



# **IFN Bylaws Review**

**Final Summary for General Body Approval**



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allāh, the Most Gracious, the Most Merciful

# Adhoc Committee Members



- Br Masood Ahmed – Lead
- Sr. Khaudeja Banu (Board Rep)
- Br Aamir Ahmed (EC Rep)
- Br Moghis Ahmad (Community Rep)
- Br Saif Sheikh (Community Rep)
- Br Omar Tolba (Community Rep)



# Bylaws Amendments Process



Task	Timeline
Ad hoc Committee Established	Q3 2020
Ad hoc Committee Review Initiated and Amendments Proposed	16-Feb-2021
Ad hoc Committee Review Completed	06-July-2021
Seek Input from Board/Exec Committee – Session 1	12-July-2021
Final Session of Input from Board/Executive Committee	September 2021
Final Review by BOT on Draft of Proposed Amendments	September 2021
Share and seek input from IFN Community 03Oct2021 – 15Oct2021	October 2021
BOT Approved in November BOT meeting	November 2021
Attorney Review and Approval of Final version	November 2021
Final Version of Amendments sent to General Body	21-Nov-2021
Present to Community for Ratification	04-Dec-2021



# Proposed Changes



# Membership – Voting rights

## Amendment 1



Current Section 3.3	Proposed	Comments
Met membership dues by March 31 of the current election year	September 15 of the current election year	Most members renew during Ramadan and Sunday school registration – captures both.





# Membership – Voting rights

## Amendment 2



Current Section 3.3	Proposed	Comments
Has been in good standing for 1 (one) year	Has been in good standing for 365 calendar days as of September 15 of the election year. This <b>will</b> require membership for current year and prior year.	Avoids confusion about what is 1 year.





# Membership – Dues

## Amendment 3



Current Section 3.8.1	Proposed	Comments
<p>No guidance regarding membership for large donors who don't explicitly pay donation.</p>	<p>For regular members - Individuals who make donations (excluding zakat/sadaqah and donations dedicated to specific non-IFN organizations) that are equal to or greater than the membership dues <b>will be contacted</b> to give their consent to become a member for the year subject to section 3.2.</p>	<p>Prevents alienation of large donors especially during elections.</p>





# Budget and Projects Amendment 4



Current Section 4.3.6	Proposed 4.2.1.4	Comments
<ul style="list-style-type: none"><li>Prepare and present bi-annual capital budget proposals for discussion and approval by the General Body.</li></ul>	Prepare and present at a minimum annual capital budget proposals for discussion and approval by the General Body. To allow for speed of execution of small capital projects (non-maintenance) that are not in excess of \$99,000 will not require General Body approval. For less than 99,000 a super majority of the Board approval (3/4 affirmative) will suffice with appropriate communication to General Body. The cumulative cost of such projects should be under \$200,000 per calendar year.	Best practice is to share and seek approval in GBM – but in the event of no quorum it allows for speed of execution.





# EC Terms Amendment 5



Current Section 4.4.2	Proposed	Comments
<p>The President of the Executive Committee may not serve for more than two (2) consecutive terms in the position of President.</p> <p>Members of the Executive Committee may not hold any Executive Committee office positions for more than a total four (4) consecutive terms.</p>	<p>The President of the Executive Committee <b>will</b> not serve for more than two (2) consecutive or non-consecutive terms in their lifetime.</p> <p>Members of the Executive Committee <b>will</b> not hold any Executive Committee office positions for more than a total four (4) consecutive or non-consecutive terms in their lifetime.</p>	<p>Allow other leadership to develop</p>



# Quorum Amendment 6



Current Section 6.3	Proposed 6.3.4	Comments
None (adding new bullet)	“Physical Presence” for quorum purposes will also include individuals who are in virtual attendance via electronic media with registration for the event to be done prior to joining the meeting	Ability to conduct business via electronic media





# Absentee Ballots Amendment 7



Current Section 6.4.1	Proposed	Comments
No definition of proxy	Proxy can only be presented by immediate family for family members - immediate family will include spouse, children, and parents ( <b>18 years of age or older</b> )	Clear definition of who can be proxy





