



*In the name of Allah, Most Gracious, Most Merciful*

## Constitution and By Laws

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East Plano Islamic Center (EPIC)



1360 Star Court  
Plano, TX, 75074

Website: <http://www.epicmasjid.org>

*The text of this constitution is 24 pages. The formatting of the document, header and footer, and the table of contents are not part of the constitution and neither is this cover page.*

*This is the updated text of the Constitution of the East Plano Islamic Center (EPIC), which includes the amendments passed by the General Body of EPIC on **September 28, 2013** at EPIC.*



*In the name of Allah, Most Gracious, Most Merciful*

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## **PREAMBLE**

Whereas, we the members of the East Plano Islamic Center, Inc. do hereby adopt and give ourselves this constitution and pledge to abide by its provisions.

These By-laws (referred to as the “constitution”) shall govern the articles and affairs of East Plano Islamic Center, Inc., which will be a non-profit organization (referred to as “EPIC”), organized under the Texas Non-Profit Corporation Act, General Body, and Board of Directors (referred to as the “BOD”).

### **HEREAFTER:**

1. No part of this constitution will be in violation of Article 2.
2. Article 2 of this constitution is exempted from amendment. This will constitute the perennial article.

### **Amendment 14:**

This amendment will replace existing “ARTICLE 1: Name and Address” of the EPIC Constitution.

Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

## **1. ARTICLE 1: NAMES AND ADDRESS (Amendment 14)**

- 1.1 The name of the organization will be East Plano Islamic Center. Additionally the organization will be registered under the following assumed name or “Doing-Business-As” (DBA) name: EPIC
- 1.2 The principal office of EPIC will be located in Collin County, Texas at the following address: 1360 Star Court, Plano, TX 75074
- 1.3 All real estate properties, when acquired will be utilized primarily to provide services to members and the community at large. The BOD will determine all acquisition, utilization, maintenance, and operational aspects of the acquired properties.
- 1.4 EPIC may maintain additional offices at such other places as the BOD may designate. EPIC shall continuously maintain within the State of Texas a registered agent and a registered office at such place as may be designated by the Board of Directors.



## 2. ARTICLE 2: OBJECTIVES

- 2.1 EPIC has been formed exclusively for educational, religious, and social purposes. All of its activities will be in accordance with the teachings of Quran, and following the teachings and traditions of Prophet Mohammed (Peace Be upon Him).
- 2.2 Providing an atmosphere for children and adults where they can associate, learn and participate themselves in Islamic activities.
- 2.3 EPIC will be a non-profit organization, which will qualify as a tax-exempt entity under Section 501 (c) (3) of the Internal Revenue Service Code.
- 2.4 Promoting peace and good relations and understanding between Muslims and people of other faiths.
- 2.5 Establishing and maintaining Islamic Center, Mosque, Library, School, and Youth Activity Center.

### **Amendment 2:**

This amendment will replace existing "ARTICLE 3: Organization" of the EPIC Constitution.

Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

## 3. ARTICLE 3: ORGANIZATION (Amendment 2)

- 3.1 EPIC shall comply with all local, state and federal laws and will not carryout, perform, and allow any activities, which are not permitted:
  - a) By an organization which is exempt from Federal Income Tax under Section 501 (C) (3) of the Internal Revenue Code of 1954, as currently in force or if afterwards amended.
  - b) By an organization, contributions to which are deductible under Section 170 (C) (2) of the Internal Revenue Code of 1954, as currently in force or if afterwards amended.
  - c) By established Islamic guidelines and ethics in general and the By-laws of this constitution.
- 3.2 EPIC will be governed by the following branches:
  - 3.2.1 **General Body:** The General Body will consist of all registered members of EPIC in accordance with Article 5. The General Body is the highest decision making body and its decisions are final as long as they are in accordance with Article 2.1
    - a) The General Body will consist of all members of EPIC who fulfill the membership requirements described in Article 5.



- b) The purpose of the General Body is to assist the BOD to carry out the charter, goals, and activities of EPIC. The Board of Directors (BOD) is the only elected governing body of EPIC and is accountable to the General Body.

3.2.2 **BOD (Board of Directors):** The BOD will be composed of seven (7) elected members to office by the General Body under provisions of By-laws of EPIC as established in Article 6 and optionally the Resident Imam as a non-voting member. The BOD will be responsible for all affairs of EPIC. The BOD members will be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Three (3) other elected BOD members.
6. Resident Imam of EPIC, a non-voting member, who may participate in the BOD for consultation and advice on religious matters.

3.2.3 The BOD will have the authority and power to buy, sell, exchange, lease, pledge, transfer, or dispose of any facilities and property of EPIC after ratification of such decisions by the General Body in accordance with the By-laws.

