



North Texas Islamic Council (NTIC)

1925 E. Beltline Road, Suite 475, Carrollton, TX 75006

In the Name of Allah, The Beneficent, The Merciful

BYLAWS

I. Name of the Organization, Purpose and Office.

- A. **Name** – The name of this organization shall be the North Texas Islamic Council, hereinafter referred to as NTIC, is a registered non-profit organization in the State of Texas.
- B. **Purpose** – The main purpose of the organization is to promote communication, understanding, cooperation, and coordination among the leaders representing Muslim communities in North Texas. This will enhance the main goals of the organization, which are: (i) to act as the catalyst for practicing Islam in personal lives, (ii) to help Muslim organizations in North Texas to implement the Vision and Mission, (iii) to help facilitate the emergence of an integrated Muslim leadership that represents the Muslims of North Texas, (iv) and to coordinate member organizations' relief effort to help North Texans of all faiths or no faith in times of emergency.
1. **Vision** – NTIC's vision is to build a collaborative and impactful community of North Texas Muslim Organizations.
 2. **Mission** – NTIC's mission is to facilitate collaboration, communication, cooperation, and coordination among member organizations.
 3. **Policies** –
 - a. NTIC shall engage in such activities that comply with the State of Texas and the United States Federal Non-profit Corporation laws.
 - b. NTIC shall not involve itself with the inner policies of member organizations, unless all parties involved agree to use NTIC to resolve their dispute.
 - c. NTIC shall follow the majority opinion of Islamic scholars. The formation of the North Texas Islamic Council is done in accordance with Allah's (God's) command for Muslims to unite and cooperate in righteous acts and not

cooperate in unrighteous acts, as exemplified in the following verses of the Glorious Qur'an (God's final guidance for humankind revealed to Prophet Muhammad):

Chapter 3, verse 103: "And hold fast unto the rope of Allah all together and be not divided among yourselves."

Chapter 5, verse 2: "And help one another in goodness and piety, and do not help one another in sin and aggression."

C. *Office* – The principal office for the transaction of the business of this corporation is located at 1925 E. Beltline Rd, Suite #475, Carrollton, TX 75006, County of Dallas.

II. Membership.

Membership of NTIC shall be open to all Muslim organizations, Mosques and Islamic Centers in North Texas provided they meet the membership requirements stated in this section. They must be a State of Texas registered non-profit organization that has a constitution or bylaws in accordance with the Qur'an and Sunnah of the Prophet Muhammad (peace be upon him). The term of organizational membership shall be 2 years and the representative from each member organization shall be selected by the organization itself, not NTIC.

A. *Board of Directors* – NTIC must have an active governing Board of Directors as required by the laws of the State of Texas. Directors are elected members of the NTIC Board. The general assembly shall elect the Board members to run the affairs of NTIC from among its membership.

1. NTIC shall have eleven (11) board of directors (collectively called Board) and who shall serve without compensation for two years. The 11 seats on the NTIC Board shall to be distributed as follows:
 - a. 7 seats for Mosques /Islamic Centers
 - b. 2 seats for non-Mosques service organizations
 - c. 2 seats for the Imams from the member Islamic Centers/Mosques

- d. Of these, at least two each will be reserved for sisters and youth (at least 18 years of age).
2. The members for the 7 seats from the Mosques/Islamic Centers shall be drawn from the following 4 geographic regions:
 - a. Northeast Region
 - b. Central Region
 - c. West Region
 - d. South Region
3. Anyone serving on the NTIC Board or NTIC Committees shall be required to undergo a background check. The appointment shall not be final until a successful background check has been submitted.
4. Any voting member organization that has been an active member of NTIC and has demonstrated interest in the affairs of the NTIC shall be eligible to be a candidate for election as a NTIC Board member.
5. No Director shall serve more than two consecutive terms regardless of the length of their term, but can run again for election after an off term.
6. With the first election in March 2019, elections shall be held every March of an odd-numbered year (every 2 years).
7. The NTIC Board, on behalf of the general membership, shall oversee all NTIC administrative and business affairs. An Executive Director may be delegated with the responsibility of conducting the day-to-day operations of NTIC. The Executive Director shall, at all times, be responsible and accountable to the NTIC Board.
8. The NTIC Board may oversee the appointment of all employees of NTIC. The NTIC Board may also include a recommendation for the compensation of said employees in the annual budget.
9. The NTIC Board, except for emergencies, shall not spend greater than ten percent (10%) in excess of the total budget approved by the General Assembly. The NTIC Board shall submit to the members, at an annual or a special meeting, any expenditure that exceeds the said amount.