# Elections

## Amendment 8



Current Section 7.3	Proposed	Comments
None (adding new verbiage)	<ul style="list-style-type: none"><li>A minimum of ten IFN members (in good standing) need to nominate a candidate for the person to be on the ballot.</li><li>The nominees need to agree to a background check prior to being on the ballot.</li></ul>	Institutionalize process being used by election committee

Current Section 7.5	Proposed	Comments
One time adjustment to stagger board member elections	<ul style="list-style-type: none"><li>Section removed as it is no longer required</li></ul>	



# Elections

## Amendment 9



Current Section 4.4.1.4	Proposed	Comments
Have been a member for the previous two consecutive years	Have been a member for the two consecutive years including the current year	To clarify





# Records Amendment 10



Current Section 10.2	Proposed	Comments
<p>The Board of Trustees shall maintain and keep the following records permanently:</p> <ul style="list-style-type: none"><li>10.2.1 Annual approved budgets and annual financial statements</li><li>10.2.2 Board meeting minutes</li><li>10.2.3 Board policies and resolutions</li><li>10.2.4 By-laws</li></ul>	<ul style="list-style-type: none"><li>• Add the following:  10.2.5 All external audit statements 10.2.6 All policy documents signed and acknowledged by office bearers</li></ul> <p>As part of the external audit the Board is responsible to have an external party audit the financial records and the record retention compliance of the EC and the Board. Report to be published at least every two years.</p>	<p>Institutionalize best practice</p>



# Committee Added

## Amendment 11



Current Section New to add	Proposed addition of Family Advocacy Committee
None (adding new committee in Section 5))	<ul style="list-style-type: none"><li>• The family advocacy committee is responsible for advocating for mental health, domestic issues and other family related issues to help improve the quality of life of members who may be under stress.</li><li>• 1. Develop a non-crisis hotline for the community of the IFN and its neighboring counties.</li><li>• 2. Provide assessment for potential safety risks of the client or any family member in the home.</li><li>• 3. Provide support and guidance to the client suitable to their needs and requests.</li><li>• 4. Educate the domestic violence and abuse to the clients about their rights and linked towards community resources in case safety is in jeopardy.</li><li>• 5. Screen mental health needs of clients and provide resources based on each client's need.</li><li>• 6. Confidentiality is a critical component of the team due to the sensitive nature of issues that are presented.</li><li>• 7. The committee will comprise of three (3) members: Chair of this committee, to be appointed by the President (in consultation with the EC) and two other members.</li></ul>



# Amendments

## Amendment 12



Current Section 12.1	Proposed
Proposed amendments by: 1. BOT - 3/4 approval 2. Members - 1/3	<ul style="list-style-type: none"><li>change the proposed amendments by members to 1/6 of all members</li></ul>







# Code of Conduct Amendment 13



Current Section New to add	Proposed 7.3.5	Comments
None (adding new section)	<ul style="list-style-type: none"><li>All elected officials, employees, volunteers, and contractors will follow the code of conduct as defined by IFN policies.</li></ul>	Institutionalize code of conduct





# Appendix



# Employees and Contractors



Current Section New to add	Proposed	Comments
None (adding new section)	<ul style="list-style-type: none"><li>• All Employees/contractors, office holders, and volunteers are required to be subject to background checks or any other screening requirements deemed necessary for IFN.</li><li>• An individual subjected to dismissal and/or expulsion “<u>for cause</u>” will not seek membership and _will not be rehired as an employee/contractor or will not be allowed to serve in any committee and debarred from contesting for an elected position forever.</li><li>• Documented status reporting from all employees on a monthly basis to be available on file.</li><li>• For employees the annual review for completed calendar year and goals for upcoming calendar year to be documented before December 31 of each year. For example, annual review of 2020 and goals for 2021 to be completed on or before Dec 31, 2020.</li></ul>	<p>Attorney feels that this is appropriate for operational manual and not for bylaws</p> <p>It will not be added</p>