#### **Amendment 3:**

This amendment will replace existing "ARTICLE 4: General Rules" of the EPIC Constitution.

Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

#### **4. ARTICLE 4: GENERAL RULES (Amendment 3)**

The following general rules will be applicable to the General Body, Board of Directors, all Committees, members of the General Body, Non-Members, Guests, Employees, and Contractors of EPIC.

- 4.1 The BOD may accept on behalf of EPIC any property, whether real and or personal, by way of gift, bequest from any person, firm, trust, or corporation; such property to be held, administered, and disposed of in accordance with and pursuant to the provisions of this document. However, no gift, bequest of any property will be received or accepted if it is conditioned or limited in such a manner as to require the disposition of the income or property for any purpose other than the purpose set forth in Article 2 hereof, or in violation of any local, state, and federal laws.
- 4.2 EPIC will carry liability insurance. Members of Board of Directors are not individually or collectively liable for the actions of the Board of Directors.
- 4.3 The members of BOD will not receive salaries, remuneration, compensation, or wages for their services rendered to EPIC.



- 4.4 No part of the EPIC's funds, and property, and facilities will be used for benefits that extend beyond general body member privileges, or be distributed to any member(s) of the BOD (Board of Directors).
- 4.5 All original legal documents of EPIC will be kept in a safe location. The BOD will have access to this location at all times. Copies of such documents are kept on the premises of the principle office of EPIC. Such documents will be available to the General Body members for viewing within a week of written request. Individual Private Information, such as names, donation amounts, addresses, phone numbers, and e-mail addresses cannot be divulged without express consent of the individual(s).
- 4.6 The official medium of communication at EPIC will be the English language.
- 4.7 All members and non-members of EPIC will observe the Islamic Code of Conduct and Ethics in all proceedings and at all times within EPIC premises. The specific policies are as follows:
- 4.7.1 Any communication, including e-mails, announcements, distributed literature, and inter-personal communication must be truthful, polite, tolerant and respectful according to Islamic guidelines. Name-calling, personal attacks, false accusations, slandering, backbiting and gossip will not be tolerated. If anyone observes such behavior, the person should inform him/her privately or the BOD should be informed immediately.
  - 4.7.2 Communication or behavior that is violent, criminal, abusive or one that violates local, state, or federal laws will not be tolerated and may be grounds for exclusion from the premises and the appropriate law enforcement agency may be informed for necessary action.
  - 4.7.3 Necessary and permissible communication within the prayer hall must be in a soft and polite voice.
  - 4.7.4 Trade, business dealings and exchange of money are prohibited in the prayer hall.
  - 4.7.5 Teenagers and children must also abide by the guidelines in article 4.7 and are the responsibility of their parents.
  - 4.7.6 In the event that violations of this policy occur, the following action(s) may be taken:
    - 4.7.6.1 **Level I** - The offending individual will be warned that the communication or behavior is unacceptable and cannot be repeated in the future.
    - 4.7.6.2 **Level II** - If the offending individual persists in violating the guidelines in article 4.7 after Level I, then the BOD may revoke membership and exclude the individual from meetings.
    - 4.7.6.3 **Level III** - If the offending individual persists in violating the guidelines in article 4.7 after Level I and Level II, then the BOD may inform the appropriate law enforcement agency and may seek a restraining order.





- 4.7.7 If violent, abusive or severely disruptive behavior is enacted, then the BOD may immediately proceed to Level III action.
- 4.8 Any legal action against EPIC will only be instituted in Collin County, Texas.
- 4.9 In case any member or non-member of EPIC commits any ethical or moral infractions or breaches, as defined by the Qur'an and the authentic teachings of Prophet Muhammad (Peace be upon him), the BOD may appoint an Ad-Hoc Committee consisting of three (3) BOD members to be chaired by the Resident Imam of EPIC. Upon the recommendations of the Committee, the BOD may proceed to expel or take necessary action(s) against the said member or non-member.

#### **Amendment 4:**

This amendment will replace existing "ARTICLE 5: Membership" of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

### **5. ARTICLE 5: MEMBERSHIP (Amendment 4)**

- 5.1 EPIC membership is open to all Muslims 18 years of age or above who:
- a) Subscribe to the objectives of EPIC set forth in Article 2
  - b) Agree to work under the general guidance of EPIC BOD and the constitutional framework of EPIC.
- 5.2 All membership applications will be submitted to the Board of Directors (BOD). The BOD will approve the applications within 30 days if the members fulfill the membership requirements. Membership starts on the day the BOD approves the application and ends after one year.
- 5.3 Withdrawal from membership may be voluntary or may be decreed by the BOD, for failure to meet the requirements or for failure to comply with EPIC policies and guidelines. A membership once revoked cannot be resubmitted until six (6) months from the date of such denial.
- 5.4 The membership fee is a donation \$100 for families and \$50 for individuals per year. BOD may waive membership fee for individuals or families facing hardship on a case-by-case basis.
- 5.5 Only members in good standing with EPIC for at least six (6) months are eligible to nominate members to the BOD and vote for electing the nominees to the BOD.
- 5.6 All eligible members must be current residents of one of the following cities from the state of Texas: Plano, Richardson, Murphy, Wylie, Parker, Allen, Garland, and Sachse.



