

THE 1992 REVISED CONSTITUTION OF THE MUSLIM COMMUNITY
CENTER OF GREATER PITTSBURGH

Bismilla hir Rahma Nir Rahim

In the name of Allah, the most Gracious, the most Merciful.

The undernamed, a majority of whom are citizens of the United States of America, desiring to form a non-profit organization under the laws of the land do hereby certify;

The name of the organization: "The Muslim Community Center of Greater Pittsburgh" (in abbreviation – MCCGP).

Location and address of headquarters: 233 Seaman Lane, Monroeville, Pennsylvania 15146.

OBJECTIVES

Article 1. The MCCGP shall be a non political organization and serve the religious, cultural, and social needs of the Muslims who reside in the Greater Pittsburgh area. The MCCGP shall designate and provide separate areas for (a) religious activities, and (b) social and cultural activities.

Article 2. The MCCGP shall provide facilities to the members and their children for observance of prayers and other religious duties and to expand their knowledge and understanding of Islam.

Article 3. The MCCGP shall provide facilities for observance of religious services, functions, rites, and customary celebrations. [Revision 4]: Activities shall be conducted in accordance with Quran and Sunnah.

Article 4. The MCCGP shall provide facilities for holding cultural exchanges, functions and programs for enlightenment, within the confines of MCCGP's objectives.

Article 5. The MCCGP shall cooperate with other Muslim organizations of North American and overseas in the common interest of solidarity and brotherhood and for the mutual understanding with other communities.

Article 6. No funds of MCCGP shall be paid or distributed to its officers.

Article 7. The MCCGP shall not carry out activities which are not permitted to be carried out by an organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code.

Article 8. Upon dissolution of MCCGP, its assets and funds, after payments of all dues and liabilities, shall transfer to a Muslim organization recognized as exempt under section 501 (c) (3) of the Internal Revenue Code and as selected by the Executive Council.

Article 9. Membership of the MCCGP is voluntary and subject to the conditions set forth in the Bylaws.

Article 10. The Executive Council should consist of seven (7) active members duly elected by the general membership of MCCGP.

Article 11. The Article or Articles of the Constitution may be altered, amended or repealed and new Articles may be adopted by a two-third majority of the voting members of the MCCGP present at the meeting, or have submitted their votes electronically or by written proxy prior to such meeting, (see article IX) [Revision 6] provided that thirty days prior written notice of a meeting setting forth the proposed change or changes shall have been given to each voting member. Article 1 and Article 11 shall not be amended.

BYLAWS OF THE MUSLIM COMMUNITY
CENTER OF GREATER PITTSBURGH

ARTICLE I
Membership

Section 1. Classes of Members. The MCCGP shall have two classes of members: (a) active and (b) affiliates. The qualifications for membership in the respective classes are as follows:

(a) Active Members: 1) A Muslim 18 years or over, 2) a permanent resident or a citizen of the United States, 3) residing in Greater Pittsburgh or within the Tri State area approximately within a radius of 100 miles from the MCCGP, who applies for membership in the MCCGP and agrees to comply with its Constitution and the Bylaws.

(b) Affiliate Members: An individual who applies for membership in MCCGP and agrees to comply with its Constitution and Bylaws. Shall not have the voting right.

Section 2. Admission of Members. Individuals shall become members of MCCGP according to (Article I, Section 1.) upon payment of dues and acceptance by MCCGP of a properly tendered membership application. The application and approval procedure for becoming active and affiliate members shall be established by the Executive Council.

Section 3. Voting and Office Holding Rights. Only active members of the MCCGP shall be eligible to vote and to hold office in MCCGP. Only voting members of the MCCGP shall be eligible to hold office in the Executive Council of the MCCGP. [Revisions 6]

Section 4. Termination of Membership. Membership in MCCGP shall terminate: (a) upon receipt by the Executive Council of the written resignation of a member (b) upon failure of the member to pay dues, (c) upon the violation of or failure to comply with the Constitution and the bylaws as set forth.

If proposed by the Executive Council on the ground of above violations, a member's membership may be terminated by the recommendation of a committee so appointed to investigate and report. The member accused shall choose a member in good standing as counsel if so desired. No member shall be expelled by less than unanimous vote by the Executive Council.

