

The Constitution

Preamble

We, the Muslims of Portland, have agreed to and have adopted this constitution for our center, known as The Islamic Center of Portland – Masjed AS-saber located at 10323 S.W. 43rd Avenue in the city of Portland, county of Multnomah, state of Oregon, USA.

Article I: Name

The center shall be called The Islamic Center of Portland – Masjed AS-saber. The Islamic Center of Portland – Masjed AS-saber is a non-profit Islamic organization that does not relate or depend politically or organizationally on any particular group, party, or organization.

Article II: Principles

Almighty Allah said in the Quran: “Only the believers in Allah and the Day of Judgement construct and attend His Mosques.”

1. The Islamic Center of Portland - Masjed AS-saber, it’s founders, and affiliate organizations must follow and abide by the principles delineated in the Quran and the Sunnah as they were understood by “AsSalaf AsSalih” (companions of the Prophet (pbuh) and their followers) and their successors from among the scholars of “Ahl Assunaah Wal Jamaah”. These principles are to be the only source from whence the Masjid’s agenda and activities will emanate.
2. The Islamic Center of Portland - Masjed AS-saber shall adapt the principle of “Shura” (the majority opinion of the Board of Trustees) in all of its dealings and activities.
3. The Islamic Center of Portland - Masjed AS-saber is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, of the United States of America, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, of the United States of America, or corresponding section of any future federal tax code.
4. This article cannot be amended, deleted, or altered in any fashion nor can it be contradicted by any other article in this Constitution except as contained in Article X.

Article III: Ownership

The Islamic Center of Portland – Masjed AS-saber is Waqaf (trust), i.e. shall be owned by Dar Makkah Foundation. Any real estate purchased, owned, or donated to the center shall be conveyed to Dar Makkah Foundation, for the use and benefit of the center.

Article IV: Purposes and Objectives

Section A - Purposes

The Islamic Center of Portland – Masjed AS-saber shall be a non-profit organization and the fundamental purpose of the center shall be to encourage and to enable Muslims with the basic knowledge and competence in Islam to contribute individually and collectively toward meeting human needs in conformity with Islamic doctrines and beliefs. It shall also be the purpose of the center to avoid any wrong practices in Islam and to create a feeling of brotherhood.

Section B – Objectives

1. Educate and inform people about Islam as a faith, a moral code of conduct, and a complete way of life and assist them to implement this in their lives.
2. Arrange and hold Jamaah (congregational) prayers and Islamic festivals at appropriate times.
3. Conduct Islamic religious and social activities in the best traditions of Islam.
4. Provide services to cover the needs of the Muslims in the community.
5. Cooperate with Islamic Organizations and Centers to achieve common goals and objectives.

Article V: Government

1. The government of The Islamic Center of Portland – Masjed AS-saber shall be vested in a duly authorized Board of Trustees and a duly appointed Executive Committee. The Board of Trustees is the highest authority in The Islamic Center of Portland – Masjed AS-saber and shall oversee, guide, and direct the center's activities. The Executive Committee shall implement decisions of the Board of Trustees, initiate, prepare, and implement plans and projects to fulfill the objectives and the activities set by the board.
2. The functions, rights, privileges, qualifications, and obligations of members of the Board of Trustees and the Executive Committee are stated in the Bylaws of The Islamic Center of Portland – Masjed AS-saber.

Article VI: Affiliations and Membership

Section 1 – Affiliations

Any organization may be affiliated with The Islamic Center of Portland – Masjed AS-saber provided that it shares the same founding principles and it accepts this constitution and abides by its provisions and Bylaws.

Section 2 – Membership

1. The Islamic Center of Portland – Masjed AS-saber shall have one class of membership. Any Muslim shall be qualified to become a member upon fulfilling the

membership requirements contained in the Bylaws of The Islamic Center of Portland – Masjed AS-saber. The requirements, procedures, and petitions for the membership shall be determined, and may be changed, from time to time, by the Board of Trustees. Additional provisions specifying the rights and obligations of membership shall be contained in the Bylaws of The Islamic Center of Portland – Masjed AS-saber pursuant to, and in accordance with, the laws of Islam.

2. The Board of Trustees of The Islamic Center of Portland – Masjed AS-saber shall constitute the General Assembly of the center. Meetings, functions, and duties of the General Assembly shall be contained in the Bylaws of The Islamic Center of Portland – Masjed AS-saber.