### **Amendment 5:**

This amendment will replace existing "ARTICLE 6: Elections" of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

## **6. ARTICLE 6: ELECTIONS (Amendment 5)**

- 6.1 The BOD will call for the formation of an ad-hoc Election Committee 60 days before the date of Election. The Election Committee will consist of three (3) or five (5) or seven (7) members of the general body who are not current BOD members. The Election Committee will elect among them an Election Commissioner to lead the committee.
- 6.2 An EPIC member who qualifies to be a nominee for the BOD, based on the provisions in Article 7, cannot self-nominate oneself to the BOD position or any other executive position.
- 6.3 Elections will be conducted before the end of the term of the previous BOD and the newly elected BOD will take charge effective after the end of the term of previous BOD.
- 6.4 Voting on Election Day will be conducted in person. The Election Committee will ensure that each member is entitled to only one vote and that it is his or her own vote.
- 6.5 Members who are unable to vote on Election Day may vote early by mail or by e-mail until election closes using absentee ballots provided by the Election committee. The Election Committee will open, publicize, and maintain the mailing and e-mail addresses of all eligible voting members. The Election Committee will verify the authenticity of all the absentee ballots.
- 6.6 The Election Committee will adopt the following procedures:
  - 6.6.1 Seek nominations at least 45 days prior to the Election Date.
  - 6.6.2 Announce the final list of candidates at least 30 days prior to the Election Date.
  - 6.6.3 Provide an opportunity for early voting by mail or e-mail for those who may not be able to vote on Election Day. Early voting may begin right after the final list of candidates are announced and will continue until the Election closes.
  - 6.6.4 Count the ballots (early votes, absentee votes and Election Day votes) publicly, announce, and document the election results.
  - 6.6.5 Transfer the ballots and all election related records to the new BOD, who will maintain all election ballots and records for a period of two (2) years.
  - 6.6.6 If the conditions on Election Day warrant postponing the election due to reasons beyond the control of the Election Committee (for example: inclement weather, community emergency





etc.), it may be postponed to the following week. If the circumstances warrant again, it may be postponed to the following week until the elections are held.

6.6.7 The election committee will be dissolved once the newly elected BOD takes office.

#### 6.7 Serving Term for BOD:

6.7.1 The General Body will elect seven (7) members to the office of the BOD and each BOD member shall hold office for a term of two (2) years until their successors have been elected and qualified. At the end of their term the BOD members will also be eligible for re-election.

6.7.2 No BOD member will hold more than one (1) executive position in the BOD.

6.7.3 Any vacancy in the BOD will be filled with the next inline candidate from the most recent election results. The person with the next highest number of votes will be offered the vacant position. If such a person is not available or declines the position, then the individual with the next highest number of votes will be offered the vacant position. This process will be repeated until the vacant position is filled. If the vacancy is not filled through this process, then the BOD is authorized to fill the vacant position through an election during a general body meeting within thirty (30) days. No decrease in the number of BOD shall have the effect of shortening the term of any incumbent Director.

6.7.4 In case the entire elected members of the BOD resign and Article 6.7.1 fails to form a new BOD, then the out going BOD will call for the formation of an Election Committee. Within four (4) weeks, the Election Committee will call for a General Body meeting to either proceed for dissolution of EPIC or conduct elections according to Article 6.



#### **Amendment 6:**

This amendment will replace existing "ARTICLE 7: Qualifications" of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

### **7. ARTICLE 7: QUALIFICATIONS (Amendment 6)**

7.1 All candidates for the Board of Directors shall:

- 7.1.1 Have good knowledge and understanding of Islam.
- 7.1.2 Be practicing Muslims known for their Islamic manners and morals in the community and organizational dealings.
- 7.1.3 Have adequate time, dedication, and skills to be able to devote to the work in a volunteer capacity to fulfill the objectives set forth in Article 2.
- 7.1.4 Exhibit necessary leadership and communication skills and a lack of desire for the title, but a strong desire for the work.
- 7.1.5 Have the ability to present ideas in a balanced and egalitarian way and maintain the ability to compromise when necessary.