Section 5. Reinstatement. A person whose membership in MCCGP has been previously terminated due to non-payment of dues pursuant to Article I may be reinstated upon

payment of such dues owing to MCCGP. An active member whose membership has been terminated on disciplinary ground may be reinstated if the member assures the [Revision 3] Board of Compliance Executive Council of compliance with the Constitution and the Bylaws, apply for membership according to Section 2 and accepted by majority vote of the active members present and voting at any annual meeting or at any special meeting of the membership for such purpose.

ARTICLE II Meeting of the Members

Section 1. Annual Meeting. An annual meeting of the members shall be held in the month of April each year for the purpose of electing officers and Executive Council and for transaction for such other business as may come before the meeting. If the annual meeting is not held during such month, the President of the Executive Council shall arrange to hold it as soon thereafter as may be convenient; but no later than 15th day of May

Section 2. Special Meeting. Special Meeting of the Members may be called at any time either by the President, by the council, or 30% of the active membership.

Section 3. Notice of Meeting. Written notice stating the place, day and hour of the meeting and in case of a special meeting, the purpose or purposes for which the meeting is called shall be delivered to each member not less than 15 days before the date of the meeting by or at the direction of the President or the Secretary or the Officers or persons calling the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the U.S. mail with postage thereon prepaid, addressed to the members at the member's address as it appears on the record of the MCCGP membership book, also the date of the meeting shall be posted on the bulletin board at least two weeks before the date of such meeting.

Section 4. Voting Lists. The officers having charge of the membership book of MCCGP shall make before each meeting of members a complete list of member entitled to vote at such meeting arranged in alphabetical order.

Section 5. Quorum. 50% of the voting members of MCCGP shall constitute a Quorum at any meeting of the members. If the Quorum is not met, the presiding officer shall adjourn the meeting and schedule the next meeting within three weeks thereafter. The next meeting shall not require any Quorum.

Section 6. Manner of Acting. The act of a majority of the voting members voting in person, electronically or by [Revision 6] written proxy on a specific issue as identified in advance shall be the act of the members, unless the act of a greater number is required by these Bylaws of MCCGP. The electronic or written proxy voting shall be implemented to ensure authenticity of the voter, and prevent duplicate counting of votes. [Revision 6]

Section 7. Informal Action of Membership. An action required by these Bylaws to be taken at a meeting of active members of MCCGP may be taken without a meeting if a consent in writing, setting forth the action so taken shall be signed by 80% of members entitled to vote with respect to the subject matter thereof.

ARTICLE III
Executive Council

Section 1. Composition. The Executive Council shall consist of seven (7) active members, hereafter referred to as the Council. The seven members of the Council elected by the active members of the MCCGP at an annual meeting of the membership shall be as follows: 1) President 2) President-Elect 3) Executive Secretary 4) Treasurer, and a Secretary each for: 5) Social-Cultural 6) Education, and 7) Public Relations.

Section 2. Election and Term of the Office of the Council. The Executive Council of MCCGP shall be elected by the active members at the annual meeting of the members. Any member is eligible for the Council election as long as he or she is eligible to vote in the election. [Revision 3] The new officers shall hold office from the 1st of June. The Officers shall assume duties of their respective offices at the close of the meeting in which they are elected.

Section 3. Ballots. Election shall be by Secret Written Ballot.

Section 4. Vacancies. A vacancy in an office of the Executive Council may be filled by the action of the members of the council at any meeting of the Council. The individual so appointed to fill the vacancy shall serve for the unexpired term of his or her predecessor in office.

Section 5. General Power. The business and affairs of the MCCGP shall be managed by the Executive Council

- (a) The Council shall approve the annual budget for MCCGP.
- (b) The council shall ensure that correct and complete records are maintained of all financial transactions and that timely reports and returns are submitted to the Government agencies and the annual membership meeting.
- (c) The Council shall not cause or authorize any expenditure above ten thousand (\$10,000) dollars in performing its function as set forth in Section (5) (a) without prior approval by a majority vote of the active members.
- (d) The Council shall plan and implement the future projects to expand the physical facility as well as organization scope of MCCGP with the approval of membership.
- (e) [Revision 4]: The Council shall conduct or authorize activities in accordance with Quran and Sunnah.

