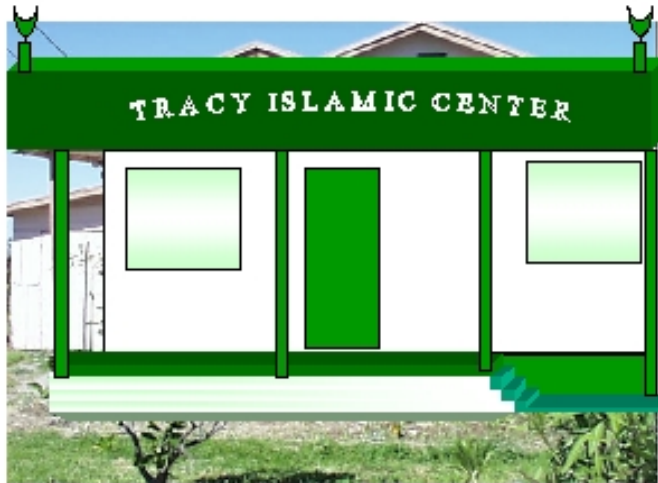


TRACY ISLAMIC CENTER

11299 West Larch Rd, Tracy CA 95304



In the Name of Allah, the Most Compassionate, the Most Merciful



Bylaws

Rev. 6.0

May 04, 2013

REVISION RECORD

Revision	Description	Amendment	Date
Draft 3	Initial Release		11/18/2000
Rev.4	Unreleased	Revised the Bylaw	11/10/2012
Rev.5	Unreleased	Revised the Bylaw	11/16/2012
Rev.6	Unreleased	Revised the Bylaw	12/14/2012
Rev.6	Released & Adopted_ TIC GBM held at Traina School, Tracy	Revised all the sections of this Bylaws	05/04/2013

Adopted by TIC GB - May 04 - 2013

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1. Definitions

Name:

The name of organization shall be “**Tracy Islamic Center**” here in after called **TIC** referred to as “This Corporation is a non-profit, religious organization, incorporated under section 501© 3 of IRS Code. The Article of Incorporation is filed with Secretary of the State of California.

Location:

Current location of TIC: 11299 W. Larch Road, Tracy, CA 95304 and additional future location: 11970 W. Larch Road, Tracy, CA 95304

Telephone # 209-830-6286

Website: TracyIslamicCenter.org

E-mail: Info@tracyislamiccenter.org

Adopted by TIC GB - May 04-2013

2. TIC Mission

The objectives of the TIC:

- a) Help and encourage Muslims to acquire Islamic knowledge and to practice Islam as a complete way of life, according to Holy Quran and Sunnah.
- b) Provide Islamic educational, religious and social services.
- c) Collaborate & promote cooperation with other Muslim organization to serve greater Muslim community.
- d) Develop a harmonious relationship with neighbors and community at large within the framework of Islam.
- e) Provide charitable and humanitarian help to the needy.

Adopted by TIC GB - May 04 - 2013

3. Methodology

The following methodology will be used to attain the mission listed above:

- a) Muslims religious events are based on the Islamic calendar and the Islamic calendar start based on the new moon (Halal or Crescent) sighting at start of each Islamic month.
- b) TIC will hold the local moon sighting, if for any reason the new moon is not sighted locally then on the global base TIC will follow Saudi Arabia's official announcement on new moon sighting.
- c) Manage the TIC facilities effectively.
- d) Manage TIC School.
- e) Establish a Trust Fund for TIC in order to support its various projects.
- f) Establish Da'wa program.
- g) To attain its' goals, TIC shall use legal, peaceful and Islamic means.
- h) TIC has the right to arrange activities for TIC members only.
- i) TIC Masjid is open to everyone regardless of TIC membership status.
- j) TIC financial calendar falls from Jan. 1st to Dec. 31st of the same year.
- k) TIC will hold Board of Directors (BOD) election every 2 years in the month of May.
- l) TIC member who has paid membership dues by Dec. 31st of the previous year is eligible to cast vote.
- m) New BOD will take the charge on July, 1st in the election year.
- n) TIC will hold its general body meeting in the 2nd quarter of the each year.
- o) Any payment check for amount of \$2000.00 and over must be signed by both TIC Finance Director and TIC President.