7.2 The candidate for the President will not hold or accept any office such as Chairman, Chairman-Elect, President, President-elect, Vice President, Secretary, and Treasurer in any other Islamic/Muslim Organization.

7.3 **Eligibility:** Candidates for the Board of Directors must be:

- a) Good law abiding legal resident and Sunni Muslims who believe in the Quran and Prophet Muhammad (Peace be upon him) as the last Prophet and his teachings as the guiding principles.
- b) General body member in good standing and active member of one EPIC Committee for at least one (1) year.



### **Amendment 7:**

This amendment will replace existing "ARTICLE 8: Responsibilities" of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

## **8. ARTICLE 8: RESPONSIBILITIES (Amendment 7)**

### **8.1 General Body**

- 8.1.1 The General Body of EPIC is the final authority that will determine the course of action of all issues presented.
- 8.1.2 During the Election Process (every two years), the General Body will elect seven (7) members of the BOD for a two (2) year term and authorizes them to elect officials, employ human resources, collect and disburse funds, and perform other actions as necessary to administer the affairs of EPIC in accordance with this constitution.
- 8.1.3 Any no confidence motion against the elected BOD members must be approved by a two thirds (2/3) majority of the General Body present at the Special General Body meeting after satisfying the quorum requirements as provided in Article 10.
- 8.1.4 Three fourth (3/4) majority of the General Body must approve liquidation of any assets in excess of \$100,000.00 (One Hundred Thousand).
- 8.1.5 The General Body can ratify constitutional amendments per the provisions of Article 12.

### **8.2 Board of Directors**

- 8.2.1 The BOD will be responsible for:
  - a) Administering the day-to-day affairs of EPIC, taking care of and maintaining EPIC's facilities and properties, and managing expenses as approved by the BOD.
  - b) Performing such acts that may be necessary for achieving the goals, vision and overall objectives of EPIC as defined in Article 2.
  - c) Implementing the decisions of the General Body and keeping it appraised of EPIC's activities, challenges, and accomplishments.
  - d) Developing, planning and implementing programs and activities, and providing policies and procedural guidelines for such programs and activities in accordance with generally accepted Islamic principles.



- 8.2.2 The BOD shall elect and appoint among themselves a President, a Vice President, a Secretary and a Treasurer, which constitute the Executive Committee. The directors by simple majority shall elect these positions.
- 8.2.3 The BOD must maintain all records and documents of EPIC including but not limited to deeds of trust, donors' list, members' list, and financial records.
- 8.2.4 The BOD will be responsible for all financial activities including but not limited to fund-raising, scheduling fundraisers, and other donations. The BOD will also be responsible for representing EPIC in other organizations.
- 8.2.5 The BOD is responsible for hiring and terminating the School principals, teaching staff, non-teaching staff, and other employees of EPIC.
- 8.2.6 The BOD will publicize and obtain bids to execute and award contracts. Any contract work over Ten Thousand Dollars (\$10,000.00) will require at least three bids.
- 8.2.7 The succeeding BOD will be responsible for implementing the written commitments of the previous BOD as long as these commitments are within the framework of Article 2.
- 8.2.8 A director may be removed by the Board of Directors for the following reasons:
  - a) Any BOD member who is absent without prior notification to the Secretary for five (5) consecutive meetings will automatically lose the legitimacy to serve and the vacancy so created will be filled in accordance with Article 6.7.3
  - b) Whenever in its exclusive judgment the best interest of EPIC will be served thereby; provided, however that removal of a director is taken at a physical meeting of the Board with full quorum called expressly for that and not any other purpose and is done without prejudice to the director's contract rights, if any, but the election or appointment of a director shall not in and of itself create contract rights.

### 8.3 BOD President

- 8.3.1 The President will conduct and preside over meetings of the General Body and the BOD.
- 8.3.2 The President will present an Annual Report to the General Body.
- 8.3.3 The President will implement all resolutions passed by the General Body.
- 8.3.4 The President will sign all documents on behalf of the BOD.
- 8.3.5 The President will implement all decisions made by the BOD.



- 8.3.6 The President may execute any deeds, contracts, or other instruments authorized by the BOD.
- 8.3.7 Make all logistical arrangements for review and or approval of all amendments to the Constitution or Bylaws by the General Body in accordance with Article 12 of the Constitution.

#### **8.4 BOD Vice-President**

- 8.4.1 The Vice-President will automatically assume the responsibilities of the President, when the President is out of town, sick, or unable to carry out the responsibilities.
- 8.4.2 The President must inform the Vice-President when he/she is unable to carry out the responsibilities.
- 8.4.3 The Vice President performs any special assignments assigned by the President.

