

**IN THE NAME OF ALLAH, MOST BENEFICENT, MOST MERCIFUL**

The following Articles comprise the Bylaws of AISadaqa (previously known as Bait ul Mal PNW)

- Article 1: NAME, DESCRIPTION AND LOCATION**
- Article 2: FOUNDERS**
- Article 3: PURPOSE AND GOALS**
- Article 4: MEMBERSHIP**
- Article 5: ORGANIZATION**
- Article 6: NOMINATIONS & ELECTIONS**
- Article 7: BOARD OF DIRECTORS / BAIT UL MAL STEERING COMMITTEE**
- Article 8: MEETINGS**
- Article 9: COMMITTEES**
- Article 10: ADMINSTRATIVE PROVISIONS**
- Article 11: SUSPENSION, SUCCESSION AND HANDOVER**
- Article 12: AMENDMENTS**
- Article 13: CONFLICT RESOLUTION POLICY**
- Article 14: DISSOLUTION**
- Article 15: RATIFICATION OF BYLAWS & AMENDMENTS AND OATH OF OFFICE**

**Article 1: NAME, DESCRIPTION AND LOCATION**

The name of the organization shall be AISadaqa, previously known as“Bait ul Mal Pacific Northwest”, which is registered in the State of Washington as a non-profit charitable organization pursuant to the Charitable Solicitations Act, RCW 19.09.

This organization is not affiliated with any other organization with like name or description in any way. It is a sole entity governed by this constitution and its bylaws.

The Postal address is: 15100 SE 38<sup>th</sup>Street # 800  
Bellevue, Washington 9806

The URL/Web site is: <http://www.alsadaqa.org>

**Article 2: FOUNDERS**

The following persons jointly decided to form this organization in the month of August 2006. These people will always be known as the founding members of this organization:

Lesley Ahmed  
Farida Hakim  
Shah Nawaz  
Gencer Gokeri  
Naimah Umm Aisha

**Article 3: PURPOSE AND GOALS**

AISadaqa is organized exclusively for charitable, social services, religious, and educational purposes within the description of the section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or any successor statute.

The fundamental intention is to be accountable to Allah to serve the best interest of the community members by engaging in peaceful and lawful activities.

Alsadaqa is an Islamic community services and referral organization for the Metropolitan Seattle/Puget Sound region. We are dedicated to support and practice our community values by revitalizing the ‘giving’ pillar (charity) of our faith to bring prosperity to.

AISadaqa is intended to be a non-profit central financial organization providing benefit to all community members and organizations based on the Quránic guidelines and the example of Prophet Muhammad (Peace and blessings of Allah be upon him).

**I GOALS:**

1. Centralize and coordinate the 'giving' pillar of our faith by reviving the Bait ul Mal, which is the center of collection and distribution for zakat (obligatory charitable tax) and sadaqa (additional contributions) Establish the structure, procedures and a solid foundation for a financial/services organization in the greater Seattle area . Provide assistance to all eligible community members who are in need based on Quránic guidelines
2. Refer the community members to other available neighborhood resources.
3. Establish a virtual community network for the Metropolitan Seattle/Puget Sound region.
4. Carry out charitable, humanitarian, and other social services by exercising our community values of love and compassion, honesty and integrity.
5. Develop programs to strengthen and support our service to the community by collaborating with other community service organizations.

#### **Article 4: MEMBERSHIP**

There is no official membership list. Anyone participating as an active volunteer and is committed to the vision, mission and goals of this organization can become a member with rights as defined in Sections 1 and 2 below.

All volunteers will provide references and not be associated with any organization which promotes violence of any kind or opposes the Quránic guidelines and the US constitution.

##### **Section 1: Member Definitions**

- Donors: those who donate money
- Volunteers: donors who actively participate in one or more projects /committees

##### **Section 2: Voting member**

All volunteers and donors are eligible to vote after one year's participation

#### **Article 5: ORGANIZATION**

The organizational structure shall consist of the Board of Directors who will be referred to as the Steering Committee, the Advisory Committee and the four permanent Standing Committees. The Committees are responsible for managing the affairs of the Organization.

**Article 6: NOMINATION & ELECTIONS**

**Nominations:**

The Steering Committee shall appoint a three-member ad-hoc Nominations & Elections Committee to conduct a democratic election process.

