

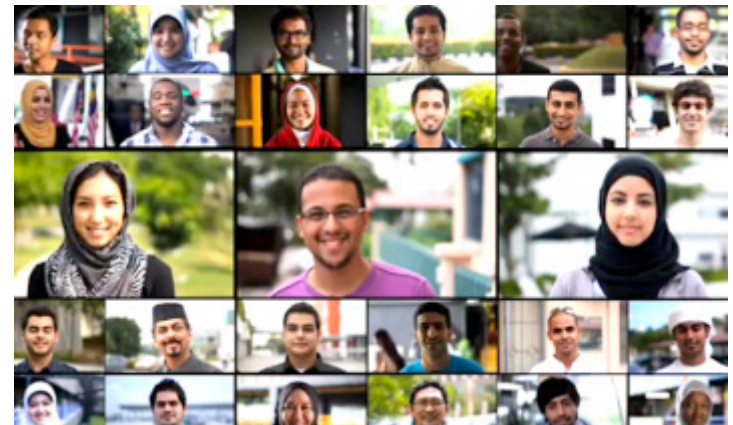
IFN Bylaw Review Adhoc Committee

- Masood Ahmed – BOT representative
- Fouad Amer – Member representative
- Zaki Anarwala – Legal Advisor
- Rafiq Rakhangi – EC representative