#### **8.5 BOD Secretary**

- 8.5.1 The Secretary will ensure that all legal, tax documents, and forms are filed on time to keep EPIC in good standing with local, state and federal agencies.
- 8.5.2 The Secretary will prepare the agenda for the General Body meeting in consultation with the President, and the BOD.
- 8.5.3 The Secretary will prepare the agenda for the BOD meetings in consultation with the President and other BOD members.
- 8.5.4 The Secretary will document the minutes of the General Body and the BOD meetings.
- 8.5.5 The Secretary will prepare a list of action items based on the decisions made and actions assigned in the General Body and BOD meetings.
- 8.5.6 The Secretary will monitor the progress of all committees; collect their meeting minutes and reports to brief the BOD.
- 8.5.7 The following items will always be part of a regular BOD meeting:
  - a) Reading minutes from the previous meeting and its approval.
  - b) Progress reports of the Committees.
  - c) Updates on action items covered between the current and previous meeting.



## 8.6 BOD Treasurer

- 8.6.1 The Treasurer will be responsible for:
  - a) Maintaining the record of all financial transactions.
  - b) Collecting and depositing all funds received on behalf of EPIC.
  - c) Creating the annual budget and financial reports.
  - d) Payment of pre-approved recurring expenses.
  - e) Mailing end-of-year donation receipts to all donors.
- 8.6.2 The Treasurer will receive and give receipts for money's due and payable to EPIC from any source provided the receipts and payments are consistent and in congruence with Article 2.
- 8.6.3 The Treasurer will ensure the receipts issued for non-cash items will not exceed the fair market value of the item donated.
- 8.6.4 The Treasurer will write all checks and distribute funds to discharge obligations of EPIC to vendors, contractors, employees and other pre-approved expenses.
- 8.6.5 Expenses or Disbursement of funds greater than \$1,000 (One Thousand Dollars) must be approved by the BOD. Written approval records must be maintained in the BOD meeting minutes for expenses greater than \$1,000.
- 8.6.6 The Treasurer will maintain the financial books and records of EPIC and keep separate ledgers for donations and special projects.
- 8.6.7 The fiscal year of EPIC will begin on the first day of January and end on the last day of December of each year. At the end of the fiscal year, the Treasurer will prepare the financial statements showing income, expenses, assets, liabilities, and net worth of all EPIC accounts and post this statement(s) on EPIC's bulletin board.
- 8.6.8 Quarterly statements of income, expenses, and budget forecasts will be prepared by the Treasurer.
- 8.6.9 The Treasurer will hand over all the accounts, accounting books and tools to the succeeding Treasurer at the end of the term or upon leaving office.

## 8.7 Committees and Sub-Committees

- 8.7.1 The BOD may appoint ad-hoc committees comprised of general body members in good standing with EPIC in order to accomplish the goals and objectives of EPIC in accordance with Article 2.





- 8.7.2 The activities of the committees and sub-committees shall remain in compliance with the EPIC Constitution. Should there arise a time when the committee's activities are found to be in non-compliance, the BOD shall have the right to intervene and rectify the problem.
- 8.7.3 No committee will have the authority to take any action outside the scope of authority delegated to it by the BOD.
- 8.7.4 All committees will be composed of at least five (5) members including a liaison from the BOD.
- 8.7.5 The goals of the committee shall be provided by the BOD member(s) assigned as liaison(s) to the committee. The committee members may suggest changes to the goals, but the BOD shall provide final approval.
- 8.7.6 Each committee must develop its yearly objectives in consultation with BOD liaison(s) and submit quarterly reports to the BOD.
- 8.7.7 If a committee engages in any fundraising activity or has expenses, it must submit a budget to the EPIC BOD. The EPIC BOD must ratify the fundraising activity and the budget.
- 8.7.8 The BoD will open up the committees to the community for willing participants and volunteers. If there are an insufficient number of willing volunteers, the BoD Liaison and/or Committee Lead shall recruit volunteers necessary to achieve the committee's goals.
- 8.7.9 The Board of Directors will resolve disputes among committees of EPIC and adjudicate all conflicts referred to it.

#### **8.8 Member**

- 8.8.1 Individual members of the BOD, General Body, as well as all other non-members attending EPIC will safeguard EPIC's assets and facilities.
- 8.8.2 All members and non-members of EPIC will observe the Islamic Code of Conduct and Ethics in all proceedings and at all times, this includes, during meetings, and programs within EPIC premises and/or offsite EPIC events.

#### **8.9 Contractors and Employees**

- 8.9.1 The BOD may appoint agents and employees who shall have such authority and perform such duties as may be prescribed by the BOD. Any employee or vendor of EPIC cannot be a member of the BOD or immediate family member of the BOD.