10. A vacancy in the Board may be filled by the person who ranked number 12 or higher in the last general election. Substitute member shall complete the remainder of the current Board's term.
11. Failure to attend three (3) consecutive regular meetings of the NTIC Board without a valid excuse or cause acceptable to the NTIC Board shall constitute reasons for revoking the membership of an NTIC Board member.
12. The NTIC Board may be dissolved, effective on the date a special General Assembly meeting held to elect a new NTIC Board, by:
 - a. A vote of two-thirds (2/3) of the Board of Directors.
 - b. A vote of two-thirds (2/3) of the voting General Assembly.

B. *General Assembly* – The General Assembly is the membership body of NTIC.

1. Acceptance of membership shall constitute the member's agreement in writing to strictly abide by and support the mission, policies, bylaws, and rules and regulations of the NTIC.
2. The Mosques, Islamic Centers and other Muslim Organizations that join NTIC shall adhere to the Qur'an and Sunnah of the Prophet Muhammad (peace be upon him) and affirm the belief of the Ahlus Sunnah wal Jama'ah that the Prophet Muhammad (peace be upon him) is the last and final prophet and messenger of God.
3. Each member organization shall be represented by an authorized person assigned by its current Board of Directors, preferably its head. The persons representing the organizations shall be clear of any convictions of a felony or criminal offense involving moral turpitude. In addition, the representatives shall be deemed to have passed a background check by their respective organization.
4. Each member organization shall have the right to designate a substitute who shall have the authority to represent the organization in the absence of the officially named representative. A substitute shall be clear of any convictions of a felony or offense involving moral turpitude. Also, a substitute shall be deemed to have passed a background check by their respective organization.
5. Any member organization may withdraw from NTIC by delivering a written notice to the Secretary of the Corporation in person, by certified mail, or by fax to

be followed by regular mail or by courier at the NTIC's principal office. The withdrawal shall become effective upon receipt of the request by the Secretary of the NTIC. The written withdrawal request should be in the form of an official Board Resolution by the Board of Directors of the member organization asking for withdrawal. The NTIC Board President and Secretary of the organization should sign the resolution.

6. An organization's membership in the NTIC may be automatically terminated by the NTIC Board if membership dues and/or other assessments, or any part thereof, remain unpaid without proper justification after the expiration of the time of payment thereof prescribed pursuant to or by these bylaws. This automatic termination is final. However, such a terminated member organization may apply for a new membership. A two-thirds NTIC Board vote is required for this termination to take effect. Failure to achieve the two-thirds vote in the NTIC Board will require taking the matter to the general meeting. A two-thirds majority vote at the general meeting shall be required to implement the automatic termination. Below is a non-exhaustive list of reasons for termination:
 - a. Any member organization, and/or its representative, that is proven to participate directly or indirectly in harming the Muslim community, and to undermining the mission, goals, and objectives of NTIC.
 - b. Any member organization, and/or its representative, who has been convicted of a felony involving moral turpitude.

C. *Ex-Officio Members of the Board* – Such members are persons who are leads of NTIC committees or subgroups who are invited to attend the NTIC General Assembly meetings. They shall have the right to discuss the issues presented, but not make motions nor have voting rights.

III. Committees.

NTIC Board shall form various standing and ad-hoc committees, as needed, to implement NTIC policies and NTIC Board's decisions. NTIC Board shall appoint the chair of each committee from among its members, as indicated in these Bylaws. NTIC Board may appoint a committee chair from the NTIC active membership if no NTIC Board member is available to fill that role.

IV. Meetings

A. NTIC Board Meetings

The NTIC Board shall hold regular monthly meetings at such time and place as may be designated by resolution of the NTIC Board. The NTIC Board meetings shall be open to the public. However, if needed, the NTIC Board may decide, through a resolution, to make a meeting closed to the public. A quorum for the Board meeting shall consist of six (6) members (or a simple majority).

1. If a simple majority of the voting members are not present at any such meeting and the NTIC Board so directs, a new meeting date shall be announced no later than 60 days from the first meeting. The quorum is a simple majority.