Article VII: Meetings

1. The Islamic Center of Portland – Masjed AS-saber shall have at least one General Assembly meeting during the year. Any such meeting is open only to the members of The Islamic Center of Portland – Masjed AS-saber. Bylaws of The Islamic Center of Portland – Masjed AS-saber shall determine the procedure for calling, presiding, quorum requirements, and decision making process of General Assembly meetings.
2. Rules for the Board of Trustees and Executive Committee meetings are contained in the Bylaws of The Islamic Center of Portland – Masjed AS-saber.

Article VIII: Finances

1. The Islamic Center of Portland – Masjed AS-saber shall be financed by membership dues, contributions, and/or any other legitimate sources that do not contradict or violate any Article in this Constitution. Contributions are accepted in any form from any source consistent with the objectives of The Islamic Center of Portland – Masjed AS-saber and the principles of Islam.
2. Fiscal year shall begin on the first day April, and end on the last day March of the next year.
3. No part of the net earnings of The Islamic Center of Portland – Masjed AS-saber shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that The Islamic Center of Portland – Masjed AS-saber shall be authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Articles.

Article IX: Dissolution

In the event of dissolution of The Islamic Center of Portland – Masjed AS-saber, its assets remaining after payment, or provision for payment, of all debts and liabilities of The Islamic Center of Portland – Masjed AS-saber shall be distributed for one or more of its affiliated centers or organizations that share exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or shall be distributed to any other Islamic organization of public purpose. Such distribution shall be determined and made

by the Board of Trustees and in accordance with all applicable provisions of the laws of Islam and then the laws of this country.

Article X: Amendments

1. A proposal for amendments to the Constitution shall be signed by one-third of the Board of Trustees and submitted in writing to the Board.
2. If the Board of Trustees approves the amendment by a simple majority, it shall then be effective.
3. Article II of this Constitution cannot be amended, deleted, or altered in any fashion nor cannot be contradicted by any other article in this Constitution.

Bylaws

Article I: Offices

Section 1 – Principal Office

The principal office of The Islamic Center of Portland – Masjed AS-saber is located at 10323 S.W. 43rd Avenue in the City of Portland, County of Multnomah, State of Oregon, USA.

Section 2 – Change of Address

The designation of the county or the state of The Islamic Center of Portland – Masjed AS-saber’s principal office may be changed by amendment of these Bylaws. The Board of Trustees may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed, nor require, an amendment of these Bylaws:

1. 10323 S.W. 43rd Avenue, Portland, OR 97219 Dated: November 19, 1998.
2. _____ Dated: _____,
3. _____ Dated: _____,
4. _____ Dated: _____.

Section 3 – Other Offices

The Islamic Center of Portland – Masjed AS-saber may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the Board of Trustees may, from time to time, designate.

Article II: Nonprofit Purposes

Section 1 – IRC Section 501(c)(3) Purposes

This organization is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making

of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code.

Section 2 – Specific Objectives and Purposes

The specific objectives and purposes of The Islamic Center of Portland – Masjed AS-saber shall be:

1. To represent and serve the interest of Sunni Muslims in the Portland Metropolitan area.
2. To cooperate and coordinate activities with other Islamic Centers which share the same principals.
3. To conduct religious, social, cultural, and other activities in the best traditions of Islam.
4. To take part in reducing the sufferings of all Muslims in disasters and crisis.
5. To sponsor different informational events open to the public which focus on the different aspects of Islam as a complete way of life.
6. To publish periodic newsletters containing articles informative of Islamic issues.
7. To sponsor seminars, conferences, and other educational events where Muslims, Muslim scholars, and center’s representatives, and other concerned Muslims, may meet to exchange ideas, suggest solutions, and implement projects to foster the clear and correct Islamic principles among Muslims and non-Muslims.

Article III: Board of Trustees

Section 1 - Purposes

1. The Board of Trustees shall protect the long-term interest of The Islamic Center of Portland – Masjed AS-saber as guardian of the Constitution.
2. The Board of Trustees shall be responsible to perform and comply with the duties including real estate administration management.

Section 2- Structure

The Board of Trustees shall have a minimum of seven and a maximum of nine trustees and collectively they shall be known as the Board of Trustees.

1. A minimum of two members shall be long time residents of the State of Oregon, one of whom shall be from Portland.
2. Dar Makkah Foundation shall appoint three members of the Board.
3. The Amir (Head of the Executive Committee), during his term, shall be a member of the Board and shall act as a liaison between the Board and the Executive Committee.
4. The Amir shall not act as Chairman of the Board.
5. The Chairman of the Board shall be elected by the members of the Board of Trustees.

