

Acceptance of Nomination as a Board of Director of The Islamic Center of Bothell

By accepting the nomination, I affirm as Allah (*swt*) is my witness to serve the community for the sake of Allah (*swt*) and adhering to the principles of Prophet Muhammad (*saw*) and his companions.

I also affirm that I will uphold and champion the vision of Islamic Center of Bothell (ICOB), which is guided by the Qur'an and Sunnah.

I agree to uphold the Bylaws of Islamic Center of Bothell.

I agree to the Principles of ICOB ([Section 5.02](#)) and will adhere to those principles if I am elected to the Board of Directors.

I have read and agree to abide by the Conflict of Interest Policy of ICOB.

I, the undersigned, affirm that I subscribe and am committed to the foregoing.

Additionally, I affirm that I am not a Board member or in any other official capacity in any institution (religious or otherwise) whose charter, spirit or publicly stated positions are counter to (or are explicitly critical of) the charter, vision and practices of the Islamic Center of Bothell.

Signed: _____

Date: _____

Article XIX. Appendix B: Definition of Terms

Glossary of Terms

Terms	Definitions
Prophet Muhammad (<i>saw</i>)	(<i>saw</i>) is an abbreviation for the Arabic words to " <i>Sallallahu Alaihi Wasallam</i> " which translate to "Peace be Upon Him" to mention a blessing every time the name of Prophet Muhammad is mentioned.
<i>Muslim</i>	<p>A Muslim is a person who believes in the following collectively:</p> <ol style="list-style-type: none"> 1. Allah (<i>swt</i>) - the one true God 2. Prophet Muhammad (peace be upon him) as the last and final prophet and messenger of Allah (<i>swt</i>) 3. The Qur'an 4. The Angels 5. The Hereafter 6. The Destiny (<i>Qadr</i>)
<i>Qur'an</i>	The Qur'an is the holy book of Islam and is believed to represent the actual word of God as sent through his messenger Muhammad. Reading, recitation and study of the Quran is by itself considered as sincere and powerful form of worship.

<i>Hadith and Sunnah</i>	The sayings and actions of God's messenger Muhammad have been captured and documented in books called the hadith. The adaptation, following and learning of the Hadith is also considered a form of worship.
<i>Shoora</i>	<i>Shoora</i> is consultation of the community. ICOB shall practice <i>Shoora</i> in all its matters in the broadest forum possible. The decisions of ICOB, become binding on all members after proper <i>Shoora</i> action is taken, regardless of their position on the particular issue.
<i>Dawah</i>	The act and effort of spreading Islam through knowledge, action, example and education.
Masjid or Mosque	Dedicated place of worship where daily congregational prayers may be held
<i>Sharia</i>	Most encyclopedias define sharia as law based upon the Qur'an, the Sunnah, and classical <i>fiqh</i> derived from consensus (<i>ijma</i>) and analogy (<i>qiyas</i>).
<i>Imam</i>	Religious leader who leads congregational prayers.
<i>Iman</i>	Faith
<i>Zakat</i>	Zakat is one of the 5 obligatory principles of Islam requiring all Muslims with the capabilities to donate annually 2.5% of their wealth to help other Muslims in need. Zakat can only be distributed to specific types or categories of needy Muslims (the categories are mentioned in the Holy Book of Islam – the Quran).
<i>Ramadan</i>	The 10 th month of the Islamic calendar during which muslims observe daily fasting.

<i>Iftar</i>	Iftar refers to the evening meal when Muslims break their fast (for example during the Islamic month of Ramadan).
<i>Eid</i>	<p><i>Eid ul-Fitr</i> often abbreviated to <i>Eid</i>, is a Muslim holiday that marks the end of Ramadan, the Islamic holy month of fasting. <i>Eid</i> is an Arabic word meaning "festivity", while <i>Fiṭr</i> means "to break fast"; and so the holiday symbolizes the breaking of the fasting period. It is celebrated after the end of the Islamic month of Ramadan, on the first day of <i>Shawwal</i>.</p> <p><i>Eid al-Adha</i>, "Festival of Sacrifice" or "Greater Eid" is a holiday celebrated by Muslims worldwide to commemorate the willingness of Abraham (Ibrahim) to sacrifice his son as an act of obedience to God.</p>
<i>Allah (swt)</i>	<p><i>(swt)</i> is an abbreviation for the Arabic word <i>Subhana Wa Ta'alah</i> meaning "mighty and sublime be He" and is mentioned every time the word <i>Allah (swt)</i> is mentioned.</p> <p><i>Allah (swt)</i> is the standard Arabic word for God. While the term is best known in the West for its use by Muslims as a reference to God, it is used by Arabic-speakers of all Abrahamic faiths, including Christians and Jews, in reference to "God".</p>