4. Structure

The TIC management system shall comprise as following:

- a) General Body of TIC Members
- b) TIC Board of Trustees (BOT)
- c) TIC Board of Directors (BOD)
- d) TIC Special Purpose Committees

5. TIC Membership Requirements

- a) Any Muslim who is minimum 18 years of age, US Citizen or Green card holder
- b) Believe in one God (Allah) and also believe in the prophet Mohammad (PBUH) as the Last Messenger of Allah (SWT).
- c) Abide TIC bylaws and satisfy the membership requirements.
- d) Submit TIC membership form and obtain his/her membership number.
- e) Resident of Tracy and Mountain House Area
- f) Membership fee shall be paid monthly, quarterly or yearly.
- g) Recordable donations (donation that are made by using personal checks or other means that clearly indicate donor's name and address) may be substituted for the annual membership dues as long as they are for TIC operating funds or TIC asset related (e.g. land or building) projects and the amount donated is equal to or more than the amount of membership dues.
- h) Zakat, Fitra, Sadaqa given to TIC cannot be counted for TIC membership fee.

6. TIC Membership

Membership Privileges:

- a) Eligible to vote/participate in TIC elections.
- b) Eligible to hold a position in TIC BOT or BOD or in any special purpose committee
- c) Eligible for \$5 per child per month discount for TIC school. (for example non member will pay \$35/month per child and TIC member will pay\$30/month/child)

7. Membership Fee

Membership fee is \$20/ month or \$240/year (for the year 2012)

- a) TIC member fee will be deducted from your donation shall first go toward your membership fee, if these donations are paid by a check or monthly direct deposit or by PayPal, or by Credit Card or Cash given in an envelope to BOD President, Secretary or Finance Director.
- b) Cash Donation Envelope shall contain Member's information: Name of the donor, Date, Cash Amount, Donor's contact Information where TIC can mail the donation receipt.
- c) Board of Directors is responsible for issuing the memberships and keeping track of the member's information.
- d) TIC Membership fee will be decided by the BOT and membership fee can be adjusted at the discretion of the Board as circumstance demand.
- e) Membership may be rescinded if a member family/person has disregarded the provisions of TIC bylaws or Islamic values. This may be initiated on a written request by at least five members of TIC and decided upon by the BOT.

8. Tracy Islamic Center Management Structure

- a) **TIC General Body** (Consists on TIC member only)
- b) **Board of Trustees** (BOT)
- c) **Board of Directors** (BOD)
- d) **Special purpose committees**

9. TIC General Body

- a) TIC general body consists on TIC members only.
- b) General Body meeting will be held annually in the 2nd quarter of the year.
- c) General Body meeting will be presided by the president of TIC BOD
- d) If need arises, TIC general body meeting can be called upon by filing a petition to the BOD President, duly signed by one fourth (1/4) of TIC members.
- e) Three fourth (3/4) of members shall constitute a quorum for a meeting.
- f) If there is no quorum, the chair will announce a time and place for next the meeting to be held in no later than 21 days.
- g) TIC members present at the rescheduled meeting shall constitute a quorum.
- h) In a general body meeting, three forth (3/4) of the attending members will be required to carry a motion.

10. TIC Board of Trustees (BOT)

The Board of trustees shall consist on total **7 members** as follows:

- a) Five elected voting members
- b) Two non-voting members (TIC Imam and President of TIC BOD)
- c) The members of BOT shall serve for the period of 10 years.
- d) Maximum of two members of the BOT shall be replaced at one time.
- e) BOT shall hold at least 4 quarterly meetings in one calendar year.
- f) TIC BOT shall elect a chairperson and a secretary within themselves in their first or second meeting.
- g) The chairperson shall conduct BOT meetings and the secretary shall keep the record of BOT Meeting proceedings.

11. The eligibility requirements for TIC BOT members

- a) Must be a TIC member
- b) Should be the resident of Tracy or Mountain House area.
- c) There would be no remuneration for TIC BOT members.
- d) BOT member should not have criminal record.
- e) Any BOT member, who becomes inactive i.e. he does not attend 2 consecutive BOT meetings with no excuse (sick or out of the country).
- f) In the event of a vacancy in BOT, the chairman of BOT will consult with TIC BOD President and mutually appoint someone from the BOD or can appoint from TIC regular member to serve on BOT until the next BOT election.

