

In the name of Almighty Allah,  
the Most beneficent, the Most  
Merciful

**BIC**

**(Bangladesh Islamic Community of Greater Chicago)**

Constitution

Draft Approved by Shura

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## **Chapter 1: Name, Nature, Aim, Mission, Ideology and Methodology**

### **1.1 Name:**

The name of this organization shall be 'BIC (Bangladesh Islamic Community of Greater Chicago)'.

### **1.2 Nature:**

This organization shall be religious, community based and shall operate on a not-for-profit basis. The organization is not affiliated with any existing political party.

### **1.3 Aim:**

The aim of BIC shall be to seek the pleasure of Allah (swt) through continuous efforts of establishing Islamic way of life as spelled out in Quran and the Sunnah of the Prophet Mohammed (*salla Allah-u alaihe wa sallam*).

### **1.4 Mission:**

1.4.1 To create Islamic awareness among the Muslims in general. More specifically, to encourage Bangladeshi Muslims to practice Islam as a complete code of life.

1.4.2 To acquaint Muslims with the program of BIC and to disseminate the message of Islam (da'wah) to non-Muslims.

## 1.5 Ideology:

The ideology of the BIC is based on "La ilaha-ilallah, Muhammadur Rasulallah", that is "There is no God but Allah and Mohammed (*salla Allah-u alaihe wa sallam*) is the Messenger of Allah."

The first part i.e. "La ilaha ilallah" means that Allah alone is the Creator, Cherisher, Sustainer, Lord and Supreme power of the whole universe. His attributes and powers are shared by none. The acceptance of this fact makes it imperative that the believer:

- 1.5.1 Considers Allah as his/or her sole Guardian, the Benefactor, and the Protector.
- 1.5.2 Calls for help, pray to, and seek refuge only in Allah without considering anyone else an intercessor to Him, be that an angel, a Prophet, a saint, any material or any fictitious character.
- 1.5.3 Makes the pleasure and displeasure of Allah the criterion of all his likes and dislikes.

The second part i.e. "Muhammadur Rasulallah" implies that Mohammed (*salla Allah-u alaihe wa sallam*), is the last Prophet, with the final and complete guidance for the mankind. Furthermore, the believer

- 1.5.4 Accepts without question all those teachings which have been proven beyond doubts to be those of the Prophet Mohammed (*salla Allah-u alaihe wa sallam*).
- 1.5.5 Declares the Book of Allah and the Sunnah of His Messenger as the validating argument, final testimony and source of all guidance in his life.
- 1.5.6 Recognizes no person after the Prophet (*salla Allah-u alaihe wa sallam*) as having such a status that allegiance to him would determine the iman (belief and faith) or kufr (disbelief, infidelity) of any person in Islam.

## **1.6 Methodology:**

1.6.1 The Qur'an and the Sunnah shall be the sole guidance in all the policies, activities and programs of the organization.

1.6.2 BIC shall never utilize means that violate the Islamic principles and Federal, State and local laws and ordinances to attain its aim and objective.

## **1.7 Programs and Activities:**

1.7.1 The Qur'an and the Sunnah shall be the sole guidance in all the policies, activities and programs of the organization.

1.7.2 Provide appropriate intellectual, moral and physical training to those who are associated with the organization.

1.7.3 Create and manage a resource base to promote the welfare of all Muslim Ummah with special emphasis towards the Bangladeshi Muslims.

1.7.4 To support any organized efforts toward building a viable Islamic future in all Muslim countries with distinct focus on Bangladesh.

## **1.8 BIC Subsidiaries:**

BIC shall establish various wholly owned subsidiaries su as needed to serve the community and as per overall goals of BIC.

Dar-us-Sunnah Masjid and Community Center (DUS) at 2045 Brown Avenue is such a subsidiary established under the umbrella of BIC. The DUS organization and all future subsidiaries of BIC shall adhere and follow the same core principles of BIC as stated in clauses 1.1-1.7. The rest of the constitution are valid only for BIC subsidiary, Dar us Sunnah Masjid and community center.

## **1.9 BIC Strategic Advisory Council:**

1.9.1 A Strategic Advisory Council (aka SAC) will be formed with the primary goal of acting in an advisory role to the various affiliates of Bangladesh Islamic Community of Greater Chicago (BIC) including Dar-us-Sunnah Masjid and community center.