Section 3 – Qualifications

A Trustee shall be a Sunni Muslim of the age of majority in this state. He should be known of his highly Islamic manners and morals in his community and organizational dealings. Other qualifications for Trustees of this organization shall be as follows:

1. At least, two-thirds of the Board members must be residing in North America during their tenure.

2. Any member (past or present) who has served for the betterment and upgrading of the Center may be nominated to the Board of Trustees.
3. Any person with the potential of upgrading and improving the Center may also be nominated for the Board.

Section 4 – Powers

The powers of the Board of Trustees shall be those available under Oregon laws relating to non-profit corporations. Such powers shall be subject to the provisions of the Islamic laws and any limitations in the Constitution and these Bylaws relating to action required or permitted to be taken or approved by the Board of Trustees of The Islamic Center of Portland – Masjed AS-saber. The activities and affairs of this center shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Trustees.

Section 5 – Duties

The Board of Trustees shall have the following responsibilities:

1. As guardian of the Constitution, its provisions, and Bylaws the Board shall settle all disputes regarding the interpretation of any Article or part of this Constitution.
2. Develop and maintain a long-term plan with the consultation of the Executive Committee, such plan should be reviewed and revised as needed.
3. General management, maintenance and growth of the Center with the cooperation of the Executive Committee.
4. Find ways and means of raising funds for the Center in cooperation with the Executive Committee.
5. Oversee the general activities of the Center to ensure that they are within the framework of the Constitution.
6. Review and approve the annual budget of the Center.
7. Approve or disapprove any amendments in the Constitution.
8. Appoint and remove, employ and discharge, and except as otherwise provided in these bylaws prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of The Islamic Center of Portland – Masjed AS-saber.
9. Supervise all officers, agents, and employees of The Islamic Center of Portland – Masjed AS-saber to assure that their duties are performed properly.
10. Register their addresses with the Secretary of The Islamic Center of Portland – Masjed AS-saber, and notices of meetings mailed or faxed to them at such addresses shall be valid notices thereof.
11. Adopt policies and approve plans and activities proposed by the Executive Committee.

Section 6 – Term of Office

1. Each Trustee shall hold office for a period of five years and until his successor is appointed and qualifies.
2. Each member may be re-nominated for additional periods.
3. The terms of the Board members shall be staggered terms. Each year, one-third of the Board members may be replaced or re-nominated by the Board members.

4. A member of the Board of Trustees may be removed by the Board if he is deemed disqualified.

Section 7 – Compensation

Trustees shall serve without compensation except that a reimbursement may be paid to Trustees for expenses incurred in attending regular and special meetings of the Board.

Section 8 – Place of Meetings

Meetings shall be held at the principal office of The Islamic Center of Portland – Masjed AS-saber unless otherwise provided by the Board or at such other place as may be designated from time to time by resolution of the Board of Trustees.

Section 9 – Regular Meetings

Regular meetings of Trustees shall be held annually. At the regular meetings, Trustees shall be appointed by the Board of Trustees. Appointment of Trustees shall be by written ballot. Each Trustee shall cast one vote per candidate, and may vote for as many candidates as the number of candidates to be appointed to the Board. The candidates receiving the highest number of votes up to the number of Trustees to be appointed shall be appointed to serve on the Board.

Section 10 – Special Meetings

Special meetings of the Board may be called by the Chairman of the Board or by at least half of the Trustees. Such meetings shall be held at the principal office of The Islamic Center of Portland – Masjed AS-saber or, if different, at the place designated by the person or persons calling the special meeting and approved by the Board.

Section 11 – Notice of Meetings

Unless otherwise provided by the Constitution, these Bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Trustees:

1. Regular Meetings: No notice need to be given of any regular meeting of the Board of Trustees.
2. Special Meetings: At least three weeks prior notice shall be given to each Trustee of each special meeting of the Board. Such notice may be oral or written, may be given personally, by mail, by telephone, or by facsimile machine, and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting.
3. Waiver of Notice: Whenever any notice of a meeting is required to be given to any Trustee of The Islamic Center of Portland – Masjed AS-saber under provisions of the Constitution, these Bylaws, or the law of this state, a waiver of notice in writing signed by the Trustee, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

Section 12 – Quorum for Meetings

A quorum shall consist of at least two-thirds of the members of the Board of Trustees. Except as otherwise provided under the Constitution, these Bylaws, or provisions of law,

no business shall be considered by the Board at any meeting at which the quorum is not present, and the only motion which the Chair shall entertain is a motion to adjourn.