12. Common Functions of the TIC Board of Trustees (BOT)

- a) The Board of Trustees shall be responsible for overall direction of the TIC by assuring adherence to the TIC bylaws.
- b) BOT shall promote unity and cooperation among the Muslim community.
- c) The members of the BOT are not individually liable for collective actions of the BOT.
- d) BOT should not involve in day to day management/operation of Tracy Islamic Center.
- e) BOT shall review and approve TIC quarterly and Annual Financial statements presented by TIC BOD.
- f) BOT shall meet quarterly to review TIC management system or BOT can meet early if they see it is deem necessary.
- g) BOT shall hold at least two meetings with BOD in one calendar year.
- h) BOT shall release their meeting minutes within 5 days or early
- i) The BOT shall review, approve or disapprove selling, buying of TIC real estate including financing or obtaining construction loan.
- j) TIC BOT shall form Construction Management Committee for New Masjid.
- k) BOT has the right to dissolve TIC BOD or disqualify any BOD or BOT member as per section 27, "Judiciary Procedure" as defined in the TIC bylaws.
- l) Incase if BOT dissolve TIC BOD, then BOT should organized the new election within 45 days to elect new TIC BOD.
- m) BOT shall responsible for TIC election and nominating an election commission from TIC members.
- n) BOT shall act as an arbitrator in any disagreement or dispute among TIC BOD. The decision of BOT is final unless the BOT itself is the part of the dispute, in such case the Chairperson of BOT or President of BOD shall call TIC General Body meeting to resolve the conflict.
- o) All the members of BOT must attend TIC general body meeting once in one calendar year.
- p) BOT shall assist TIC BOD when requested by BOD president.

13. Composition of TIC Board of Directors (BOD)

- a) President of the Board of Directors
- b) General Secretary
- c) Director Finance
- d) Director Public Relation
- e) Director Information System
- f) Director Facilities Maintenance
- g) Director Islamic Education
- h) Director Social Activities
- i) Director Islamic Propagation
- j) Director Youth Activities
- k) Director Women Activities

Adopted by TIC GB - May04-2013

14. Eligibility requirements for BOD members

- a) Must be a members of TIC
- b) Should be the resident of Tracy or Mountain house area.
- c) Wish to participate and manage TIC activities
- d) There will be no remuneration for any member of the BOD
- e) BOD member should not have criminal record.
- f) Any BOD member, who becomes inactive i.e. he/she does not attend 2 consecutive BOD meetings with no excuse (except sick or out of the country), or he fails to pay the membership dues for 3 months, will be subject to disqualification in the next Board meeting.
- g) The members of the BOD are not individually liable for collective actions of the BOD.
- h) TIC BOD member can withdraw his/her position by giving 3 months advance written notice to TIC BOD President.

15. Common Functions of the Board of Directors

- a) BOD shall be the official administrator of the TIC.
- b) BOD shall manage Masjid and the daily activities of TIC.
- c) BOD shall implement the TIC bylaws.
- d) BOD shall hold its meeting once a month.
- e) BOD meeting calendar shall be published in advance.
- f) BOD shall promote unity and cooperation among themselves and in the Muslim community of Tracy.

16. TIC President

Responsibilities of the President:

- a) Preside BOD and General Body meetings
- b) Authority to call emergency meetings of the BOD, BOT and TIC general body.
- c) Be the chief representative of the BOD.
- d) Assign the speakers of Jumm'ah Prayers if needed with the consultation of TIC Imam.
- e) Inform the General Secretary of his absence.
- f) Coordinate between the different departments, and shall supervise their work.
- g) Nominate temporary replacements for any leaving members of BOD.
- h) Train the new members of the BOD.
- i) Prepare an annual evaluation of all the departments and present it to BOT.
- j) Report to the Board of Trustees (BOT) and participate BOT meetings as a non-voting member.
- k) Be the spokes person for TIC or can nominate the spokes person for the TIC.
- l) Check TIC Mail boxes and hand over the received mail to TIC Secretary to distribute it among the concerned TIC departments.
- m) Manage payment of TIC property tax
- n) Review and approve TIC financial statements, emails announcements and email inquiries.
- o) Review and approve TIC mailing material.
- p) Review and approve TIC website contents and its changes before their release.
- q) Coordinate and provide necessary support to TIC BOT of their any inquiry.
- r) Provide annual report to BOT and in General body meetings.
- s) Oversee the TIC whole system and look to improve its efficiency.
- t) Make sure TIC Liability insurance is in place at all time.