- 8.9.2 The BOD may remove any agent or employee at any time with or without cause. Removal without cause shall be without prejudice to such person's contract rights, if any, but the appointment of such person shall not in and of itself create any contract rights.
- 8.9.3 EPIC may pay compensation in reasonable amounts to contractors and employees for services rendered. Such amount is to be fixed by the BOD or, if the BOD delegates such power to any officer or officers, then by such officer or officers.

#### **Amendment 8:**

This amendment will replace existing "ARTICLE 9: Finances" of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

### **9. ARTICLE 9: FINANCES (Amendment 8)**

- 9.1 The BOD will maintain non-interest bearing accounts of EPIC at a local Bank in Texas.
- 9.2 Separate ledgers will be maintained for separate financial activities.
- 9.3 The BOD will appoint a Certified Public Accountant (CPA) to audit EPIC accounts at least every two years.
- 9.4 The BOD can authorize a committee or a project groups to open separate accounts for certain defined purposes. All committees or project groups collecting funds at EPIC must create an annual budget and submit to the BOD for approval.
- 9.5 The BOD will review and present the audited financial statements and records of EPIC, on a periodic basis, to ensure accuracy and integrity of the organization. The President and Treasurer of the BOD will assist and facilitate any such reviews and audits.
- 9.6 Whenever a BOD member has a financial or personal interest in any matter coming before the BOD, the affected person shall:
  - a) Fully disclose the nature of the interest and
  - b) Withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested BOD members determine that it is in the best interest of EPIC to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

#### **9.7 Fundraising Policies and Guidelines:**



- 9.7.1 EPIC allows two types of fundraisers for other non-profit organizations:
  - a) Auction Style fundraisers
  - b) Appeal Style fundraiser
- 9.7.2 For fundraisers conducted after Jum'ah, the fundraising organization shall make up the average running total collection after the Jum'ah prayer for EPIC. EPIC also reserves the right to a hosting fee. The amount will be decided by the EPIC BOD on a case-by-case basis.
- 9.7.3 EPIC allows only one (1) fundraising opportunity per calendar year for requesting organizations. Exceptions to this policy can be made during emergencies and for calamities that require immediate relief, rehabilitation, and humanitarian assistance.
- 9.7.4 All fund raising requests and schedules on EPIC premises must be pre-approved by the EPIC BOD. To obtain permission for fundraising, all organizations and individuals must submit an online or written fundraising request to the EPIC BOD.
- 9.7.5 EPIC allows fundraisers for only approved 501-(c)(3) non-profit organizations.

#### **Amendment 9:**

This amendment will replace existing "ARTICLE 10: Meetings and Quorums" of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

### **10. ARTICLE 10: MEETINGS AND QUORUM (Amendment 9)**

- 10.1 **General Body Meetings:** The BOD will call an Annual General Body meeting during the first half of the calendar year. The notification of the meeting will be sent to all General Body members along with the Venue, Date, and Time at least four (4) weeks in advance.
- 10.2 The President of the BOD or his/her designate will chair all General Body meetings, moderate the discussions, and deliver the concluding remarks. At these meetings, the President, BOD and its committees will present the annual reports to the General Body.
- 10.3 In the absence of the President, the Vice President will chair the meeting and the Vice-President will present the President's Report and deliver the concluding remarks.
- 10.4 **Special General Body Meeting(s)**
  - 10.4.1 The BOD will call for a Special General Body meeting if twenty five (25) members of the General Body sign a petition for presenting, discussing and voting on prepared written resolution(s). The Secretary will share the written resolution(s) electronically or in hardcopy format with the General Body members at least four (4) weeks in advance.



- 10.4.2 In this meeting, the General Body members seeking a resolution will have a selected representative for presenting the prepared written resolution(s).
- 10.4.3 The President of the BOD or his/her designate will chair the Special General Body meeting and moderate the discussion on the resolution(s).
- 10.4.4 The BOD may also call for a Special General Body meeting to seek General Body consensus on important matters related to EPIC.

#### **10.5 Quorum for all General Body Meetings**

- 10.5.1 Twenty-five percent (25%) of the voting members of the General Body will constitute a quorum for the General Body meetings.
- 10.5.2 Meetings adjourned for lack of quorum must be reconvened within a reasonable time, not exceeding thirty (30) days.
- 10.5.3 Ten percent (10%) of voting members of the General Body will constitute a quorum for the reconvened meeting. No written notification of such meeting is required. However, the place, date, and time for the reconvened meeting will be determined before the adjournment of the meeting.