1.9.2 Strategic Advisory Council (SAC) of BIC will consist of the following memberships:

### **1.9.3 SAC Eligibility:**

1.9.3.1 All current/former BIC Imams.

1.9.3.2 All current/former BIC Resident Scholars.

1.9.3.3 All current/former Presidents (Heads) of all BIC subsidiaries.

1.9.3.4 One representative from the current Shura of DUS, who will be selected by the current Shura.

1.9.3.5 Each member of Strategic Advisory Council (SAC) must declare their intention to serve as a member of SAC in writing on a prescribed form.

1.9.3.6 All SAC member must have the record of serving at least one full term in good standing as a president and/or as a head of one of the BIC affiliated subsidiaries in good standing and/or member of the current Shura.

1.9.3.7 Must be willing/able to serve and fulfill the mandatory duties and responsibilities as BIC SAC member.

1.9.3.8 SAC can start with a maximum of 7 members, 3 ex-presidents, one selected by the Shura, current president, Imam, and resident scholar.



1.9.4      **SAC Chairman and Membership Exclusion:**

1.9.4.1      Current/former Imam and Resident Scholars of BIC will not be eligible to be the Chairman of the SAC.

1.9.4.2      Former president and/or a head of subsidiary who does not submit prescribed form.

1.9.4.3      Former President and/or Head of a subsidiary who has been previously expelled from his/her position.

1.9.5      **SAC Chairman/Membership Terms and Successions:**

1.9.5.1      Any active SAC member can nominate a candidate to become SAC chairperson. The nomination needs to be seconded by another active SAC member. The selection will be approved by a simple majority among the active SAC members.

1.9.5.2      **SAC Chairperson Selection Criterion:**

1.9.5.2.1      Seniority level in serving BIC and/or any of its subsidiaries in good standing

1.9.5.2.2      Must be an active member and in good standing of SAC

1.9.5.3      SAC Chairman will be selected for a 2-year term with renewal for a second term. SAC Chairman may only serve a maximum of 2 consecutive terms for a total of 4 years. No member shall serve SAC consecutively for more than 2 terms.

1.9.5.4      SAC membership is a valid privilege for lifetime for its eligible members so long it is not willfully withdrawn and/or forfeited in writing to the SAC Chairperson.

1.9.5.5      SAC member does not need to reside in Chicagoland.

1.9.5.6      **SAC Responsibility/Accountability:**

1.9.5.6.1 It is the responsibility of each SAC member to select a Chairperson from its members in good standing and who follows BIC constitution (Part I, Clauses 1.1-1.7 and 1.9)

1.9.5.6.2 It is responsibility of SAC to advise all affiliates on developing both short-term and long term strategic goals/objectives.

1.9.5.6.3 It is the responsibility of SAC Chairman advise affiliates leadership on setting annual Key Performance Indicators (KPI).

1.9.5.6.4 SAC Chairperson is to arrange annual formal organizational review meeting no later than the end of first quarter of each calendar year.

1.9.5.6.5 A subsidiary President (Head) must present mandatory subsidiary KPI data of past year within 30 days from the ending of last subsidiary FY.

1.9.5.6.6 It is the SAC responsibility to advise affiliates on ensuring that each subsidiary meets its actual annual KPI against its target.

1.9.5.6.7 It is the responsibility of SAC to advise that all affiliates review all financial transparency and regulatory compliance of each subsidiary to ensure their legal and financial positions.

1.9.5.6.8 It is the sole responsibility of SAC to advise BIC affiliates on any organizational conflicts of grave concerns, expulsion of the subsidiary Imam and any other formal appeal received by SAC. Any SAC recommendation will require consent from 4/5th of SAC members.

1.9.5.6.9 It is the responsibility SAC to advise all affiliates on ensuring that all affiliates fulfill corporate, legal, social and religious and constitutional obligations.

1.9.5.6.10 In any event SAC fails to secure majority decision and/or in case a stalemate occurs due to a tie situation, the Imam of BIC/ SAC will be required to untie that stalemate.

### 1.9.5.7 **Expulsion of SAC Member:**

1.9.5.7.1 The request to remove a SAC member can come from Shura of DUS or board of director of any other BIC affiliates. The formal appeal requires 4/5<sup>th</sup> majority consent of shura or BOD membership.