Section 6. Meeting. The Council shall hold meetings at least quarterly at a place and time convenient to all the Council members. The Executive Secretary shall call the meetings and the President shall preside at the meetings.

Section 7. Special Meeting. Special Meetings of the council may be called by or at the request of any three Council members. The person or persons authorized to call meetings of the Council may fix the time and place for holding any such special meeting.

Section 8. Notice. Written Notice of any Special Meeting of council shall state the place, day and hour of the meeting and the purpose or purposes for which the meeting is called, such notice be given to each member of the Council at least ten (10) days before the date of the meeting either delivered personally or mailed to each member of the Council at his or her address shown in the record of the MCCGP. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed with postage prepaid. The minutes and decision or decisions of such meetings shall be posted on the bulletin board of the MCCGP no later than three weeks following the meeting.

Section 9 Quorum. A majority of the members of the Council shall constitute a Quorum for the transaction of business at any meeting of the Council provided that if less than majority of the members is present at any meeting, the meeting shall be adjourned. A schedule of another meeting shall be called and held within three weeks thereafter.

Section 10. Manner of Acting. The act of the majority of the members of the Council present at a duly called meeting at which a quorum is present shall be the act of the Council, unless the act of greater number is required by the Bylaws of MCCGP.

Section 11. Informal Action of the Council. Any Action which is required by law or the Articles of these Bylaws to be taken at a meeting of the Council may be taken without a meeting if a written petition setting forth the action to be taken shall be signed by six of seven members of the Council entitled to vote with respect to the subject matter thereof. Any such consent signed by six members of the Council, shall have the same force and effect as a unanimous vote at a duly called meeting of the Council.

ARTICLE IV
Executive Council
Officers

Section 1. Officers. The Officers of the MCCGP shall consist of 1) President 2) President-Elect 3) Treasurer 4) Executive Secretary 5) Social Secretary 6) Education Secretary and 7) Public Relations Secretary

Section 2. Election and Term of the Office of the Council. Each Council officer shall be elected by the active members at an annual meeting of the members. Each officer shall hold office until his or her successor shall have been duly elected and qualified

(a) The President shall be elected at 1st annual meeting of MCCGP, shall serve for a term of one year. In the succeeding year, however, President-Elect shall be the President.

(b) President-Elect, Executive Secretary, Social Secretary, and Education Secretary each shall be elected for the term of one year.

(c) The Treasurer and the Public Relations Secretary each shall be elected for the term of two years.

ARTICLE V
Duties of the Officers

Section 1. President The President shall be the principal Executive Officer of the MCCGP and supervise and direct all of the business and affairs of the Center subject to the direction and control of the Council.

The President shall preside at all meetings of the general membership and Executive Council

The President shall appoint chairpersons to special and standing committees of the Center, [Revision 3] except that of the Grievance Committee.

Section 2. President-Elect. The President-Elect shall assist the President in the discharge of the duties of the President as the President may direct and shall perform such other duties as from time to time may be assigned by the President. In case of absence or resignation of the President, the President-Elect shall perform the duties of the President and when so acting shall have all the powers of and be subject to all of the restrictions upon the President.

In addition, the President-Elect shall have a specific charge of the Maintenance for the building and the equipment that MCCGP has in its use and control.

Section 3. Treasurer The Treasurer shall be the principal accounting and financial officer of MCCGP, shall have charge of and be responsible for the maintenance of adequate books of account, shall have charge of all funds and securities of the Council and be responsible therefore and for the receipt, safekeeping and disbursement thereof, shall deposit all funds and securities in such banks, trust companies or other depositories as shall be selected by the Council and in general perform all of the duties customarily incident to the Office of Treasurer and such other duties as from time to time may be assigned by the President. If required by the Council, the Treasurer shall give a bond for the faithful discharge of the duties of that office, in such sum or with such securities as the council shall determine; the cost of any such bond or security to be paid from the funds of MCCGP. The Treasurer shall submit a detailed statement of the financial affairs of MCCGP at each [Revision 3] board Executive Council meeting and at each annual meeting of the members.