Section 13 – Majority Action as Board Action

Every act or decision done or 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 of Trustees, unless the constitution, these Bylaws, or provisions of law require a greater percentage or different rules for approval of a matter by the Board.

Any act or decision reached by the majority of the Board shall not be in conflict with Islamic laws as interpreted by the scholars of “Ahl Assunaah Wal Jamaah”. If such conflict arises, Islamic law prevails over any majority decision.

Section 14 – Conduct of Meetings

Meetings of the Board shall be presided over by the Chairman of the Board, or, if no such person has been so designated or, in his absence, the person appointed by him from among the board members or, in the absence of such an appointment, by the Amir of The Islamic Center of Portland – Masjed AS-saber or, in the absence of each persons, by a Chairman chosen by a majority of the Trustees present at the meeting. The Secretary of the Board shall act as secretary of all meetings of the Board, provided that, in his absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

Meetings shall be governed by the Constitution, these Bylaws, or with the provisions of law, insofar as such rules are both inconsistent or in conflict with Islamic laws.

Section 15 – Vacancies

1. Vacancies on the Board shall exist (1) on the death, resignation, or removal of any Trustee, and (2) whenever the number of authorized Trustees is increased.
2. Any Trustee may resign effective three months after giving written notice to the Chairman of the Board, the Secretary, or the Board of Trustees, unless the notice specifies a later time for the effectiveness of such resignation. No Trustee may resign if The Islamic Center of Portland – Masjed AS-saber would be left without a duly appointed Trustee or Trustees in charge of its affairs, except upon notice to the appropriate agency of this state.
3. Unless otherwise prohibited by the Constitution, these Bylaws or provisions of law, vacancies on the Board may be filled by approval of the Board of Trustees. If the number of Trustees then in office is less than a quorum, a vacancy on the Board may be filled by approval of a majority of the Trustees then in office or by a sole remaining Trustee. A person appointed to fill a vacancy on the Board shall hold office until the next appointment cycle of the Board of Trustees or until his death, resignation, or removal from office.

Section 16 – Non-liability of Trustees

The Trustees shall not be personally liable for the debts, liabilities, or other obligations of The Islamic Center of Portland – Masjed AS-saber.

Article IV: Executive Committee

The Board of Trustees shall designate an Executive Committee consisting of The Islamic Center of Portland – Masjed AS-saber members and may delegate to such Executive Committee the powers and authority of The Board in the management of the business and affairs of The Islamic Center of Portland – Masjed AS-saber, to the extent permitted, and except as may otherwise be provided, by the provisions of law.

By a majority of its members, the Board may at any time revoke or modify any or all of the Executive Committee authority so delegated, increase or decrease but not below two the number of the members of the Executive Committee, and fill vacancies on the Executive Committee from the members of The Islamic Center of Portland – Masjed AS-saber. The Executive Committee shall keep regular meetings of its proceedings, cause them to be filed with The Islamic Center of Portland – Masjed AS-saber records, and report the same to the Board from time to time as the Board may require.

Section 1 – Designation of Officers

The officers of the Executive Committee shall be Amir, a Vice Amir, a Secretary, Dawa officer, Social officer, and a Treasurer. The Executive Committee may also have one or more Vice Amirs, Assistant Secretaries, and other such officers with such titles as may be determined from time to time by the Board of Trustees.

Section 2 – Qualifications

An officer shall be a Sunni Muslim of the age of majority in this state. He should be known of his highly Islamic manners and morals in his community and organizational dealings. Other qualifications for an officer of the Executive Committee shall be as follows:

1. A member of The Islamic Center of Portland – Masjed AS-saber for at least six months prior to the appointment.
2. Regular participation in The Islamic Center of Portland – Masjed AS-saber's activities during membership period.
3. Involved in The Islamic work for a minimum of six months prior to the appointment.
4. Recommended and approved by the Board of Trustees.
5. Dedication to work and ability to contribute individually and collectively towards meeting the center's purposes and objectives.
6. Adherence to the Islamic principles and values.
7. Good standing membership and continued residence in Portland for the term of office.

Section 3 – Appointment and Term of Office

Officers shall be appointed by the Board of Trustees, at any time, and each officer shall hold office until he resigns or is removed or is otherwise disqualified to serve, or until his successor shall be appointed and qualified, whichever occurs first.