1.9.5.7.2 The SAC should take the appeal seriously, investigate the case with great care and diligence, provide ample opportunity to the SAC member, whose expulsion is in question, to present his case. SAC's decision on expulsion requires 4/5<sup>th</sup> majority of the SAC membership excluding the member in question.

## **Chapter 2 Dar-us-Sunnah Masjid and Community Center (DUS) Membership**

### **2.1 Types of Membership**

There shall be two types of membership in the organization; member and associate member

### **2.2 Membership requirements:**

#### **2.2.1 Associate members:**

Any sane, adult Muslim man or woman can be an associate member of DUS provided he or she fulfills the following conditions.

2.2.1.1 Believes in ideology and agrees with the mission and aim of the organization.

2.2.1.2 Participates in the activities of the organization including serving as head of the departments or committees.

2.2.1.3 Formally joins the organization by filling out the proper application form and paying the dues.

2.2.1.4 Should make an attempt to strive for the fulfillment of the aim of the BIC as stated in clauses 1-9, Part I.

2.2.1.5 Makes best effort to continuously improve the knowledge and understanding of Islam according to one's ability.

2.2.1.6 Makes an attempt to observe the obligatory commandments of shari'ah (Islamic Law) and tries to abstain from major sins.

2.2.1.7 Actively takes part in the activities of DUS in order to achieve the aims and objectives of the organization.

2.2.1.8 Does not associate him or herself with any anti-Islamic organization and activities.

2.2.1.9 If the president deems it necessary, due to special circumstances, he may suspend a member with the concurrence of the simple majority of Shura, for a maximum of six months. After the period of suspension, the Shura shall review the status of the member based on the suspended member's activities. As a result of the review, the Shura may reinstate the membership or recommend the expulsion as per procedure described in clause 3.7.

## 2.2.2 **Member:**

An associate member will be granted full membership on a selection basis.

2.2.2.1 The President, based on the performance, involvement with the organizational activities and dedication to the Islamic cause, will nominate name(s) of associate members to the Majlis-e-Shura for review and final approval. The nomination of name(s) on an annual basis is not compulsory.

2.2.2.2 The list of names shall be submitted two months before the annual meeting of general assembly.

2.2.2.3 The Majlis-e-Shura will review the nomination of associate members individually for full membership. A simple majority will be required in concurring with the nomination.

2.2.2.4 An associate member submits duly filled in membership fees with applicable fees and remain in good outstanding for at least one year.

2.2.3 **Patron:**

The organization will invite distinguished Muslims from all spheres of life to be the patrons of the organization. This will enhance the overall quality and image of the organization.

2.2.3.1 The process of appointing patrons will involve nominations by the president or any full member and approval by the the Majlis-e-Shura by a simple majority.

2.2.4 **Residency requirement:**

2.2.4.1 Associate members and members of DUS need to live and legal address of residence within Chicago Metropolitan Area as or Chicagoland as defined by US Census Bureau ([https://en.wikipedia.org/wiki/Chicago\\_metropolitan\\_area](https://en.wikipedia.org/wiki/Chicago_metropolitan_area) ). The residency rule does not apply to SAC members and patrons. Appendix A lists counties included in the metropolitan area.

## **Chapter 3 Organizational Structure**

### **3.1 Organs:**

The organization shall consists of the following:

- a) President
- b) Vice President
- c) Secretariat
- d) Majlis-e-Shura (consultative council)
- e) General Assembly

### **3.2 General Assembly:**

3.2.1 The general assembly shall consist of full members and will hold final authority in matters of great importance concerning the DUS.

3.2.2 The general assembly shall meet at least once annually. The president on the request of the Majlis-e-Shura may call a special meeting of the general assembly if circumstances warrant.

3.2.3 The annual report of the DUS shall be presented and approved by the general assembly during the annual meeting.

3.2.4 With the exceptions approved by the Majlis-e-Shura, a simple majority of the members present in general assembly meeting will be decisive.

3.2.5 A simple majority of the general assembly can request, under special circumstances, the president to call for a special session of the general assembly. The president shall abide by such requests.

### **3.3 Majlis-e-Shura:**

#### **3.3.1 Duties and the responsibilities of the shura members.**

3.3.1.1 To oversee and to guide the activities of the organization. To abide by the rules and the orders as prescribed in Qur'an and practiced by the Prophet (*salla Allah-u alaihe wa sallam*).