Section 4. Executive Secretary The Secretary shall have charge of the membership book, an updated copy of which he shall keep at the Center for members' use, shall prepare before each meeting an alphabetical listing of all voting members, shall keep minutes of the meeting of the members and of the Council in one or more books maintained for the purpose, shall see all notices are duly given in accordance with the Bylaws, shall be custodian of the records and seal, shall keep a record of the mailing address of each member and in general shall perform all duties customarily incident to the President or the Council. Within ten days after each annual meeting, the Secretary shall submit an annual meeting report including the names of newly elected officers. [Revision 3, (sentence moved to Article III, Section 2)] The new officers shall hold office from 1st of June.

Section 5. Social Secretary. The Secretary shall have the charge of organizing social

events for MCCGP. This may, for example, include arranging the meals for various occasions, arranging the excursions for members recreation and organizing sports activities for children, etcetera.

Section 6. Education Secretary. The Secretary shall have the charge of organizing educational activities for MCCGP. This may include study circle for adults, holding classes for children, and it may involve setting up Islamic Applications (FIQA) circuit and setting up many forums to promote education of the membership.

Section 7. Public Relations Secretary. The Secretary shall have the charge of promoting MCCGP to the outside world in the most favorable manner. In consulting with the President, the Secretary shall represent MCCGP to various groups and organizations and shall interface with them. The Council shall have the option of assigning addition responsibilities or interchange the office responsibilities of the Public Relations Secretary.

In order to carry out the special functions as identified in Section 5, 6, and 7, each special secretary at his/her discretion shall set up subcommittee/s and appoint members and give them job specifications that will produce an efficient and comprehensive organization.

Section 8. All checks shall be signed by the President and the Treasurer. Any expenditures greater than one thousand (\$1,000) dollars shall be approved by the Council.

ARTICLE VI Committee

Section 1. Audit Committee. The Audit Committee shall consist of two members each serving a term of one year. They shall be elected by the active members in yearly membership meeting. They shall hold no office in MCCGP, they shall review the financial transactions and assets and make a formal report to the membership at the annual meeting.

Section 2. Grievance Committee. The Grievance Committee shall consist of three (3) active members, each serving for a term of two years. They shall be elected by the active members in a yearly membership meeting. They shall hold no office in MCCGP. If proposed by a signed petition by twenty (20) active members, on the ground of violation of the constitution or the Bylaws of MCCGP by any active member, Officer or Officers of the Council, the Grievance Committee shall investigate, report, and recommend to the membership in an annual meeting or at any such special meeting called for that purpose. The chairperson of the Grievance Committee, as elected by the Grievance Committee members, shall notify, convene and preside over such meeting. Termination of membership of an active member shall be according to Article I, Section 4. Termination of the term of a Council Officer or Officers shall be by a two thirds majority vote of the active members present and voting in an annual meeting or any special meeting for that purpose.

Section 3. Board of Patrons. The Board shall consist of 3-7 patrons selected every year by the executive council for the patron's long term interest in MCCGP. The Executive Council will approach the patrons for help with their counsel and generous donations, for

help in conducting elections and help in any other matter which may be considered suitable.

Section 4. Term of Office. Except as otherwise expressly provided in these Bylaws, or until his or her term is expired, or until his or her successor is appointed, each member of the committee shall serve as such until the next annual meeting of the membership or until his or her successor is appointed or until resignation or removal or until the committee is terminated.

Section 5. Chairperson of the Committee. One member of each committee shall be appointed Chairperson of the committee by the President [Revision 3], except that of the Grievance Committee.

Section 6. Vacancies. Vacancies in the membership of any committee shall be filled by appointments made by the President.

Section 7. Quorum and Manner of Acting. Unless otherwise provided in the bylaws, a majority of the whole committee shall constitute a Quorum and the act of a majority of the members present at a duly called meeting at which a Quorum is met shall be the act of the committee.