No member of this committee shall be eligible as a candidate for the Board and Committees (save the initial election to establish officers):

1. Nominations shall be conducted at the special meeting convened for the purpose of elections
2. Nominees are free to accept or decline

**Elections:**

*Voter & Nominations Eligibility Requirements:*

1. Participate as an active volunteer of the organization for one year (except for the initial election at the outset of conducting business and establishing the structure)
2. Be committed to the vision, mission and goals of the organization
3. Possess the qualities and skills for leadership

*Terms of Office:*

All elected members of the Steering Committee and Chairpersons will serve for a term of two years which commences on the date the Oath of Office is executed.

**Article 7: BOARD OF DIRECTORS / AISadaqa STEERING COMMITTEE**

The initial group shall be formed comprised of the founders and eligible voting members who are committed to implement the organization's objectives.

When any member retires or resigns, he or she may provide a list of nominees to replace them.

The initial five Founders named in the Articles of Incorporation shall serve without compensation for a two-year term as Steering Committee members. Any member can resign by filing a written resignation. All vacated positions must be filled as soon as possible by internal nomination and consensus of the participating members.

**Section 1: Steering Committee Role, Size, Composition.**

The Steering Committee is responsible for overall policy and direction of the organization. They shall have up to seven, and no fewer than five members and receive no compensation.

**Section 2: Meetings.**

Meetings shall be held at least quarterly, at an agreed upon time and location.

**Section 3: Terms.**

All Steering Committee members shall serve two-year terms and execute the Oath of Office.

**Section 4: Quorum.**

A presence of more than half of the Steering Committee is required before business can be transacted or motions made or passed.

**Section 5: Notice.**

An official meeting requires that each Steering Committee member have written/electronic notice two weeks in advance.

**Role of the Steering Committee**

The Steering Committee members will outline the broad policy guidelines for the organization provided these are in conformity with the Holy Qurán and Sunnah of Prophet Muhammad (peace and blessings be upon him).

They will be available for a question and answer sessions with community members at regularly scheduled meetings.

The following are the seven guiding principles, which form the foundation for the structure and administration of the Bait ul Mal Pacific Northwest:

1. All actions are governed by our intentions (Our intention is to follow the Quránic guidelines and the example of Prophet Muhammad (pbuh)
2. Foster open communication to build kind and loving relationships
3. Work toward a shared vision
4. Empower team members
5. Establish clear accountability and shared responsibility
6. Focus on our commitments
7. Learn from experiences

They shall be responsible for but not limited to:

- Establishing the policies for fulfillment of the organization's objectives according to the bylaws, mission, vision, goals and long-term planning
- Overseeing the interpretation and implementation of the financial management policies to include adequate internal controls
- Setting short and long-range goals to further the organization's charitable mission
- Monitoring goals and analyzing progress to meet timelines and reviewing ongoing projects
- Approving the budget of the organization and any other business transactions
- Selecting and appointing outside professional audit or legal counsel as deemed necessary
- Offering guidance to clarify various roles and responsibilities to facilitate the orientation process and welcome new members/volunteers
- Demonstrating their commitment to accountability and transparency by providing the documents required by law

- Offering additional information about their operations, governance, and finances
- Establishing policies and procedures to protect and preserve the organization's important documents and business records
- Ensuring that the organization complies with its legal obligations and to prevent, detect and remedy wrongdoing by management
- Securing the necessary legal advice and assistance to have clear procedures to investigate all reports and take timely and appropriate action
- Legal signatory authority is entrusted to the Steering Committee members, who are responsible for signing official documents. Dual signatures are required for financial transactions exceeding \$500

**Article 8: MEETINGS**

**Section 1: Annual Meeting.**

The date of the regular annual meeting shall be set by the Steering Committee. All meetings are open to the public.

**Section 2: Special Meetings.**

Special meetings may be called by the Project Manager of each committee or a simple majority of the Board of Directors/Steering Committee. A petition signed by ten percent of the voting members may call a special meeting.

**Section 3: Notice.**

Notification will be communicated by email at least two weeks prior to the date of the meeting.

**Section 4: Meetings by Telephone.**

Committee members may participate in a meeting by means of a conference telephone or similar communications equipment whereby the members can hear each other at the same time. Participation by such means constitutes presence in person at a meeting.

**Section 5: Rules of Procedure.**

The rules of procedure at meetings of the Board and committees shall be contained in Roberts' Rules of Order on Parliamentary Procedure, newly revised, so far as applicable and when consistent with these Bylaws, the Articles of Incorporation or any resolution of the Board.