3.3.1.2 To be able to criticize constructively, suggest improvements and to express their honest opinion according to their best knowledge and understandings of Islamic principles.

3.3.1.3 To abstain from any activities leading to form groups and divisions among the members of the DUS.

3.3.1.4 To bring to the immediate attention of the president on any issue or problem concerning the DUS.

#### **3.3.2 Organization of the Majlis-e-Shura:**

The Shura will have nine members including the president and the Imam of DUS, and the last serving president as a member-at-large. The member-at-large position is optional depending upon whether the last serving president is willing to serve as a member-at-large. The positions Imam, and the member-at-large are not selected. The Imam of DUS will be the head of the shura and he will not be selected for a fixed term. The president and Shura members will be selected for a two year term by full members. The president will become the member of the Shura by virtue of his post.



3.3.2.1 The Shura members will essentially act as the members of the board of directors.

**3.3.3 Powers of Majlis-e-Shura:**

3.3.3.1 To set the strategic goals and directions of the organization and ensure that such goals are achieved through on-going operational activities and programs and in full alignment with the goals set forth by the BIC Strategic Advisory Committee.

3.3.3.2 To set the financial strategy of the organization and ensure that such goals are achieved through on-going operating budgetary goals and execution of budgets. The shura will ensure that president presents annual report every year. The annual report should provide full transparency on financial statement. The Shura should also approve the annual budget.

3.3.3.3 To review the performance of the president and the executive committee, suggest him for proper actions aiming to improve the operating goals and the operation of the organization. In the event the Shura feels that the president should be removed from his position, two third of the Shura should pass a no confidence motion against him and subject to the subsequent approval of the general assembly.

3.3.3.4 To propose constitutional amendments to the general assembly for approval.

3.3.3.5 To consult with the president and ensure that an external auditor is appointed for checking the yearly financial statement and whenever is deemed to be necessary for any doubtful financial transactions and affairs.

3.3.3.6 To advise the President on setting up special committees, as needed, in connection with the ongoing projects or programs and activities of DUS and defining the scope of such committees.

**3.3.4 Selection of members of Shura and President:**

3.3.4.1 The head of selection committee sends a suggested slate for incoming shura and president that is prepared by the current shura and seeks approval from the full members of DUS. The head of selection committee also sends a list of current full members who are eligible to become members of incoming shura. This list is prepared and provided by the current shura.

3.3.4.2 The shura submits a recommended slate of incoming shura members and President with the option of submitting multiple names for a same shura position and president.

3.3.4.3 The full members may choose the names from the recommended slate or nominate someone else from the list of current full members as a write-in candidate. In special circumstances, the shura may decide to distribute the recommended slate to a larger community that includes non-members to either approve the slate or nominating a write-in-candidate from current list of full members.

3.3.4.4 The shura members evaluate the nominations that have been submitted by the members and proposes a shura and president back to the full members for approval.

3.3.4.5 The full members approve new shura with a simple majority of the membership.

**3.3.4.6 Imam of Dar-us-Sunnah and Head of Shura:**

3.3.4.7 Imam of DUS will also head the shura because of his position within the organization. He shall possess the highest possible qualities and attributes adhering to the Islamic values and principles as stated in clauses 1.1-1.7, and 1.9, Chapter I.

3.3.4.8 Roles and responsibility: Imam shall be the leader who will guide the Shura in order to ensure that Islamic teachings are followed and implemented in DUS. Imam will advise, counsel, and provides directions to shura on religious issues in order to ensure Shura makes the right decisions in all religious affairs. Imam shall call and conduct Shura meetings and shall also appoint a member of the Shura as a secretary.

3.3.4.9 The BIC SAC shall have the responsibility of appointing an Imam in consultation with the current and former presidents, members of executive committee, shura members, and full members.

3.3.4.10 The BIC SAC shall have the responsibility of removing an Imam in consultation with the current and former presidents, members of executive committee, shura members, and general assembly members.

### 3.3.5 **Conduct of Shura meeting:**

3.3.5.1 The president shall have the sole authority of calling shura meetings. Any member of shura can request President to call a shura meeting that the president should seriously consider such requests.