Section 4 – Removal and Resignation

Any officer may be removed by the Board of Trustees, at any time. Any officer may resign at any time by giving written notice to the board of Trustees or to the Amir or Secretary of the Executive Committee. Any such resignation shall take effect at one month after the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the Board of Trustees relating to the appointment of any officer of The Islamic Center of Portland – Masjed AS-saber.

Section 5 – Vacancies

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Trustees. In the event of a vacancy in any office other than that of the Amir, such vacancy may be filled temporarily by appointment by the Amir until such time as the Board shall fill the vacancy. Vacancies occurring in the offices of officers appointed at the discretion of the board may or may not be filled, as the Board shall determine.

Section 6 – Duties of Amir

The Amir shall be the chief Executive officer of The Islamic Center of Portland – Masjed AS-saber and shall, subject to the control of the Board of Trustees, supervise and control the affairs of The Islamic Center of Portland – Masjed AS-saber and the activities of the officers. He shall perform all duties incident to his office and such other duties as may be required by the Constitution, by these Bylaws, or which may be prescribed from time to time by the Board of Trustees. Except as otherwise expressly provided by the Constitution, by these Bylaws, he shall, in the name of The Islamic Center of Portland – Masjed AS-saber, execute such deeds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Trustees. Other duties of the Amir shall be as follows:

1. Perform general management of all the activities in the Center.
2. Act as or appoint the spokesman, representative, and correspondent for the Center in the internal and external activities.
3. Direct and coordinate all activities so as to achieve the objectives and purposes of the Center.
4. Call and preside over meetings of the Executive Committee and the annual as well as any special meetings of the General Assembly.
5. Form Standing and Ad Hoc committees in consultation with the Executive Committee.
6. Control the budget funds and expenses of the Center.
7. Present reports on the state of the Center at the meeting of the General Assembly and/or in the Newsletter.
8. Serve as a member of the Board of Trustees, acting as liaison.
9. Execute contracts and all documents on the advice of the Executive Committee.
10. Arrange the Friday khutbah.
11. Appoint an Imam to lead regular prayers, on the advice of the Executive Committee.

Within the boundaries of the Constitution, the Amir may make decisions in matters not specified in the constitution nor in the Bylaws of the Center, which promote the achievement of the Center's objectives and purposes with the consultation of the Executive Committee.

Section 7 – Duties of the Vice Amir

In the absence of the Amir, or in the event of his inability to act, the Vice Amir shall perform all the duties of the Amir and when so acting shall have all the powers of, and be subject to all the restrictions on, the Amir. The Vice Amir shall:

1. Carry out the management of the activities of the Center and assuming the functions of the Amir in his absence.
2. Prepare the agenda for the Executive Committee and General Assembly meetings.
3. Maintain the list of the members and volunteers for the various committees.
4. Manage the Centers correspondence.

The Vice Amir shall have other powers and perform such other duties as may be prescribed by the Constitution, by these Bylaws or as may be prescribed by the Board of Trustees.

Section 8 – Duties of Secretary

The Secretary shall:

1. Certify and keep at the principal office of The Islamic Center of Portland – Masjed AS-saber the original, or a copy, of these Bylaws as amended or otherwise altered to date.
2. Keep at the principal office of The Islamic Center of Portland – Masjed AS-saber or at such other place as the Board may determine; a book of minutes of all meetings of the Trustees, and, if applicable, meetings of committees of Trustees and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
3. See that all notices are duly given in accordance with the provisions of these Bylaws.
4. Be custodian of the records and of the seal of The Islamic Center of Portland – Masjed AS-saber and affix the seal, as authorized by law, or the provisions of these Bylaws, to duly executed documents of The Islamic Center of Portland – Masjed AS-saber.
5. Exhibit at all reasonable times to any Trustee of The Islamic Center of Portland – Masjed AS-saber on request thereof, the Bylaws, and the minutes of the proceedings of the Trustees of The Islamic Center of Portland – Masjed AS-saber.
6. Notify the Executive Committee members of the time, place, and agenda of the meetings.
7. Establish and maintain filing systems for the Center.
8. Keep the Center records and official documents.
9. Present at every Executive Committee meeting the minutes of the previous meeting for the approval by the Executive Committee and/or the Board of Trustees.

10. In general, perform all duties incident to the office of Secretary and such other duties as may be required by the Constitution, or by these Bylaws, or which may be assigned to him from time to time by the Board of Trustees.