17. TIC General Secretary

Responsibilities of General Secretary:

- a) The Secretary shall report directly to the President.
- b) During temporary absence of TIC President, TIC General Secretary shall assume the duties of TIC president.
- c) Prepare the agenda for the BOD meetings and gets its approval from BOD President before publishing the meeting agenda.
- d) Two (2) days prior to the meeting date. BOD meeting agenda shall be published to all members of the BOD.
- e) BOD meeting minutes shall be published within 3 days after the last BOD meeting.
- f) Keep TIC incorporation and its property records and make it available for inspection.
- g) Keep the list of TIC members; coordinate with TIC Financial Director, quarterly update the membership list.
- h) Prepare the agenda for general body meeting get it approved from BOD President and then publish it 1 week prior to the general body meeting.
- i) Assume additional responsibilities on TIC BOD President's discretion.

18. Director Finance

Responsibilities of Director Finance:

- a) The Financial Director shall report directly to TIC BOD President.
- b) Maintain a monthly record of all donations and expenditures on TIC QuickBooks
- c) Manage TIC Paypal system
- d) Manage TIC Monthly donation system
- e) Manage TIC wireless Credit Card/ATM terminal
- f) Manage TIC Bank accounts
- g) Manage TIC employee salary and payment of government employment taxes on time
- h) Check donation collection boxes every day and deposit in TIC Accounts
- i) Publish TIC quarterly financial reports and publish on Masjid notice board
- j) Prepare TIC annual financial report for the combined meeting of BOD & BOT.
- k) Ensure the segregation of funds and does not mix different funds (Zakat, Masjid donation, New Masjid, Membership fee, etc.).
- l) Publish TIC quarterly financial report and place its copy on TIC Masjid notice board.
- m) Issue the donation receipts quarterly.
- n) Can form a financial assistant committee and get its prior approval from the BOD President.
- o) Assume additional responsibilities on TIC BOD President's discretion.

19. Director Maintenance

Responsible for the maintenance of TIC facilities

- a) Always keep TIC facilities clean and in order.
- b) Maintain Masjid speaker system
- c) Manage Masjid supplies and drinking water system.
- d) Responsible for Masjid garbage disposition
- e) File a monthly financial report to the Financial Director or TIC President for all expenses and should include all receipts with it.
- f) Consult TIC president before starting major changes or improvements at TIC facilities.
- g) Maintain the log sheet of TIC assets and make it available for BOD inspection.
- h) Assume additional responsibilities on TIC BOD President's discretion.

20. Director Social Activities

Responsibilities of the Director Social Actives:

- a) Plan and organize TIC events.
- b) Publish annual plan of community events and get it approved from TIC BOD before publishing, such as Ramdan Teraweeh, weekend Iftar, Eid festivals, Monthly family nights, Fundraising events, Community picnic, etc.
- c) Reserve rental facilities, for community events and keep the reservation record updated.
- d) Keep track of expenses and report to Finance Director on monthly base.
- e) Can create a committee to assist him for managing of Social Activities.
- f) Assume additional responsibilities on TIC BOD President's discretion.

21. Director Islamic Education

Responsibilities of Director Islamic Education:

- a) Responsible for TIC School, define the rules and regulations for hiring and firing a teacher with BOD approval.
- b) Work with TIC Imam and Teachers to establish an Islamic curriculum for the school.
- c) Publish school annual holiday schedule in advance.
- d) Put in place the safety procedures to ensure the safety of the children.
- e) Oversee TIC school facilities and coordinate with maintenance director to keep in order.
- f) Prepare a School Manual to regulate all school procedures and policies.
- g) Procure the needed supplies of books and teaching material.
- h) Keep and update school and students record.
- i) Prepare an annual plan for the Islamic School stating the goals and objectives, time table of those goals and objectives, and methods that will be used to accomplish them.
- j) Nominate new members of the school committee to replace any leaving member.
- k) Arrange the meeting with the parents to evaluate the performance of the Islamic School.
- l) Manage student fee collection system and coordinate with Director Finance.