3.3.5.2 Imam may request the President to call for a shura meeting that the president should comply with.

3.3.5.3 Imam shall appoint an administrative officer in consultation with the President and the Shura members. The role of administrative officer will include taking meeting notes, publishing and distributing meeting minutes among the Shura members, and archiving minutes and notes and any other assigned tasks.

3.3.5.4 At least 6 shura members need to be present in order to have quorum.

### 3.3.6 **Resident Scholar of DUS:**

3.3.6.1 Resident scholar of DUS will provide advice and consultative opinions on any matters of religious affairs. He shall possess the highest possible qualities and attributes adhering to the Islamic values and principles as stated in clauses 1.1-1.7 and 1.9, Part I.

3.3.6.2 The BIC SAC shall have the responsibility of appointing an Imam in consultation with the current and former presidents, members of executive committee, shura members, and full members.

### **3.4 Secretariat (Executive Committee):**

3.4.1 The secretariat shall consist of different departments and other special project groups. The secretariat shall be headed by a general secretary. The department and project heads will report to the secretary, inform him about the operational status of their respective departments and projects.

3.4.2 The general secretary will be appointed by the president in consultation with the Shura on an yearly basis.

3.4.3 The secretary will report to the president. He shall be responsible for preparing the annual report, meeting minutes, coordinate routine activities of the various departments and for the overall daily operation of the organization.

3.4.4 There will be an appointment for the post of assistant general secretary. He will be appointed by the president in consultation with the Shura on an annual basis.

3.4.5 The assistant secretary will report directly to the secretary. His responsibility will include assisting the general secretary and to take over the charges of the secretary in the absence of the general secretary. Also, in the event the general secretary's post is vacant, the assistant secretary will assume his post and the responsibility on an interim basis until a new secretary is appointed.

3.4.6 The following departments shall function under the Secretariat. The following list should be used only as a general guideline. The actual number and type of departments will be formed based on the needs as well as the available resources.

- a. Women representatives.
- b. Department of Finance and Treasury.
- c. Department of Training and Education.
- d. Department of Da'wah.
- e. Department of Youth and Children.
- f. Department of Publications
- g. Department of Public Relations and External Affairs

h. Department of Programs

i. Department of Planning

The president will appoint the head of the departments every year in consultation with the Shura. Their terms in office can be extended, if necessary.

**3.4.7 Women representatives:**

3.4.7.1 Two positions representing women in DUS Community shall be appointed by the Shura.

3.4.7.2 The roles of women representatives shall include but not limited to championing the needs of women in the community, capturing such needs from women members, presenting and promoting such needs to the Imam, Shura, and the President, ensuring that the legitimate issues and concerns are addressed, and voicing opinions and submitting suggestions on operating and strategic goals. The representatives shall participate in Shura meetings and share thoughts on organizational goals and matters.

3.4.7.3 The women representatives will be invited by the President and the Imam to attend a special session in Shura meetings that will be dedicated on women affairs. President and/or Imam can also invite women representatives to attend selected or all sessions of Majlis-e-Shura.

**3.4.8 President:**

The president shall be selected for a term of two years by the general assembly by a selection process as described in section 3.3.6 for a shura member.

3.4.8.1 The president shall be responsible for organization and implementation of the work of the DUS to achieve the prescribed strategic goals and objectives. He shall be totally committed to the welfare of the community and answerable to the Shura and the General Assembly. He will consult with the Shura in developing the strategic goals and develop and implementing annual and term operating goals that will align well with the strategic goals. President shall have full authority to execute operating goals of DUS in consultation with Imam and Shura members.

3.4.8.2 He shall formulate the annual plan of the DUS in consultation with the Secretariat and the Shura.

**3.4.8.3 Duties of the President:**

3.4.8.3.1 Consider achieving the aim and objectives of the DUS as his primary obligation.

3.4.8.3.2 Treat and command members of the DUS justly, honestly and with respect.

3.4.8.3.3 Safeguard, fully, the trusts handed over to him and carrying out the tasks entrusted on him with dignity and honesty.

3.4.8.3.4 Abide by the constitution, to maintain proper discipline within the DUS, and to act as a role model particularly for the young members of the DUS.

**3.4.8.4 Powers of the President:**

3.4.8.4.1 To implement the decisions arrived at by the General Assembly and the Shura to the best of his judgment and ability.