Section 9 – Duties of Treasurer

The Treasurer shall:

1. Have charge and custody of, and be responsible for, all funds, and securities of The Islamic Center of Portland – Masjed AS-saber, and deposit all such funds in the name of The Islamic Center of Portland – Masjed AS-saber in such banks, trust companies, or other depositories as shall be appointed by the Board of Trustees.
2. Receive, and give receipt for, monies due and payable to The Islamic Center of Portland – Masjed AS-saber.
3. Disburse, or cause to be disbursed, the funds of The Islamic Center of Portland – Masjed AS-saber as may be directed by the Board of Trustees, taking proper vouchers for such disbursements.
4. Keep an maintain adequate and correct accounts of The Islamic Center of Portland – Masjed AS-saber's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
5. Exhibit at all reasonable times the books of account and financial records to any Trustee of The Islamic Center of Portland – Masjed AS-saber on request therefor.
6. Render to the Amir and Trustees, whenever requested, an account of any or all of his transactions as Treasurer and of the financial condition of The Islamic Center of Portland – Masjed AS-saber.
7. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
8. Prepare the annual budget of the Center for the next fiscal year.
9. Perform or cause to be performed an audit of all financial accounts upon election to the office.
10. In general, perform all duties incident to the office of Treasurer and such other duties as may be required by the Constitution, or by these Bylaws, or which may be assigned to him from time to time by the Board of Trustees.
11. Prepare the annual tax report.
12. Exhibit and post the financial report quarterly.

Section 10 – Duties of Dawa Officer

The Dawa Officer shall:

1. Supervise all publications and newsletters of The Islamic Center of Portland – Masjed AS-saber.
2. Organize and set up The Islamic Center of Portland – Masjed AS-saber's library materials (Books – Tapes – magazines).
3. Form his committee and present his committee's annual budget.
4. Prepare a program calendar for lectures and study circles.
5. Publish the monthly prayer schedule.
6. Arrange for Islamic informative seminars, lectures, and conferences.
7. Develop, plan, and implement programs to introduce to non-Muslims.
8. Initiate projects to correct the stereotyping against Muslims in western Media.

Section 11 – Duties of Social Officer

The Social Officer shall:

1. Direct and supervise all arrangements for celebrating Islamic festivals.
2. Establish and maintain a directory with the names, addresses, and telephone numbers of Muslims in the area, with their consent, for the internal use of the Center.
3. Interact and coordinate with Women’s Committee regarding women and children programs.
4. Organize special programs and activities during the month of Ramadan.
5. Arrange social activities for the local Muslim communities.

Section 12 – Compensation

In general, officers of The Islamic Center of Portland – Masjed AS-saber shall serve without compensation except that a reimbursement may be paid to them for expenses incurred in attending regular and special meetings of the Executive Committee. If the Board of Trustees determines the need for a compensation of one or more officer of the Executive Committee, the salaries shall be fixed from time to time by resolution of the board of Trustees. In all cases, any salaries received by officers of The Islamic Center of Portland – Masjed AS-saber shall be reasonable and given in return for services actually rendered to or for The Islamic Center of Portland – Masjed AS-saber.

Article V – Subcommittees

Section 1 – Special Committee

The Executive Committee may, by a majority of its members, designate a Special Committee and may delegate to such committee the powers and authority, in certain aspects of the management of the business and affairs of The Islamic Center of Portland – Masjed AS-saber, to the extent permitted, and except as may otherwise be provided, by provisions of law.

By a majority of its members, the Executive Committee may at any time revoke or modify any or all of the Special Committee authority so delegated, increase or decrease but not below (2) the number of the members of the Special Committee, and fill vacancies on the Special Committee from members. The Special Committee shall keep regular minutes of its proceedings, cause them to be filed with The Islamic Center of Portland – Masjed AS-saber’s records, and report the same to the Executive Committee from time to time as the Executive Committee may require. Special Committees may consist of one or more of the following:

Finance and Audit Committee

1. Structure:
 - a. This committee shall consist of the Treasurer and two members.
2. Accounts:
 - a. The money shall be maintained in non-interest bearing account or accounts.
 - b. The Islamic Center of Portland – Masjed AS-saber account(s) shall be in the name: The Islamic Center of Portland – Masjed AS-saber.