22. Director Islamic Propagation

Responsibilities of the Director Islamic Propagation:

- a) Coordinate with TIC Imam and define Majsid daily prayer schedule
- b) Provide Monthly schedule for daily prayer for web site.
- c) Print and place monthly daily prayer schedule inside the Masjid.
- d) Release Ramadan schedule
- e) Coordinate with TIC Imam and schedule Eid prayer schedule
- f) Maintain Masjid holly books in order.
- g) Manage TIC Zakat distribution record, review and approve Zakat assistance application.
- h) Develop active Daw'a program.
- i) Ensure that Daw'a materiel is available in the Masjid all the time.
- j) Provide means and ways for new Muslims to learn Islam quickly and persistently.
- k) Organize Islamic lectures at churches, schools, and prisons
- l) Organize a weekly/monthly visits to local area Muslims, who have not been in the Musjid for a long time.
- m) Can create a committee to assist him for managing Islamic propagation activities
- n) Keep track of expenses and report to Finance Director on monthly base.

23. Director Youth Activities

Responsibilities of Director Youth Activities

- a) Bring Muslim youths to our Masjid
- b) Organize outdoor games for our young Muslims
- c) Arrange food for young Muslims during their lectures and outdoor activities.
- d) Form youth committee to get help to arrange youth activities.
- e) Coordinate with Director Social Activities and Director Islamic Propagation to release the annual schedule for out-door and indoor activities for our young Muslims.
- f) Keep track of expenses and report to Finance Director on monthly base.
- g) Assume additional responsibilities on TIC BOD President's discretion.

24. Director Public Relation

Responsibilities of Director Public Relation:

- a) Coordinate with all Board members and release monthly news letter.
- b) Responsible for the TIC email notifications
- c) Responsible for TIC Internet web page contents, its update and Coordinate with TIC Director Information systems for update.
- d) Responsible for Friday prayer announcements.
- e) Responsible to maintain TIC Notice Board
- f) Manage TIC mailing system: Managing PO box, Designing and printing envelopes, brochure including advertise-ment material.
- g) Acquire Muslims addresses and manage donation letters mailing system.
- h) Manage TIC donation coin collection system and provide report to TIC Director Finance.
- i) Manage and reply TIC email and phone system inquiries.

25. Director Information system

Responsibilities of TIC Director Information Systems:

- a) Manage and update TIC Website
- b) Provide technical support for Quickbooks
- c) Provide technical support for TIC wireless credit/ATM card process terminal.
- d) Provide technical support for TIC Email system
- e) Provide technical support to TIC School management system
- f) Keep track of the payments for TIC information system
- g) Coordinate in printing TIC donation letters
- h) Provide technical support for Masjid speaker system if required.
- i) Manage speaker system for community events.

26. Director Women Activities

Responsibilities of Director Women Activities:

- a) Be a representative of local Muslim women
- b) Manage women Islamic educational activities in the Masjid
- c) Coordinate local Muslim women to arrange religious and social activities for women and children.
- d) Manage women side of the Masjid.
- e) Manage Islamic propagation program for women.
- f) Work with TIC Director Islamic Propagation and TIC Finance Director in providing the assistance for Zakat distribution to needy Muslim women.

27. Judiciary Procedures

- a) Charge(s) of misdemeanor, misuse of funds, fraud, corruption, violation of the TIC bylaws, cover-up of such offenses, etc., can be brought against a member or a group of members by a petition signed by at least 10 percent of total members. The petition shall be handed over to the President of the BOT.
- b) The members of BOT and BOD shall meet within two weeks of receipt of the petition in order to set up a panel to hear the charge(s).
- c) The panel shall consist of at least one member of the BOT and two other members from the General Body. At least one member should be knowledgeable in Islamic Shariah. The person(s) against whom charge(s) has (have) been brought does (do) not qualify to be on the panel.
- d) The panel members shall elect or choose among them the Chairman of the panel.
- e) The Chairman of the panel shall fix the time for the first session of the panel and shall notify, in writing, the panelists at least one week before the scheduled session.
- f) The panel shall conduct its affairs in accordance with Islamic law (Shariah). It shall hear the charge(s) and witnesses from both sides and examine all evidence and pass a verdict of "Guilty" or "Not Guilty", and determine punitive and/or corrective measures.
- g) The panel shall submit a report on their findings and actions to the BOT.