3.4.8.4.2 To take immediate and proper action, when needed, concerning important matters after consultation with the Shura or at least a majority of its members.

3.4.8.4.3 To supervise all the administrative activities of the DUS.

3.4.8.4.4 To use the resources of the DUS, within the limits drawn by the Shura, to its best interests.

3.4.8.5 The Vice President shall be appointed by the President for a 2-year term.

3.4.8.6 The vice president will report directly to the president. His responsibility will include assisting the president and to take over the charges of the president in his absence. Also, in the event the president's post is vacant, the vice president will assume his post and the responsibility on an interim basis until a new president is appointed.

3.4.8.7 President should have overall fiscal responsibility and ensure that organization's financial health is sound. President shall develop an annual budget in consultation with his secretariat and get it approved by the Shura. President shall update actual financial status against the budget at least twice a year but preferably quarterly. President shall be responsible for publishing annual report that will include financial statement prepared by an external auditor. Shura should approve this annual report prior to submitting to the general assembly.

### **3.5 Finances:**

3.5.1 The members shall contribute a monthly fees determined by the Shura. The fees shall be reviewed annually.

3.5.2 The DUS may seek external charitable contribution only if such action does not violate any Islamic principles and/or Federal, State and local laws and ordinances. The Shura shall approve on the modes of seeking external funds.

3.5.3 A complete account of all income and the expenditures shall be kept.

3.5.4 The head of the Department of Finance and Treasury shall prepare the annual financial report for approval by the General Assembly. He shall be also responsible preparing the annual budget and present it before the Shura. The annual budget shall be passed by the Shura.

3.5.5 The finance head shall keep the president and the Shura informed about the financial status of the DUS.

3.5.6 The finance department shall dispense the fund already being approved by the Shura.

3.5.7 The finance department may spend up to \$200.00 (may be modified later) with the permission of the president on an emergency basis. Any additional amount shall be pre-approved by the Shura.

### **3.6 Selections:**

3.6.1 Selection shall be held by direct seeking nomination from members secretly. President, the members of the Shura will be selected every two years.

3.6.2 No member of the DUS shall be permitted to do canvassing for himself or for anyone else.

3.6.3 A member shall be entitled to consult and seek opinion from other members of the General Assembly on the subject of nominating a president or a shura member.

3.6.4 The selection shall be held before the expiration of the term of the current selected members. If, under unavoidable circumstances, the selection cannot be held in due time, the current selected members of Majlis-e-Shura shall will continue to work as acting members until the new members are selected. The same rule shall apply to the position of President.

3.6.5 The newly selected president shall appoint a selection commission consisting of either a single or three members in consultation with the Shura within the first 90 days after the date of taking the responsibility. At the same time, a selection commission chairperson shall be appointed in consultation with the Shura. Alternatively, the newly selected president can decide to keep the current selection commission chairperson unchanged from the previous administration.

3.6.6 The selection commission chairperson shall invite for nominations at least three months before the current term expires.

3.6.7 The selection commission chairperson will send the selection process and the nomination forms after he has received all necessary documents from current shura. The selection shall be held at least one month before the term expiration date.

3.6.8 The selection commission will be responsible for counting the ballots, processing the results and announcing the names of the newly selected members.



3.6.9 The selection commission shall collect all duly filled in nomination forms from the full members, ensure that the nomination forms are correct, and submit all nomination forms to the current shura for their final assessment and decision to prepare a slate of new shura and president for final approval by the full members.

3.6.10 In an event, if any member of the DUS files a complaint with the selection procedure or results or any incident related to the selection, the selection commission shall investigate the complaint with due sincerity and honesty. The head of the selection commission should file a report to the Majlis-e-Shura within two weeks from the date of receiving the complaint for further action.

### **3.7 Expulsion of a member:**

The president, after consulting the Shura, shall be entitled to expel a member:

3.7.1 If the member violates, despite a reminder, the conditions repeatedly and deliberately.

3.7.2 If the member acts repeatedly against the interest, aim and objectives of the DUS.

3.7.3 If the member conveys, verbally or through continuous action, the impression that the person has no longer any interest in the activities and the program of the DUS.

3.7.4 Before the decision of expulsion is approved, the member involved should be given full opportunity to present his case before the Shura through the president.