3. Expenditures:
 - a. All expenses required for the proper maintenance and upkeep of The Islamic Center of Portland – Masjed AS-saber (these include electricity, gas, water, garbage, etc...)
 - b. Annual budget of the various committees. Each and every committee including the maintenance manager shall submit a written and detailed budget to the Executive Committee for approval.
 - c. Only funds approved by the Executive Committee shall be allocated.
 - d. Any one check to the amount of \$2,000.00 or more requires the approval of the Executive Committee.

Dawa Committee

1. Structure: The number of members in the Committee is open to the discretion of the Executive Committee.
2. The Committee shall:
 - a. Issue and publish newsletter.
 - b. Arrange lectures and study circles.
 - c. Plan dawa programs on campus.
 - d. Select speakers, tapes, and films to promote Islam as a religion.
 - e. Organize camps and conferences.
 - f. Introduce Islam to Non-Muslims.
 - g. Initiate contact with the local community through media (TV, radio, newspaper, etc.), schools and churches.
 - h. Represent The Islamic Center of Portland – Masjed AS-saber in appropriate Islamic activities.
 - i. Make appropriate Islamic literature available for distribution to Muslim students.
 - j. Arrange visits to the Muslims in the State Penitentiary and other correctional institutions and hospitals.

Social Committee

1. Structure: The number of members in the Committee is open to the discretion of the Executive Committee.
2. This Committee shall:
 - a. Receive new Muslims and helping them settle in the local area.
 - b. Acquaint and invite the local Muslims to participate in The Islamic Center of Portland – Masjed AS-saber activities.
 - c. Plan social gatherings.
 - d. Arrange sport activities and meets.

Library Committee

1. Structure: The number of members in the Committee is open to the discretion of the Executive Committee.
2. This Committee shall:
 - a. Evaluate incoming literature (books, magazines, tapes, etc...) for inclusion in the library collection.
 - b. Maintain, upgrade, and organize available literature.

- c. Make the library materials available for use by the community.

Fiqh Committee

1. Structure: This Committee shall consist of a Chairman and any number of members, all to be selected by the Amir with the consent of the Executive Committee.
2. This Committee shall:
 - a. Search for answers to Fiqh problems which arise in the local community from within the group or from outside sources.
 - b. Advise the Amir and the Executive Committee in Fiqh matters.
 - c. Perform marriage ceremonies and divorce procedures.

Women Affairs Committee

1. Structure: This Committee shall consist of a Chairwoman and any number of members, all to be selected by the Amir with the consent of the Executive Committee.
2. The Committee shall:
 - a. Select a liaison to the Executive Committee with the approval of the Executive Committee.
 - b. Prepare a calendar of their activities for the fiscal year.
 - c. Arrange for lectures and baby sitters during lectures and Friday prayer.
 - d. Organize women's fund raising activities.
 - e. Prepare an annual budget to submit to the Executive Committee for approval.

Maintenance Manager

1. The Maintenance Manager shall:
 - a. Keep The Islamic Center of Portland – Masjed AS-saber and its premises clean.
 - b. Maintain the Center.
 - c. Purchase and store supplies.
 - d. Organize car parking.

Article VI – Execution of Instruments, Deposits, and Funds

Section 1 – Execution of Instruments

The Board of Trustees, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of The Islamic Center of Portland – Masjed AS-saber to enter into any contract or execute and deliver any instrument in the name of and on behalf of The Islamic Center of Portland – Masjed AS-saber, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind The Islamic Center of Portland – Masjed AS-saber by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2 – Checks and Notes

Except as otherwise specifically determined by resolutions of the Board of Trustees, or as otherwise required by law, checks, drafts, promissory notes, orders for payment of money, and other evidence of indebtedness of The Islamic Center of Portland – Masjed AS-saber shall be signed by the Treasurer and countersigned by the Amir of The Islamic

Center of Portland – Masjed AS-saber. The Board may specify a certain limit for the Treasurer to spend without the countersignature of The Islamic Center of Portland – Masjed AS-saber’s Amir.

Section 3 – Deposits

All funds of The Islamic Center of Portland – Masjed AS-saber shall be deposited from time to time to the credit of The Islamic Center of Portland – Masjed AS-saber in such banks, trust companies, or other depositories as the Board of Trustees may select.

Section 4 – Gifts, Donations, and Contributions

The Board of Trustees may accept on behalf of The Islamic Center of Portland – Masjed AS-saber any contribution, gift, bequest, or devise for the nonprofit purposes of this organization providing that it does not contradict any of the Islamic laws of the Constitution of The Islamic Center of Portland – Masjed AS-saber.