ARTICLE VII

Dues

Annual dues shall be set by the Executive Council and approved by the membership at the annual meeting, additional assessment may be approved in the same manner at any annual meeting or special meeting of the members of the MCCGP called for that purpose. [Revision 5]: Membership Year shall be defined as January 1 through December 31. Membership Dues shall be paid by December 31, prior to the Membership Year. Notices of renewal to be mailed to all existing Members by September 30 of the year prior to the Membership Year.

ARTICLE VIII

Rules of Procedure

All questions of Procedure regarding the conduct of the meeting shall be governed by the current edition of Robert's Rule of Order, except as otherwise provided by the Constitution and Articles of these Bylaws.

ARTICLE IX

Amendments

These bylaws may be altered, amended or repealed and new Bylaws may be adopted by a two thirds majority vote of the voting members present at the meeting of the general membership of MCCGP, or have submitted their votes electronically or by written proxy prior to such meeting, provided that thirty days prior written notice of meeting setting forth proposed change or changes shall have been given to each voting member in accordance with requirements set forth in Article II.

REVISION HISTORY:

1. Revision 0. Original Constitution and Bylaws of the Islamic Community Center of

Greater Pittsburgh [ICCGP] adopted November 1986.

2. Revision 1. Amended and Restated Constitution and Bylaws of Muslim Community Center of Greater Pittsburgh [MCCGP] adopted July 1988; and further Amended and adopted June 1989 [Quzi M. Ahmed – Chairman Board of Governors, Habib Naviwala – President Executive Committee].

3. Revision 2. Presented March 1st, 1992, by the Constitution Committee: 1) M. Akhtar (chair), 2) Q. Ahmed, 3) M. Attar, 4) J. Basher, 5) M. Idrees, and 6) K. Reza. Was approved by the General Membership April 4th, 1992, and it is the only official document of the Constitution of MCCGP that is valid.

4. Revision 3. Presented December 4, 1995 by the Constitution Committee: 1) Rahat Chaudhry (Committee Chairman), 2) Mominul Hoque (Committee Co-Chair), 3) Mustan Attaar, 4) Mustafa Kamal, 5) Kazim Reza. Was approved by the General Membership on May 12, 1996, and it is the only official document of the Constitution and Bylaws of MCCGP that is valid.

5. Revision 4. February 21, 1999: Amended by General Body as Follows:

Constitution: Article 3: Add to the end of the article: " Activities shall be conducted in accordance with the Quran and Sunnah".

Bylaws: Section 5. General Powers. Add "(e) The Council shall conduct or authorize activities in accordance with the Quran and Sunnah".

6. Revision 5. February 10, 2002: Amended by General Body as Follows:

Bylaws: ARTICLE VII Dues: Add to the end: "Membership Year shall be defined as January 1 through December 31. Membership Dues shall be paid by December 31, prior to the Membership Year. Notices of renewal to be mailed to all existing Members by September 30 of the year prior to the Membership Year".

7. Revision 6. April 22nd, 2018: Amended by General Body as Follows:

Bylaws: OBJECTIVES: Replaced "total Active" with "voting"; added phrase "present at the meeting, or have submitted their votes electronically or by written proxy prior to such meeting, (see article IX)"; replaced "Active" with "voting" to Article 11 to make it consistent with article IX.

Bylaws: ARTICLE I, SECTION 3 Voting and Office Holding Rights: Only active members of the MCCGP shall be eligible to vote and to hold office in MCCGP. Only voting members of the MCCGP shall be eligible to hold office in the Executive Council of the MCCGP

Bylaws: ARTICLE II, SECTION 6 Manner of Acting: Added ", or members who cast their vote electronically". An additional clause has been added to prevent voter fraud as follows: "The electronic or written proxy voting shall be implemented to ensure authenticity of the voter, and prevent duplicate counting of votes."

Bylaws: ARTICLE IX, Amendments: The previous text read: "These bylaws may be altered, amended or repealed and new Bylaws may be adopted by a two thirds majority vote of the voting members present at the annual meeting of the MCCGP, provided that thirty days prior written notice of meeting setting forth proposed change or changes shall have been given to each voting member in accordance with requirements set forth in Article II.". The new text is removes "annual", adds "general membership of", adds "or have submitted their votes electronically or by written proxy prior to such meeting,"