3.7.5 The Shura shall investigate the whole affair of expulsion giving the full benefit of doubts to the member involved and the decision should be made on the basis of Islamic principles.

3.7.6 The president shall give a written statement to the member involved clearly stating all the reasons for expulsion. The letter should be drafted and verified by the Shura members. The two third of the Shura shall be in agreement in order to make the expulsion effective. Shura's decision in expelling a member will be final

3.7.7 The member concerned shall have the right to appeal against the decision to the general assembly for further consideration. Decision of a simple majority of the assembly shall be final.

### **3.8 Expulsion of President and Shura member:**

The Shura shall be entitled to consider expulsion of President and Shura member under following conditions. The following conditions are described as only as a general guideline for expulsion but does not exclude any other situations that may be detrimental to overall principles of DUS and organizational integrity.

3.8.1 If the president or shura member, continues to violate constitutional rules and/or organizational principles repeatedly and deliberately in spite of reminders.

3.8.2 If the President or shura member acts repeatedly against the interest, aim and objectives of DUS.

3.8.3 If the President or shura member conveys, verbally or through continuous action, the impression that the president or shura member has no longer any interest in the activities and the program of the DUS.

3.8.4 If the President or shura member, abandon the residency in the greater Chicago area on a permanent basis.

3.8.5 A written motion of no-confidence is presented against president of shura member by at least five full members through the president. The general assembly requests the written explanation from the Shura member involved. The general assembly approves the removal request by a 2/3 majority.

3.8.6 Before the decision of expulsion is approved, the president or shura member, involved should be given full opportunity to present his case before the Shura.

3.8.7 The Shura shall investigate the whole affair of expulsion giving the full benefit of doubts to the president or shura member, involved and the decision should be made on the basis of Islamic principles.

3.8.8 Shura takes interim decision with the expulsion and sends its interim decision along with the detail case of expulsion to SAC for its review and recommendation.

3.8.9 SAC reviews the case and has the authority to interview and listen to the president, shura member in question. SAC members can also contact and interview any DUS member. SAC shall also discuss the matter with the existing shura, president, Imam, and resident scholar. SAC may also SAC shall consult the matter with the past shura, presidents, Imams, SAC members and resident scholars.

3.8.10 SAC consider all facts, reviews its findings with utmost knowledge and integrity and makes its recommendation to Shura. The recommendation requires 2/3 majority of all SAC members.

3.8.11 SAC provides its written recommendation to Shura. Shura takes the final decision based on recommendation of SAC and submits its expulsion recommendation to full membership. Full members approval requires 2/3 majority of membership.

3.8.12 The Head of the Shura, shura member, or Imam shall give a written statement to the president or resident scholar involved clearly stating all the reasons for expulsion. The letter should be drafted and verified by the Shura members. The two thirds of the Shura shall be in agreement in taking final decision.

3.8.13 SAC provides its recommendation to Shura. Shara takes the final decision based on recommendation of SAC and submits its expulsion recommendation to full membership. Full members approval requires 2/3 majority of membership.

### **3.9 Expulsion of any post appointed by the President:**

The President shall have the right to expel any person appointed by the president for his administration.

3.9.1 If the person violates, despite a reminder, the conditions repeatedly and deliberately.

3.9.2 If the person acts repeatedly against the interest, aim and objectives of the DUS.

3.9.3 If the person conveys, verbally or through continuous action, the impression that the person has no longer any interest in the activities and the program of the DUS.

3.9.4 If the person abandons the residency in the greater Chicago area on a permanent basis.

3.9.5 The President in consultation with the Shura can add more clauses related to the duties, responsibilities, and accountabilities as the basis of expulsion.

3.9.6 The person involved should be given full opportunity to present his case before the Shura

3.9.7 The Shura shall investigate the whole affair of expulsion giving the full benefit of doubts to the person and the decision should be made on the basis of Islamic principles.

3.9.8 The shura based on its investigation of the matter and feedback from the person involved will give a final decision. A simple majority is required for decision.

### **3.10 Expulsion of Imam and Resident Scholar:**

The SAC shall be entitled to consider expulsion of Imam or Resident Scholar under following conditions. The following conditions are described as only as a general guideline for expulsion but does not exclude any other situations that may be detrimental to overall principles of DUS and organizational integrity.