B. Annual General Assembly Meetings

A General Assembly meeting quorum shall consist of twenty-five percent (25%) of the total membership in attendance. The primary objectives of the Annual meetings, held in March (every two years in an odd-numbered year), shall be as follows:

1. Election of the eleven (11) NTIC Board directors,
2. Adoption of the budget,
3. Review of NTIC performance in the previous, and
4. Transaction of other business.

C. Special General Assembly Meeting

Special Meetings of members may be called at any time by the President of the NTIC Board or by the NTIC General Assembly. A Special General Assembly Meeting can also be called if a written petition by twenty percent (20%) of the voting members is filed with the Secretary of the Corporation at least thirty (30) days before the date of the meeting.

1. The quorum for a meeting convened to decide about elections, resolutions, or bylaws amendments shall be fifty percent (50%) of total membership in attendance.
2. Voting members who are absent from such meeting shall be provided voting opportunity within a reasonable period of time identified by the NTIC Board. Thus, all voting members whether in attendance or not will have opportunity to vote for elections, resolution, or bylaws amendments by the time set by the NTIC Board.

D. Notice of Meetings

Notice of each meeting with the place and time and agenda shall be mailed electronically

and manually for those who do not have access to email at least fifteen (15) days before the meeting.

E. Meeting by Phone

An NTIC Board meeting may be conducted over the phone so long as all directors can communicate clearly and simultaneously with one another. All such directors shall be considered present in person at such a meeting. The minutes of the meeting shall be completed promptly by the Secretary of the NTIC Board and filed properly.

F. Voting

1. Voting shall be by secret ballot. Only active members or their designees shall be eligible to vote. A simple majority vote of members present, and voting shall be required for official action, unless otherwise specified in these bylaws or by Texas non-profit organizations' corporate laws.
2. Written Proxies shall be allowed. All proxies must be in writing and approved by the NTIC Board of Directors.

G. Conduct of Meetings

1. The President of the NTIC Board shall chair the meetings. In the absence of the President, the Vice-President of the NTIC Board will chair the meetings.
2. The order of the business for annual General Assembly meeting shall be as follows, or according to the specific agenda approved by the NTIC Board:
 - a. Reading the minutes of the previous meeting
 - b. Presenting the reports of the President and the Treasurer
 - c. Presenting the reports of the Standing Committees
 - d. Presenting the reports of Ad-Hoc Committees, if any
 - e. Consideration and adoption of new budget
 - f. Old Business
 - g. New Business
 - h. Nominating Committee's Report
 - i. Electing NTIC Board of Directors (every 2 years)
 - j. Electing new Nominating Committee, and
 - k. Adjournment

3. The Robert's Rules of Order will be used as guidance for a productive meeting.

V. Amending Bylaws

- A. Any member organization may propose amendment to the Bylaws. Such amendment to be considered for deliberation in the General Assembly must be sponsored by 50 percent of the NTIC Board of Directors.
- B. Passage of any amendment to the Bylaws shall require two-thirds vote of the members of the NTIC General Assembly.
- C. Certification and Inspection: The original, or a copy, of the Bylaws as amended or otherwise altered to date, and certified by the Secretary of NTIC, shall be recorded and made available for inspection by members of the NTIC General Assembly during normal business hours.

VI. Officers & Staff

The NTIC Board shall elect the President, the Vice-President, the Secretary, and the Treasurer from among its members at the first NTIC Board meeting in each term. Such officers shall serve until their successors are elected and installed. The outgoing Board shall remain active for a period of three months to provide for a smooth transition, training of the new Board, and review of the Bylaws. Any officer may be removed/replaced at any time by a simple majority vote of the NTIC Board members.

A. The officers of the corporation shall be:

1. *President of the NTIC Board*

- a. Chair all meetings of the NTIC Board and may only vote on matters before the NTIC Board to break a tie,
- b. Call for, Chair and be responsible for the agenda of the General Assembly meeting,
- c. Serve as ex-officio member without vote of all committees except the nominating committee,
- d. Enforce the NTIC bylaws, rules, policies and regulations,
- e. Appoint all committee Chairs with the approval of the NTIC Board unless otherwise provided by the Bylaws,
- f. By the approval of the NTIC Board, act as spokesperson of the NTIC Board,

- g. Call special meetings of the General Assembly on his/her own initiative, at the request of the NTIC Board or in response to a written request signed by twenty percent (20%) of the voting members, and
- h. Be responsible for the functioning of the various committees of NTIC and keep or cause to be kept careful supervision over all the work of NTIC.