#### **10.6 BOD Meetings**

- 10.6.1 The BOD will meet at least twice (2) a month. The meetings will be open to General Body members in good standing with EPIC.
- 10.6.2 Unless otherwise restricted by the Articles or these Bylaws, any or all directors may participate in a BOD meeting by means of telephone conference, video or world wide web conference or by any means through which all persons participating in the meeting are able to hear one another, and such participation shall constitute presence in person at the meeting.
- 10.6.3 Minutes of the BOD meetings will be recorded, and maintained. Summary of the BOD meeting minutes will be made available to the General Body members of EPIC by the Secretary for review within thirty (30) days after the meeting.
- 10.6.4 A majority of the BOD members may request the Secretary to call an emergency meeting.

#### **10.7 Quorum for BOD Meetings**

- 10.7.1 Unless a greater proportion is required by law, a simple majority of the number of directors shall constitute a quorum for the transaction of business.



- 10.7.2 The BOD will strive for all decisions through consensus; however majority decision(s) of the Board of Directors will always prevail. Except as otherwise provided by law or by the Articles or these Bylaws, the act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board.
- 10.7.3 A decision reached by the BOD cannot be modified, changed, or altered by any individual BOD member(s) unless it is done by way of this Constitution inclusive of notice, quorum, meeting in person or by phone. In the event of an emergency, which requires immediate or quick decision, approvals may be received over the phone. In such a case, the issue must be notified to the Secretary, or in his absence the Vice-President. The Secretary (or Vice-President) will contact the BOD members and obtain their votes on the issue over the phone. The decision reached in this manner should be documented and presented in the next meeting by the Secretary.
- 10.7.4 Unless otherwise restricted by the Articles or these Bylaws, any action required or permitted to be taken by the Board may be taken without a meeting if all directors consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto shall be filed with the minutes of the proceedings of the Board.

#### **Amendment 10:**

This amendment will replace existing "ARTICLE 11: Dissolution of EPIC" of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

### **11. ARTICLE 11: DISSOLUTION OF EPIC (Amendment 10)**

- 11.1 At least Seventy five percent (75%) members of the General Body will request the BOD in writing to call for a meeting to dissolve EPIC. The BOD will call for a meeting within eight (8) weeks from the requested date. At least seventy five percent (75%) of the members of the General Body must be present and two third (2/3) votes of the members of the General Body present are required to dissolve EPIC.
- 11.2 Upon dissolution of EPIC, no part of EPIC's earnings or assets shall inure to the benefit of any of its members. The Board of Directors will dispose off all assets of EPIC after paying or making provisions for the payment of all liabilities of EPIC. In order to keep all the remaining assets locally where the members at large may benefit, the residual assets of EPIC shall be distributed to one or more Islamic organizations which themselves are exempt as organizations described in sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954, or corresponding sections of any prior or future law, or to the federal, state or local government for exclusive public purpose.





### **Amendment 1:**

This amendment will replace existing "ARTICLE 12: Amendments" of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

## **12. ARTICLE 12: AMENDMENTS (Amendment 1)**

- 12.1 Article 2 of this constitution is exempted from amendment. This will constitute the perennial article.
- 12.2 Other section(s) of this constitution may be altered, changed, or amended at a Special General Body meeting specifically called for this purpose. Four (4) weeks of written notice and an agenda including the text of the proposed constitutional amendments as well as the text of any existing provisions proposed to be altered, amended, or repealed, must be made available to the EPIC General Body members via the EPIC Board of Directors. The Annual Meeting of the General Body may also be utilized for this purpose provided that the members are notified in advance (as specified in this article).
- 12.3 Twenty five percent (25%) of the General Body members constitute the required quorum for an amendment to the constitution.
- 12.4 Any amendments to the Constitution must be approved by a two thirds (2/3) majority of the General Body members present at the meeting.
- 12.5 The quorum required for voting an amendment shall be three fourth (3/4) majority of the General Body members present at the meeting.
- 12.6 Constitutional amendment requests must be made in writing to the Board of Directors (BOD). The BOD may appoint a Constitution Committee to review the proposed written amendments. The committee will provide written recommendations to the BOD. The BOD will call for a Special General Body meeting to present the amendments to the General Body for approval or for voting.
- 12.7 This constitution will not be altered with the adopted amendments and will be left in its original form. All amendments adopted will be attached to the original document. The adopted amendment will reference the proper Article number or sub-section and will be made part of this constitution.





#### **Amendment 11:**

This amendment will replace existing "ARTICLE 13: Recommendation" of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

### **13. ARTICLE 13: RECOMMENDATIONS (Amendment 11)**

- 13.1 For the purposes of leveraging resources and creating greater awareness and participation for Islamic education, programs and services, EPIC should collaborate with other Islamic Boards and Organizations.
- 13.2 EPIC will strive to collaborate with other Islamic Associations around the Dallas Fort Worth Metroplex to plan for Eid-ul-Fitr and Eid-ul-Adha prayers as well for the declaration of beginning of Ramadan.