28. TIC Elections

- a) The general election for BOD will be held every two years in the month of June.
- b) TIC BOD president will provide the voters list based on TIC membership status as of Dec. 31st of the previous year.
- c) BOT shall form 3 members election commission.
- d) Election commission shall seek nominations from the members of TIC.
- e) The nomination form shall have clear instructions which TIC management positions need to be filled.
- f) The Election commission will collect the nomination forms.
- g) The Election commission will carefully evaluate and verify the each nominee membership status
- h) The final nomination list will be presented to the members of TIC for voting.
- i) Objections to any nominee, if any, must be confined to the election commission only.
The election commission can accept or reject any objection.

29. Amendments

Amendment in TIC Bylaws:

- a) TIC Bylaws may be altered, amended, or repealed. Revised TIC Bylaws can be adopted in a combined meeting of BOT & BOD members.
- b) Minimum quorum of such meeting:
- c) BOT = At least $\frac{3}{4}$ of the total BOT members
- d) BOD = At least $\frac{3}{4}$ of the total BOD members
- e) Any change in the bylaws should be approved by $\frac{3}{4}$ of the total members present in that meeting.

30. Amendment of Article of Incorporation

Any amendment in the Articles of Incorporation of Tracy Islamic Center may be adopted by a unanimous approval of the Board of Trustees, unanimous approval of the Board of Directors, and $\frac{3}{4}$ approval of TIC members.

31. Irrevocable Dedication of TIC Assets

This corporation's assets are irrevocably dedicated to religious purposes. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any Director or officer of the corporation.

32. Dissolution

- a) Any legal action regarding the dissolution may only be instituted in San Joaquin County.
- b) Liquidation or dissolution can only occur upon the unanimous decision of the Board of Trustees, BOD and 95% majority of meeting of the membership called specifically for that purpose.
- c) Two weeks' notice for the meeting of the membership is mandatory. At least one-third (1/3) of the General Body of members shall ask BOT for such a meeting.
- d) All properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation, shall be distributed to any organization, nonprofit fund, foundation, or corporation that is organized and operated exclusively for Islamic religious purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3).

33. Loans to Trustees and Directors

This corporation shall not lend any money or property to or guarantee the obligation of any Trustee or officer with-out the approval of the California Attorney General; provided, however, that the corporation may advance money to a Trustee or officer of the corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Trustee or Director would be entitled to reimbursement for such expenses by the corporation.

34. Insurance

This corporation shall have the right, and shall use its best efforts, to purchase and maintain insurance to the full extent permitted by law on behalf of its Trustees, Directors, employees, and other agents, to cover any liability asserted against or incurred by any Trustee, Director, employee, or agent in such capacity or arising from the Trustee's, Director's, employee's, or agent's status as such.

35. Maintenance of Corporate Records

TIC shall keep:

Adequate and correct books and records of account; and written minutes of the proceedings of its Board of Trustees, and the Board of Directors

36. Accounting Records and Minutes

On written demand on the corporation, any Trustee may inspect, copy, and make extracts of the accounting books and records and the minutes of the proceedings of the Board of Trustees, and committees of the Board of Trustees at any reasonable time for a purpose reasonably related to the Trustee's interest as a Trustee. Any such inspection and copying may be made in person or by the Trustee's agent or attorney. This right of inspection extends to the records of any subsidiary of the corporation.

37. Maintenance and Inspection of Articles and Bylaws

This corporation shall keep at its principal California office the original or a copy of the articles of incorporation and Bylaws, as amended to the current date, which shall be open to inspection by the Trustees at all reasonable times during office hours. If the corporation has no business office in California, the Secretary shall, on the written request of any Trustee, furnish to that Trustee a copy of the articles of incorporation and Bylaws, as amended to the current date.

38. Trustee & TIC member right to inspect

Every Trustee TIC member shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation.

39. Annual Report

- a) The Board of Directors President shall submit an annual report to the Trustees within 120 days after the end of the corporation's fiscal year. That report shall contain the following information, in appropriate detail:
- b) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year.
- c) The principal changes in assets and liabilities, including trust funds;
- d) The corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- e) The corporation's expenses or disbursements for both general and restricted purposes;
- f) An independent accountants' report or, if none, then the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's books and records.

END OF TRACY ISLAMIC CENTER BYLAWS