2. *Vice President of the NTIC Board*

- a. Be a member of the NTIC Board,
- b. Assume all duties and authority of the President in his/her absence,
- c. Assist the President in the discharge of his/her duties,
- d. Fill in for the President during his/her absence and, in case of the President's resignation or removal, serve as interim president until a new President is elected.

3. *Secretary of the NTIC Board*

- a. May be a member of the NTIC Board or elected by the NTIC Board from active or invited honorary membership,
- b. If from outside the NTIC Board, he/she shall be appointed for a one-year term that can be renewed by the NTIC Board,
- c. Shall be eligible to vote if he/she is a member of the NTIC Board,
- d. If not a member of the NTIC Board, he/she shall be required to take an oath of confidentiality while serving as the NTIC secretary,
- e. Keep or cause to be kept an accurate record of the transactions of all business meetings of the General Assembly and the NTIC Board,
- f. Shall be responsible for keeping the records of attendance,
- g. Shall be the custodian of all records, documents and papers that belong to NTIC,
- h. Shall be responsible to post notices and notifying members of all meetings and affairs to be voted on,
- i. Shall maintain a record of NTIC members, including but not limited to the date of joining and termination,
- j. Shall perform such other duties as may be required by law, by the Articles of Incorporation, or by the Bylaws, or as may be prescribed from time to time by the NTIC Board. He/she shall also communicate the updated version of the Bylaws with the proper authorities in the State of Texas,

- k. Shall periodically review the NTIC Bylaws, rules, policies, and regulations and make proposals for modifications,
- l. Shall advise the President and the NTIC Board of any non-compliance with the Bylaws and/or the laws of the land,
- m. Shall advise the NTIC Board if any actions are warranted concerning matters not specifically covered by the Bylaws.

4. *Treasurer of the NTIC Board*

- a. Appointed by the NTIC Board from the active or invited honorary membership,
- b. Appointed for a one-year term only if he/she is from outside the NTIC Board,
- c. Eligible to vote only if he/she is a member of the NTIC Board,
- d. Maintain and safeguard record of Accounts Receivables, Accounts Payables and other financial transactions, including bank accounts and a list of properties owned by NTIC,
- e. Present the state of NTIC finances to the NTIC Board meeting and General Assembly during the scheduled meeting or as requested,
- f. Required to periodically get the books audited by a CPA,
- g. Responsible to make sure that all finances and account books of NTIC remain the property of NTIC subject to inspection by the NTIC Board or General Assembly members upon a written request approved by the NTIC Board,
- h. Responsible for maintaining and filing periodic reports received from the treasurers of member organizations and affiliates.

5. Such other officers as may be designated and appointed by the NTIC Board

B. NTIC Board may appoint an Executive Director (hereinafter called ED) as staff to run the affairs of the organization under its directives and the purview of the Bylaws.

- 1. The employment contract for the ED shall be determined by the NTIC Board and may be renewed yearly.
- 2. The ED shall be hired as an independent contractor and report to the NTIC Board.

ADDENDUM

NTIC Member Organization Directory

Northeast Region

Islamic Association of North Texas (IANT) -
existing member

Islamic Association of Collin County (IACC) -
existing member

Islamic Association of Allen (IAA)

Islamic Center of Frisco

Islamic Center McKinney

East Plano Islamic Center (EPIC)

Central Region

Islamic Center of Irving (ICI) - existing member

Islamic Association of Carrollton - existing member

Islamic Association of Lewisville & Flower Mound

West Region

Islamic Association of Tarrant County (IATC) -
existing member

Arlington Central Mosque (ISAT) - existing member

Dar Elsalam Islamic Center - existing member

Dar El-Eman Islamic Center (DEIC) - existing
member

Dar Alhuda Inc.

Masjid Al-Hedayah

Grand Prairie Masjid

South Region

Masjid al-Islam - existing member

Duncanville Islamic Center

Islamic Association of Desoto

Masjid Al Quran

Islamic Center of Mesquite

Service Organizations:

Amoud Foundation

AMPD- existing member

Baitul Maal

CAIR-DFW

Excel

F&J

ICNA

IRUSA

ISF

ISNA

MAS

MLFA

TWMMF