All meeting protocol will adhere to the Islamic Code of Conduct, provided to each member. Standard agenda items include:

1. Opening Prayer
2. Reading & Approval of Preceding Meeting Minutes
3. Committee Reports
4. Officers Reports
5. Old and Unfinished Business
6. New Business
7. Closing Prayer and Adjournments

**Article 9: COMMITTEES**

***Objectives***

- Develop a comprehensive and clear guide for ongoing projects
- Committee chairpersons will present Reports, Analysis and Recommendations
- Submit project proposals, which will be reviewed and Implemented
- Offer Communication plans and deliverables
- Decisions will be made by consultation and consensus and if a decision cannot be reached by consensus, then a vote will be taken from the attending members requiring a quorum to approve decisions.

The AISadaqa committees are responsible for managing and implementing its objectives. Project Managers will be elected from the group of volunteer membership, and shall serve a two-year term for the following standing committees:

- Community Services
- Public Relations/Communications
- Financial Management

## ***Committee Guidelines***

To accomplish the best results and create harmony, use the communication model of Prophet Muhammad (Peace and blessings of Allah be upon him).

It will be best that members of each committee are compatible with one another and competent with respect to the committee assignment. If any committee member is unable to fulfill his or her commitment to the undertaken tasks, the individual will inform the Project Manager to find a suitable replacement.

It is important to have clear instructions and goals. This helps to utilize skills brought by each member to achieve committee and organizational goals. The committee Project Manager sets the tone, pace and strategies for the whole committee.

Committees are used for:

1. Disseminating information and giving advice
2. Generating ideas and solving problems
3. Facilitating coordination, communication and cooperation
4. Recommending actions after making decisions

The Project Manager defines the scope and clear objectives of each project in a Project Charter.

## ***Responsibilities***

### **Advisory Committee**

The Steering Committee will invite the local Imams to form an Advisory Committee, which will ideally have five members. This Advisory Committee will provide direction and advise the Steering Committee about the proper implementation of the Islamic law/rules and regulations regarding the charitable contributions and disbursements based on the Qurán and Hadith.

### **Legal Committee**

1. Ensures that the bylaws are implemented, and that the organization complies with all legal requirements to provide complete, accurate and timely information to donors, the community and government regulators
2. Offers legal advice regarding the Federal and State regulations pertaining to non-profit charitable organizations
3. Assists Committees in understanding their responsibilities under the law
4. Provides guidance on the fiduciary and legal responsibilities of board members and charitable organizations
5. Available for mediation when necessary to provide clarity in the interpretation of the bylaws and conflict resolution.

Charitable organizations can draw on a series of resources to understand the law. The Internal Revenue Service provides a free online workshop covering tax compliance issues confronted by small and mid-sized tax exempt organizations at [www.stayexempt.org](http://www.stayexempt.org) which is available to all Committee members.

### **Public Relations/Communications Committee**

1. Publish the organization's newsletter and update the Web site as the main hub to educate ourselves and the community regarding the benefits of this organization
2. Coordinate and provide the promotional materials about AISadaqa's programs
3. Organize outreach programs to all the local Islamic Centers and Masajids
4. Include the administrative costs in the annual budget

### **Community Services (Sadaqa/Zakat Distribution) Committee**

1. Prepare a needs assessment to provide funding for services to the community.
2. Research existing programs and other available resources
3. Provide a list of persons who are eligible for Zakat/Sadaqah
4. Promote humanitarian services to all members of the community (Muslims and Non-Muslims)
5. Offer necessary training to volunteers to identify and counsel those who are in need of financial help
6. Identify individuals and organizations, who are eligible to get help through Bait ul Mal
7. Identify qualified personnel who are crucial for managing the effective administration of the organization
8. Confer with the Advisory Committee to clarify any questions related to the disbursement of zakat/sadaqa to the eligible community members

### **Finance Committee**

The fiscal year of the organization will be twelve months ending December 31 of each year.

1. Organize fiscal procedures, a fundraising plan, and an annual Budget by consulting with the Steering Committee members
2. Deposit the organization funds in the designated bank accounts
3. Report the financial status of the organization at the regular meetings
4. Approve payment of any non-budgeted item
5. Prepare for an annual audit of the organization's accounts and financial records
6. Accurately maintain the financial books of the organization in accordance with the GAAP, regulations, statutes, and laws governing Bait ul Mal as a non-profit charitable organization
7. Receive Zakat/Sadaqah contributions and any other accounts receivable by the organization
8. Identify the need to adhere to any restrictions placed on funds by donors
9. Submit quarterly reports showing income and expenses
10. Pay normal operating bills and other administrative costs. (Two signatures are required for amounts over \$500)
11. Disburse Zakat and Sadaqah funds by following the eligibility guidelines for distribution in accordance with the Holy Qurán and the practice of Prophet Muhammad (peace and blessings be upon him)

## **Article 10: ADMINSTRATIVE PROVISIONS**

*Books and Records:*

All copies of current Articles of Incorporation, Bylaws, updated records of accounts and finances, minutes of the meetings, and all other official transactions will be kept at the designated registered office.