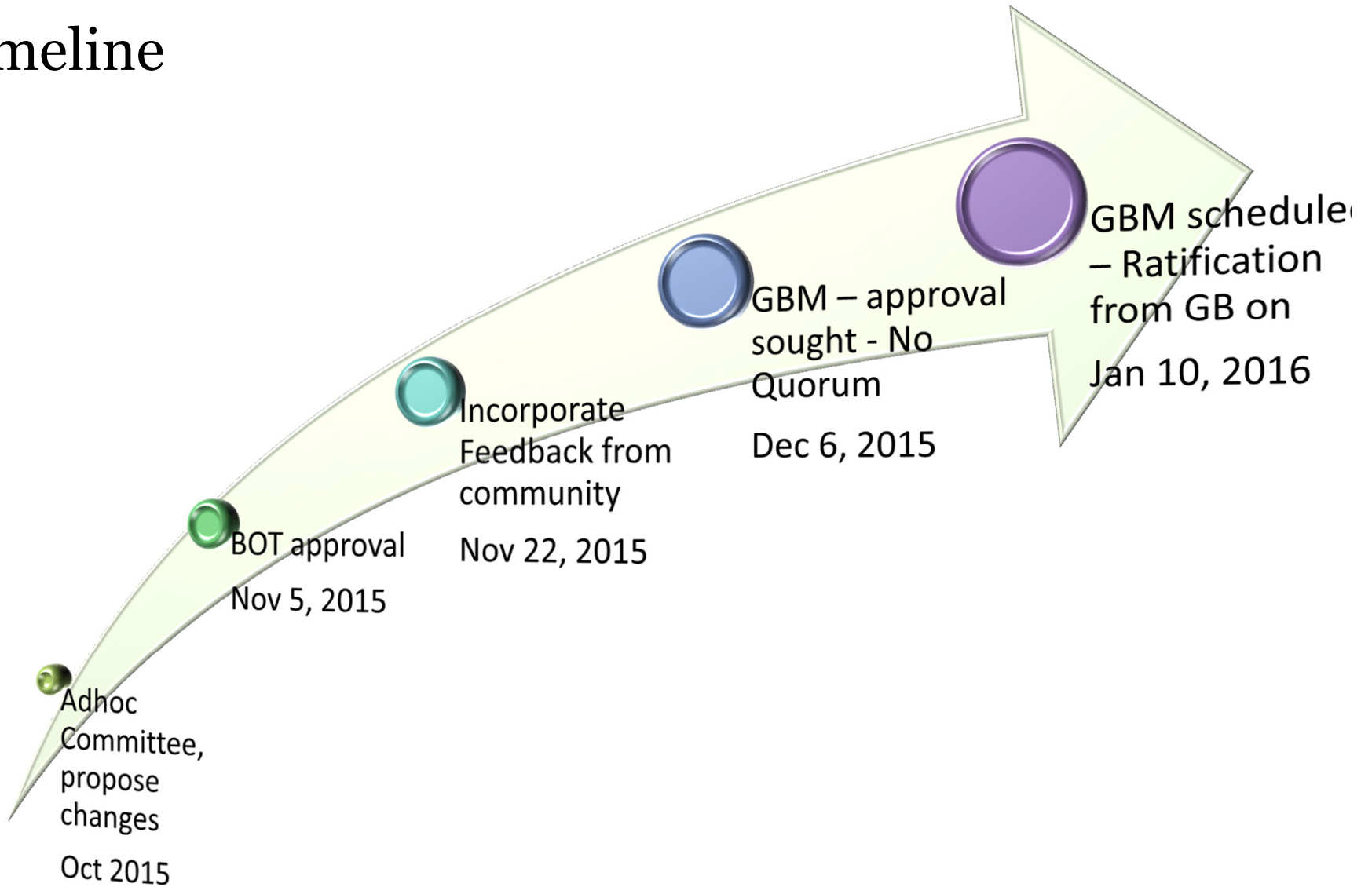


Overview

- **Goal**
 - Board of Trustees created adhoc committee in October 2015 to review/recommend changes to By-Laws
 - Current By-laws were adopted on Oct 2011
 - Meet the needs of community and align with the vision and strategic plan for IFN 2025
 - Educational, Economic, Outreach / Civic Engagement , Physical, Religious/Spiritual and Social
- **Scope of the adhoc committee:**
 - Review and recommend changes to Bylaws
 - Facilitate decision by BOT
 - Plan to inform the general body and facilitate decision
 - Seek ratification of amended by-laws



Timeline






Nine areas that are addressed in the amendments

1. *Add the governance and reporting relationship of the newly introduced role of Imam/Religious Director*
2. *Add a women's affairs committee for giving a voice to the sisters*
3. *Enhance job description of Vice President as it currently has very limited responsibilities*
4. *Define explicitly membership start and end dates, and when dues need to be paid*
5. *Enhance election process by explicitly defining voting methods, time of election, and terms.*
6. *Term limits for BOT members to facilitate introduction of new leadership*
7. *No more than 2 BOT positions up for election in a given year to ensure continuity in leadership*
8. *Quorum updates to facilitate decision making*
9. *Partial term vacancy changes to streamline elections to be at the end of each year.*

Add the governance and reporting relationship of the newly introduced role of Imam/Religious Director

- *Reporting relationship is to be to the EC President*
 - *The annual goals and objectives for the Imam will be established by the Executive Committee President with approval of the Board of Trustees.*
 - *The Executive Committee President will be responsible for the annual progress and achievement of the goals and objectives, and will report the same to the Board of Trustees.*
 - *Hiring and retention decisions to be made by board*
 - *Salary and raises to be reviewed and approved by Board*
- *Person in this role has to show the ability to work with EC and Board*
- *Imam to work with EC on all operational activities and is accountable to the President on progress and deliverables*
- *Imam is a permanent member of the religious affairs committee plus 4 members appointed by president with majority approval of the EC – they select a chair amongst them*
- *Perform any other duties assigned by the President.*



Addition of Women's Affair Committee

Add Women's affairs committee that is made up of at least three people appointed by EC with at least two members of the committee being women



Enhance job description of Vice President as it currently has very limited responsibilities

Vice President

- Assume responsibilities of the President in the absence of the President.
- Represent IFN, build relationships and partnerships and share best practices with other Islamic organizations.
- Manage the development and implementation of educational programming, standards, guidelines and procedures at IFN.
- Facilitate and organize religious and non-religious programs at IFN.
- Responsible for securing IFN's physical, digital and personal security.
- Perform any other duties assigned by the President.


General Secretary

- » Responsible for oversight of Facilities Operation & Maintenance Committee



Define explicitly membership start and end dates, and when dues need to be paid plus qualifications

Current	Proposed	Comments
New Clause to be added	Specify Membership Start Date (Jan 1st) and End Date (Dec 31st) - Calendar Year	Adds more clarity to the tenure of the membership
New Clause to be added	Practices the religion of Islam in accordance with the teachings of the Quran and Sunnah of Prophet Muhammad (Peace Be Upon Him), as defined by recognized Fiqh Schools of thought of <i>Ahl u Sunnah wal Jammaa'h</i>	Introduced this requirement in the membership so that it will now cascade to the elected members.