#### **Amendment 12:**

This amendment will replace existing "ARTICLE 14: Mediation and Arbitration" of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

### **14. ARTICLE 14: MEDIATION AND ARBITRATION (Amendment 12)**

- 14.1 Any inter-personal or organizational disputes between individual members or nonmembers of EPIC that happens within EPIC premises and/or at an EPIC event may be resolved by the BOD.
- 14.2 If the BOD fails to resolve the issues, an independent Arbitration Committee will be setup by the BOD.
- 14.3 The Arbitration Committee will consist of two (2) members from the EPIC General Body plus either one (1) or three (3) members from the Dallas-Fort Worth Metroplex area, including but not limited to the resident Imam of EPIC.
- 14.4 The Arbitration Committee may solicit assistance from other National Muslim organizations, if deemed necessary.
- 14.5 The decision(s) of the Arbitration Committee will be final and binding upon all members and non-members of EPIC.



- 14.6 The members of the Board of Directors or the Arbitration Committee will not be individually liable for their collective decisions and actions.
- 14.7 Disputes that cannot be resolved by the BOD nor by the Arbitration Committee, will be referred to the General Body for resolution by calling for a Special General Body meeting, specifically called for the Mediation process.
- 14.8 Any binding resolutions or corrective actions upon the disputing parties must be approved by a two thirds (2/3) majority of the General Body present at the meeting after satisfying the quorum requirements as provided in Article 10.

#### **Amendment 13:**

This amendment will replace existing "ARTICLE 15: The Imam" of the EPIC Constitution.  
Ref: [http://www.epicmasjid.net/images/policies/epic\\_constitution.pdf](http://www.epicmasjid.net/images/policies/epic_constitution.pdf)

#### **15. ARTICLE 15: THE IMAM (Amendment 13)**

- 15.1 The BOD will setup an ad-hoc Imam Search Committee to publicly advertise and solicit resumes of potential Imam Candidates. The committee will screen, interview, evaluate, and provide recommendations to the BOD about the Imam Candidates based upon the Qualifications and Selection Criteria as specified in Article 15.7. The final decision to select an Imam rests with the BOD. The Imam will be appointed by the BOD and will be directly responsible to the President of the Board for all administrative matters. He will be known as the Resident Imam.
- 15.2 He will act as a liaison between EPIC and other area religious organizations, both locally and nationally.
- 15.3 He may participate in the BOD meetings as a non-voting member and will be a consultant and advisor to the BOD on all religious matters.
- 15.4 The BOD will review his salary annually and make appropriate adjustments as warranted.
- 15.5 Qualifications and Selection Criteria for the Imam Candidate are as follows:
  - 15.5.1 The Imam must be a Sunni Muslim who follows the Qur'an and Sunnah according to the methodology of Ahl as-Sunnah wal-Jama'ah.
  - 15.5.2 The Imam must have a comprehensive understanding of Islam with at least a bachelor's degree in Shari'ah and adequate knowledge of the four Madhaheb, including their differences.



- 15.5.3 The Imam must have extensive experience delivering Jumu'ah khutbahs, as well as lectures, halaqahs, and general Islamic-knowledge classes to Muslims of all ages and ethnicities. It is also highly desirable that the Imam has fundraising experience.
- 15.5.4 The Imam must hold moderate views, present ideas in a balanced and egalitarian way, and practice soft approach with people.
- 15.5.5 The Imam must have excellent English communication skills and be able to communicate with American Muslims of all ethnicities and age groups, especially the youth. It is also highly desirable that the Imam be fluent in written and spoken Arabic.
- 15.5.6 It is highly desirable that the Imam be a Hafiz and has experience leading the Taraweeh prayers.
- 15.5.7 It is highly desirable that the Imam has experience in media and outreach to clear misconceptions and stereotypes about Islam and Muslims and to present Islamic beliefs and practices to people of other faiths.



## CERTIFICATION

Praise be to ALLAH, the Most Gracious, the Most Merciful, O' ALLAH pardon us and forgive us, if we have transgressed our duty, give us the straight path, the path of those on whom you have bestowed the Grace, Aameen.

Through these amendments, we the presently elected members of the Board of Directors of East Plano Islamic Center attest our signatures as witnesses and ALLAH Subahanahuwatala is the greatest of all witnesses that this document, Amendments to the EPIC Constitution, which consists of fourteen (14) amendments presented to the General Body for approval. The General Body has blessed and approved this Amendment to govern the affairs of EPIC on Saturday September 28th 2013.

Signatures:

SAIYAD S. AHMAD

MOHAMED RAFI MEETHEEN

SYED ALI

ZAHEER AZIZ

ABOOBECKER MOHAMED HASSAN

MUHSSIN SULIMAN