**Article 11: SUSPENSION, SUCCESSION AND HANDOVER**

Any Committee member may be suspended from office by a majority (two-thirds) vote. Grounds for suspension include any or all of the following:

1. The member in question is in direct violation of Quránic guidelines, the By-laws, and/or the US Constitution
2. The member is involved in deliberate misuse or misappropriation of funds (knowingly dispensing funds or resources contrary to our vision, mission, goals, and/or for personal gain)
3. The actions of the member are causing obvious damage to the existence or interest of the organization by not fulfilling the duties and responsibilities of his/her office
4. The member in question will have the opportunity to address issues regarding suspension under the process outlined in Article 13: Conflict Resolution Policy below.

Outgoing office-holders shall hand over all files, documents, a list of unfinished business, outstanding accounts, and any other pertinent matters or other such property at their disposal to the incoming office-holders within fifteen (15) days of relinquishing office.

**Article 12: AMENDMENTS**

Articles 2 and 3 are not subject to any amendments.

Proposed amendments to the Bylaws shall be submitted in writing to the Steering Committee at least 30 days before their regular meeting.

Amendments to the bylaws shall be processed as follows:

1. Any proposed amendment will be discussed at length before a decision is made to implement it
2. An affirmative vote by a majority (two-thirds) of attending members present shall be required for adoption of all amendments.

**Article 13: CONFLICT RESOLUTION POLICY**

The proper management of conflict is constructive when understanding is increased, and agreement is reached between contending members. Conflicts provide the opportunity to make us more aware of the problems and the responsibility to resolve them with the intention of creating peace and harmony in the community. All members will abide by the following process of problem solving between members:

1. Analyze and state the problem clearly
2. Express the individual view of the conflict and feelings about it and invite the other member(s) to do the same
3. Communicate cooperative intentions to jointly define the problem and negotiate in good faith to reach an agreement
4. Indicate any changes of views and feelings during negotiations
5. Respect and understand the other person's perspective fully and accurately;
6. Offer suggestions for resolution (be solution-oriented)
7. Implement the agreed upon solution jointly
8. Follow up and evaluate to achieve the desired results
9. If necessary appoint an arbitration committee

Establishing and enforcing a conflict of interest policy is an important part of protecting charitable organizations from unethical or illegal practices. The policy should be consistent with the laws of the state and have clear procedures that allow staff, volunteers, or clients of the organization to report suspected wrongdoing within the organization without fear of retribution.

Information on these policies should be widely distributed to staff, volunteers, and clients, and incorporated both in new employee orientations and ongoing training programs for employees and volunteers.

**Article 14: DISSOLUTION**

If it becomes necessary to dissolve this organization for any reason, the Steering Committee will meet to decide how to fulfill its obligations.

After paying or making provisions for the payment of all liabilities, the Steering Committee shall disburse all assets of the organization to Islamic institutions that are registered as a 501(c) (3) organization under the current federal, state, and/or local laws.

**Article 15: RATIFICATION OF BYLAWS & AMENDMENTS AND OATH OF OFFICE**

The foregoing Bylaws were adopted by the Steering Committee as follows:

**Oath of Office**

I, \_\_\_\_\_ elected as  
(Please print name clearly)

\_\_\_\_\_  
(Please print title/office clearly)

do hereby affirm and ratify the foregoing bylaws, with Allah as my witness that, Inshallah I will:

1. Follow the guidelines of the Holy Qurán and the example of Prophet Muhammad (Peace and blessings of Allah be upon him);
2. Abide by the Constitution and By Laws of the Bait ul Mal Pacific Northwest;
3. Work diligently with honesty and integrity to implement the organization’s objectives;
4. Safeguard the trust placed on me to carry out the best interests of the community; and,
5. Not seek any personal or financial gain by the use of this office.

I pray to Allah to help me to fulfill this oath with the sole intention of gaining nearness to Allah.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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