Article VII: Corporate Records, Reports, and Seal

Section 1 – Maintenance of Corporate Records

The Islamic Center of Portland – Masjed AS-saber shall keep at its principal office:

1. Minutes of all meetings of Board of Trustees, Executive Committee, and all meetings of members, indicating the time and place of holdings such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof.
2. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.
3. A record of its members indicating their names and addresses and the class of membership held by each member and the termination date of any membership.
4. A copy of The Islamic Center of Portland – Masjed AS-saber’s Constitution and Bylaws as amended to date, which shall be open to inspection by the members of The Islamic Center of Portland – Masjed AS-saber at all reasonable times during office hours.

Section 2 - The Islamic Center of Portland – Masjed AS-saber’s Seal

The Board of Trustees may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of The Islamic Center of Portland – Masjed AS-saber. Failure to affix the seal to corporate instruments, however, shall not affect the validity of such instrument.

Section 3 – Trustees, Inspection Rights

The Board shall have the absolute right at any reasonable time to inspect all books, records, and documents or every kind and to inspect the physical properties of The Islamic Center of Portland – Masjed AS-saber and shall have other rights to inspect the books, records, and properties of this organization as may be required under the Constitution, and other provisions of these Bylaws.

Section 4 – Periodic Report

The Board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state or to the members of this organization, to be so prepared and delivered within the time limits set by the law.

Article VIII – Dissolution

In the event of the dissolution of The Islamic Center of Portland – Masjed AS-saber, its assets remaining after payment, or provision of payment, of all debts and liabilities of The Islamic Center of Portland – Masjed AS-saber shall be distributed for one or more of its affiliated organizations that share exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to any other Islamic Organization of public purpose. Such distribution shall be determined and made by the Board of Trustees and in accordance with all applicable provisions of the laws of Islam.

Article IX – Amendments

1. A proposal for amendments to the Constitution shall be signed by one-third of the Board of Trustees and submitted in writing to the Board.
2. If the Board of Trustees approves the amendment by a simple majority, it shall then be effective.
3. Article II of this Constitution cannot be amended, deleted, or altered in any fashion nor cannot be contradicted by any other article in this Constitution.

Article X – Construction and Terms

1. If there is any conflict between the provisions of these Bylaws and the Constitution of this organization, the provisions of the Constitution shall govern.
2. Should any of the provisions or portions of these bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.
3. All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code as amended from time to time, or to corresponding provisions of any future federal tax code.

Article XI – Membership Provisions

Section 1 – Rights of General Assembly

The Islamic Center of Portland – Masjed AS-saber shall have one class of membership. Except as expressly provided in or authorized by the Constitution, the Bylaws of this organization, or provisions of law, all members of The Islamic Center of Portland – Masjed AS-saber shall have the same rights, privileges, restrictions and conditions.

Section 2 – Qualifications of General Assembly

A member of the General Assembly shall be a Sunni Muslim of the age of majority in this state. He or she should be known of a good Islamic manners and morals in the community. Other qualifications shall be as follows:

1. Regular participation in Islamic activities during recent period.
2. In general, observe Islamic regulations and abide by Sunni teachings.
3. Is not a member (by his or her will) of any organization which declares its hatred or animosity to Islam.
4. Must be living in Portland during the time of membership.

Section 3 – Nonliability of Members

A member of the General Assembly of The Islamic Center of Portland – Masjed AS-saber is not personally liable for the debts, liabilities, or obligations of The Islamic Center of Portland – Masjed AS-saber.

Section 4 – Meetings of Members (General Assembly)

1. Meetings of members shall be held at the principal office of The Islamic Center of Portland – Masjed AS-saber or at such other place as may be designated from time to time by resolution of the Executive Committee.
2. A yearly meeting of members shall be held on for the purpose of reviewing the status of The Islamic Center of Portland – Masjed AS-saber and transacting other business as may come before the meeting.
3. Special meetings of the members shall be called by the Board of Trustees, the Chairman of the Board, the Executive Committee, or the Amir of The Islamic Center of Portland – Masjed AS-saber.

Section 7 – Conduct of Meetings

Meetings of members shall be presided over by the Amir of The Islamic Center of Portland – Masjed AS-saber or, in his absence, by the Vice Amir of The Islamic Center of Portland – Masjed AS-saber. The Secretary of The Islamic Center of Portland – Masjed AS-saber shall act as Secretary of all meetings of members, provided that, in his absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.