

## **ARTICLE 11 COMMITTEES & COUNCILS**

### *Section 11.01*

#### **Standing Committees & Councils**

The standing Committees and Councils of the Center are as follows:

1. Administration Committee
2. Communications and Technology Committee
3. Finance Committee
4. Membership Committee
5. Nominating Committee
6. Social Services Committee
7. Youth Services Committee
8. Development Council
9. Religious Services Council

### *Section 11.02*

#### **Composition and Duties**

The composition and duties of standing Committees and Councils of this Center are as follows:

##### **A-Administration Committee:**

The Administration committee shall consist of a chairperson to be appointed by the Chairperson of the Board of Directors with the approval of the Board, and one or more members to be appointed by the chairperson of the Committee from among the members of the Center. The Administrator of the Center shall serve as a member of the Administration Committee. The Committee shall be responsible for bookkeeping, data processing, maintenance and general upkeep of facilities. Additionally, the Administration Committee shall be responsible for Final Preparation Services (Mortuary and Cemetery Services). The Committee shall report at least once per month to the Executive Director.

##### **B-Communications and Technology Committee:**

The Communications and Technology Committee shall consist of a chairperson to be appointed by the Chairperson of the Board of Directors with the approval of the Board, and one or more members to be appointed by the chairperson of the committee from among the members of the Center. The committee shall be responsible for communication, technology, public relations, and marketing.

Specifically, the committee shall develop and supervise procedures to incorporate modern technology (including Database Management and Website Administration) to optimize the performance of the Center in such areas as: internal operations, community services, and communications with the membership and the community. In addition, the committee shall be responsible for creating and distributing the Center's newsletter, Marketing, and overall Public Relations of the Center. The Committee shall report at least once per month to the Executive Director.

##### **C-Finance Committee:**

The Finance Committee shall consist of a chairperson to be appointed by the Chairperson of the Board of Directors with the approval of the Board, and one or more members to be appointed by the chairperson of the Committee from among the members of the Center and the Treasurer. The Committee shall collaborate with the Treasurer of the corporation in preparing annual operating budgets and revisions thereof. The budget approved by the board of directors shall be submitted to the membership for ratification as in section 11.02G. Under the direction of the Executive Director, the Committee oversees all financial aspects of the Center. Specifically, the committee shall prepare analysis of budget variances and trends on a monthly basis and shall recommend adjustments to the budget on a quarterly basis. The Committee shall report at least once per month to the Executive Director.

D-Membership Committee:

The Membership Committee shall consist of five (5) members who have been active members of the Center for at least five (5) years and have demonstrable knowledge of the community. The chair of the Committee shall be an active member of the Center with long tenure, appointed by the Chairperson of the Board of Directors with the approval of the Board for a three (3) year term. The chairperson of the Committee appoints four (4) other members, at least two (2) of whom are preferably previous Board members of the Center. The Committee shall have charge of maintaining a membership book of all members of the Center together with the address and voting qualification of each, and shall record therein the fact and date of termination, if any, of the membership of any such member. It shall also have the charge of developing membership benefits, processing applications of new members, and making recommendations to the Board of Directors and soliciting prospective members. The Committee shall report to the Executive Director a minimum of once per month.

E-Social Services Committee:

The Social Services Committee shall consist of a chairperson to be appointed by the Chairperson of the Board of Directors with the approval of the Board, and one or more members to be appointed by the chairperson of the Committee from among the members of the Center. The Committee is responsible for *Eid* Holidays, *Lailat-ul-Qadr*, *Zakat*, education and support in the areas of immigration, civil rights and employment, hospitality to visitors to the Center, maintaining a visitor's book, and such other functions that may be added from time to time by the Board. The committee shall report at least once per month to the Executive Director.

F-Youth Services Committee:

The Youth Services Committee shall consist of a chairperson to be appointed by the Chairperson of the Board of Directors with the approval of the Board, and one or more members to be appointed by the chairperson of the committee from among the members of the Center and representatives of the Center's youth group. The committee shall be responsible for creating an environment to nurture the youth's spiritual, social and educational needs, planning and overseeing the various youth group activities and facilitating the parents involvement in them. The committee shall report at least once per month to the Executive Director.

G-Nominating Committee:

The nominating committee shall consist of five (5) qualified members. Qualified members are those who have been active members of the Center for at least five (5) years and are not currently elected members of the Board of Directors. Two of them, preferably, shall be ex-chairpersons of the Board. Members of the nominating committee shall be nominated as set out below and elected by the members of the Center as explained in this section. Elected members shall select a chairperson from among them. Names of the committee shall be on record with the secretary. In the process of compiling the list of candidates for nomination for election to the Center's Board, the chairperson of the Nominating committee shall consult with the various committees, departments, daughter organizations and partners of the Center. The committee shall meet no later than the 2<sup>nd</sup> Sunday in December to prepare a slate of one candidate or more for each vacancy on the Board of Directors. Such slate shall be mailed to the voting members at least forty five (45) days prior to the annual meeting. Voting members may nominate candidates by filing with the secretary of the corporation, either in person or by mail at least thirty (30) days prior to the annual meeting a petition for nomination signed by twenty (20) or more voting members of the Center. Names of the candidates nominated by the Nominating Committee and/or by the voting members will be mailed to the general membership no later than twenty (20) days prior to the annual meeting.

The Nominating Committee shall also prepare seven (7) names as qualified candidates for election as members of the following year's Nominating Committee and such slate will be mailed to the voting members of the Center at least forty five (45) days prior to the annual meeting. Voting members may submit, at least thirty (30) days prior to the annual meeting, the names of up to three (3) additional qualified candidates for nomination to the Nominating Committee. The names of the qualified individuals receiving the three (3) highest votes shall be added to the names of the seven (7) selected by the Nominating Committee. In the event that the highest vote-getters cannot be determined due to a tie, the Nominating Committee shall randomly draw from among the qualified candidates who are tied. The slate of up to ten (10) names shall be mailed to the general membership no later than twenty (20) days prior to the annual meeting. Candidates for the Nominating Committee must be qualified as that term is defined herein i.e. candidates who have been active members of the Center for at least five (5) years and are not currently elected members of the Board of Directors. The Nominating Committee is automatically discharged when the election process is completed. Members of the Nominating Committee may succeed themselves.

Voting is by mail by a process developed by the membership committee and approved by the board. Strict confidentiality is observed.

Additionally the members are asked to vote on the annual budget approved by the board of directors (a 50% affirmative vote is required) and on amendments to the bylaws if any (a two thirds affirmative vote is required.)

H-Development Council:

The Development Council shall consist of a chairperson to be appointed by the Chairperson of the Board of Directors with the approval of the Board, and one or more members to be appointed by the chairperson of the council from among the members of the Center. The council shall be responsible for raising funds, subject to prior approval of the Board, by whatever legal means available to a corporation of this nature and which are not in conflict with the purpose of this corporation as set forth in its Articles of Incorporation. The council shall report monthly to the Board of Directors.

I-Religious Services Council:

The Religious Services Council shall consist of a chairperson to be appointed by the Chairperson of the Board of Directors with the approval of the Board and one or more members to be appointed by the chairperson of the council from among the members of the Center. The Director of Religious Affairs of the Center shall serve as a member of the Religious Services Council. The chairperson of this council must have demonstrable knowledge of the religious needs of the community. The council is responsible for: Progressive Muslims, Prayer Services and Spiritual Nights, Friday and Sunday programs, *Ramadan*, *Hajj* and *Omra* trips and such other functions that may be added from time to time by the Board. The Council shall report monthly to the Board of Directors.