Enhance election process by explicitly defining voting methods, time of election, and terms.

Item	Proposed	Comments
Time of election	Standing elections to be declared between Nov 1 and Dec 15 th of each year. Election committee to be formed no later than Sep 15 th ,	
Terms	All terms completing that year plus any resignations for that year automatically roll over to the elections at that year end	
Start and end of service	All BOT and EC terms begin on January 1 st of the effective year and end on December 31 of the completion year	
Family Membership	specify Family Membership has only 2 votes and single membership has one vote	Adds more clarity for voting
Methods of voting	Amendments to bylaws, voting for elections, etc. can be done using electronic voting methods such as emails, surveys (in addition to voting in person) as long as the process is auditable after the process is complete.	Being more explicit about electronic methods are currently accepted implicitly by the community.



Term limits for BOT members to facilitate introduction of new leadership

- **BOT 2 full terms lifetime max –
(if a person resigns during his/her full term then it is still counted as a full term. If a person is filling a partial term then it does not count as a full time).**

No more than 2 BOT positions up for election in a given year to ensure continuity in leadership - One time change

2019 Terms Ends for Board Members			
Fehmida Khan	Rubina Khan	Usman Ghani	Tanveer Jaffer
Ishaq Mohiuddin	Amir Abushamaa	Waseem Kagzi	Moghis Ahmad

Year	Current Term End	Resignations Or Term Ends	Committed Volunteers
2016	1	1	Amir Abushaama
2017		2	Usman Ghani Waseem Kagzi
2018		2	Ishaq Mohiuddin Moghis Ahmad
2019	8	3	Full term completes for remaining eight

Resignations require volunteers from the current board with written resignation letters on record as part of the by-laws changes. Resignations will be effective December 31 of the effective resignation year.
 Option to swap out resignation with other members as long as that is done before Sep 1.
 A resignation will be considered a partial term and the individual can have the ability to run for elections again.

Quorum updates to facilitate decision making

Current	Proposed	Comments
1/3 scheduled meeting and 1/4 rescheduled meeting	1/3 scheduled meeting and 1/6 rescheduled meeting.	Facilitate decision making on critical items requiring GB approval.
New Clause to be added	Physical Presence shall be defined as having actual, physical presence at IFN on the day of the election, an absentee ballot or proxy under Section 6.4, or via electronic vote/proxy under Section 7.1 which includes the name of the voter.	Physical presence comments added to accommodate electronic voting



Partial term vacancy changes to streamline elections to be at the end of each year

- If an EC member resigns, BOT may nominate a person in that role to complete the term till the next elections.
- If the president resigns, the vice president will take over the role until the elections are held – BOT to nominate someone to fill VP role
- If a BOT member resigns then the partial term vacancy will be up for elections during the normal election cycle at the end of the year (Nov 1 to Dec 15)



Q&A

Q. Were these amendments reviewed by an attorney?

The adhoc committee includes an attorney (Zaki Anarwala) who has drafted the by-laws document and made sure that it is in compliance with the law.

Q. Where can I get more details?

Two opportunities to address any questions from the community.

- *Sunday November 22, 2015 at 1:30 p.m. the adhoc committee members will be available at the IFN office for details.*
- *Sunday December 6, 2015 at the General Body meeting scheduled.*

Q. How do the above changes get implement?

- *In accordance with the existing by-laws Section 12.1, any changes require to be approved by a three fourth (3/4) affirmative vote of the Board of Trustees, which has been obtained.*
- *The next step according to Section 12.3 is to obtain a three fourths (3/4) affirmative vote, in an Annual/Special General Body meeting having proper quorum, shall be required for any proposed amendment(s) to be adopted.*
- *The membership will have the opportunity to vote on the by-laws after the General Body Meeting on Sunday, December 6, 2015 at IFN.*