3.10.1 If the Imam or Resident Scholar, continues to violate constitutional rules and/or organizational principles repeatedly and deliberately in spite of reminders.

3.10.2 If the Imam or Resident Scholar acts repeatedly against the interest, aim and objectives of DUS.

3.10.3 If the Imam or Resident Scholar conveys, verbally or through continuous action, the impression that the president or shura member has no longer any interest in the activities and the program of the DUS.

3.10.4 If the Imam or Resident Scholars, abandon the residency in the greater Chicago area on a permanent basis.

3.10.5 A written motion of no-confidence is presented against Imam or Resident Scholar to SAC chairperson by at least five full shura members.

3.10.6 The SAC shall investigate the whole affair of expulsion giving the full benefit of doubts to the Imam or Resident Scholar and the decision should be made only on the basis of Islamic principles.

3.10.7 SAC reviews the case and has the authority to interview and listen to the Imam or Resident scholar in question. SAC members can also contact and interview any DUS member. SAC shall also discuss the matter with the existing shura, president, Imam, and resident scholar. SAC may also consult the matter with the past shura, presidents, Imams, SAC members and resident scholars.

3.10.8 SAC consider all facts, reviews its findings with utmost knowledge and integrity and takes its final decision with 4/5<sup>th</sup> majority of all SAC members. The Head SAC provides a written statement to Imam and or resident scholar involved clearly stating all the reasons and justification for expulsion.

### **3.11 Term Limit:**

All selected positions cannot serve more than 2 terms consecutively.

### **3.12 Selection of interim positions:**

In case current president or resident scholar or a member of a shura resign or gets expelled, current shura shall appoint an interim president or resident scholar or new shura member till the next selection process with 2/3 approval or shura.

## **Chapter 4 Amendment and Additions to the Constitution**

### **4.1 Amendments:**

4.1.1 Any full member shall have the right to present an amendment to the constitution including the name of the organization through the president. The proposed amendment should be reasonable in the light of timely need and objectives of the organization. The proposal should be made available at least 30 days before members can approve or disapprove such amendments

4.1.2 Shura shall have deliberations on the constitutional amendments and also may seek opinions from full members or general assembly. Shura's decision will require approval of two-thirds of shura's approval. The proposed amendments shall be submitted to the full members for approval or disapproval

4.1.3 The members should approve or disapprove such amendments by at least a two-third majority.

# Appendix A: Chicago Metropolitan Area Counties

- Illinois
  - Cook County
  - DeKalb County
  - DuPage County
  - Grundy County
  - Kane County
  - Kendall County
  - Lake County (IL)
  - McHenry County (IL)
  - Will County (IL)
- Indiana
  - Jasper County (IN)
  - Lake County (IN)
  - Newton County (IN)
  - Porter County (IN)
- Wisconsin
  - Kenosha County (WI)



## Dar-Us-Sunnah Masjid and Community Center

2045 Brown Street, Evanston, IL 60201  
www.darussunnah.org

### Constitution Approval Document

Date Effective: 07/30/17

Bangladesh Islamic Community of Greater Chicago dba Dar-us-Sunnah Masjid & Community Center

Constitution Committee	Official Designation	Signature
1. Osman Ahmed	Shura Member	1. _____
2. Muhammad Saiduzzaman	President	2. <u>Muhammad Saiduzzaman 7/22/17</u>
<b>Approvals:</b>		
Current Shura (07/23/17)	Official Designation	Signature
1. Abdullah Mahmud Shibly	Imam	1. <u>Abdullah Mahmud Shibly 7/22/17</u>
2. Muhammad Saiduzzaman	President	2. <u>Muhammad Saiduzzaman 7/22/17</u>
3. Zafar Ahmed	Vice President	3. <u>Zafar Ahmed 7/22/17</u>
4. Enamul Karim	Treasurer	4. <u>Enamul Karim 7.22.2017</u>
5. Mohiuddin Ahamed	Member	5. <u>Mohiuddin Ahamed 7-22-17</u>
6. Mosaddeque Hossain	Member	6. <u>Mosaddeque Hossain 7-22-2017</u>
7. Osman Ahmed	Member	7. _____ 7/22/17
8. Shariful Islam	Member	8. _____ 7/22/17
<b>Date of Approval: 5/11/17</b>	<b>Date Signed:</b>	<b>Date Effective: 7/30/17</b>

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