

TRACY ISLAMIC CENTER

11970 West Larch Rd, Tracy CA 95304

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

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Bylaws

Rev. 10

March 5th, 2023

Revision Record

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Rev.6	Released & Adopted_ TIC GBM held at Traina School, Tracy	Revised all the sections of this Bylaws	05/04/2013
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Adopted by TIC - March 5, 2023

1. Definitions

Name:

The name of organization shall be “**Tracy Islamic Center**” here in after called **TIC** 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:

11970 W. Larch Road, Tracy, CA 95304

Telephone # 209-830-6286

Website: TracyIslamicCenter.org

E-mail: Info@tracyislamiccenter.org

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 organizations 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.

3. Methodology

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

- a) Muslim religious events are based on the Islamic calendar and the Islamic calendar starts 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 TIC will follow Saudi Arabia's official announcement on new moon sighting.
- c) Manage the TIC facilities effectively.
- d) Manage TIC Schools.
- 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 starts on January 1st and ends on December 31st of the same year.
- k) TIC will hold Board of Directors (BOD) election every 4 years in the month of March to June. In essence, each director will be elected for a period of four years.
- l) TIC member who has paid membership dues by Dec. 31st of the previous year is eligible to cast vote.
- m) Newly elected BOD members will take the charge with-in one month of the Election.
- n) TIC will hold its general body meeting in the 2nd quarter of the each year.
- o) Any payment check for \$2000.00 and over must be signed by both TIC Finance Director and TIC President and a check \$10,000 or over will also be signed by TIC BOT designated member as well.

4. Structure

The TIC management system shall comprise as follows:

- 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.
- b) Believes in one God (Allah) and believes in the prophet Mohammad (PBUH) as the Last Messenger of Allah (SWT).
- c) Abides by TIC bylaws and satisfies the membership requirements.
- d) Submits TIC membership form.
- e) Is resident of Tracy and Mountain House Area.
- f) Maintains active membership by paying the membership fees. 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 shall not 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 given that they satisfy additional requirements as stated in section 11 and section 14 of these bylaws.
- c) Eligible for discount for the services under TIC.
- d) Based on the donation status on the last fiscal year two persons from a household (Husband & Wife) can vote if they:
 - Satisfy TIC membership requirements as stated in the bylaws and ii) The donations (or member dues) are paid for two memberships \$1,200.00 or more per household after 2023 Board elections.

7. Membership Fee

Membership fee is \$50 per month or \$600 per year after 2023 Board elections. (Previous \$20/month or \$240/year)

- a) TIC member fee will be deducted from donation shall first go toward 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 of TIC members only)

- b) **Board of Trustees (BOT)**
- c) **Board of Directors (BOD)**
- d) **Special purpose committees**

9. TIC General Body

- a) TIC general body consists of 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 the next 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 fourth (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 of **8 members** as follows:

- a) Five elected voting members
- b) Three non-voting members (President of TIC BOD, TIC General Secretary and TIC Finance Director)
- c) The elected 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) Must have served one complete term as TIC BOD
- c) Should be the resident of Tracy or Mountain House area.
- d) There would be no remuneration for TIC BOT members.
- e) BOT member should not have criminal record.
- f) Any BOT member, who becomes inactive i.e. Does not attend two consecutive BOT meetings with no excuse (sick or being out of the country) will be disqualified.
- g) 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 from TIC regular membership 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 shall not be involved 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 deem it 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 earlier.
- i) The BOT shall review, approve or disapprove selling or 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) In the case of dissolving of TIC BOD, BOT shall organize the new election within 45 days to elect new TIC BOD.
- m) BOT shall be 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 shall be final unless the BOT itself is part of the dispute, in which case the Chairperson of BOT or President of BOD shall call TIC General Body meeting to resolve the conflict.
- o) All members of BOT should 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

13-1 No more than one TIC member from a household can serve in the BOD.

- 13-2 If a BOT or a BOD member resigns, BOT will accept nominations from the TIC Members and the nomination shall be approved with 75% majority of combined BOT and BOD members.
- 13-3 If BOD president intends to resign, he/she shall provide one month advance notice to BOT. In the event of TIC BOD president's resignation, general secretary shall assume the responsibilities of the president of the BOD for the remainder of the term. If general secretary is un-willing to assume the responsibility of BOD president, then TIC finance director shall assume the responsibilities of TIC BOD president for the remainder of the term. In the event, that neither TIC general secretary nor TIC finance director is available to assume the responsibilities of the president of BOD, TIC BOT and BOD will elect one of the members of the BOD as president of BOD. If no one from BOD is available for the position of BOD president, BOT shall call a general election to elect a new president of the BOD within 30 days.

14. Eligibility requirements for BOD members

- a) BOD will be elected for a 4-year term.
- b) Must be a member of TIC.
- c) Must have volunteered a minimum of 120 hours at TIC in a year immediately before elections (for example, a TIC member volunteers 10 hours per month at TIC between January and December totaling 120 hours). These volunteer hours must be verified in writing by an existing BOD or BOT member. If no candidate is able to satisfy this requirement, then exception can be given by EC to open up for others.
- d) Should be the resident of Tracy or Mountain House area.
- e) Willing to participate and manage TIC activities.
- f) There would be no remuneration for any member of the BOD.
- g) BOD member shall not have criminal record.

- h) Any BOD member, who becomes inactive i.e., he/she does not attend 2 consecutive BOD meetings with no excuse (being sick or out of the country) or fails to pay the membership dues for 3 months, will be subject to disqualification in the next Board meeting.
- i) At the end of each year, the President of BOD shall conduct an annual performance review of all BOD members. Each BOD member shall submit a written self-evaluation to the BOD President for this purpose of minimum of 10 hours per month at TIC totaling 120 hours in a year along with a description of successfully completed activities assigned to them. Based on this BOD President and BOT President will determine if BOD member is subject to disqualification in the next Board meeting.
- j) The members of the BOD are not individually liable for collective actions of the BOD.
- k) TIC BOD member can withdraw from his/her position by giving 1 month advance written notice to TIC BOD President.
- l) In addition to the above criteria for eligibility, the president of BOD shall also need to meet the criteria of having served one complete term as member of BOD i.e. the position of the TIC BOD president shall be open to only those individuals who have served at least one term as member of the BOD.

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 greater Tracy.

16. TIC President

Responsibilities of the President:

- a) Preside over BOD and General Body meetings.

- b) Shall have the 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 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 in BOT meetings as a non-voting member.
- k) Be the spokesperson for TIC or nominate the spokesperson for the TIC.
- l) Check TIC Mailboxes 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 entire system and look to improve its efficiency.
- t) Make sure TIC Liability insurance is in place at all times.

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 get it approved from BOD President before publishing the meeting agenda.

- d) Two (2) days prior to the meeting date publish BOD meeting agenda to all members of the BOD.
- e) Publish BOD meeting minutes 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 Finance 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 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 Yearly.
- 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) Masjid garbage disposition.
- e) File a monthly financial report to the Finance 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 Ramadan Taraweeh, 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 basis.
- 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 them 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, timetable 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 Masjid daily prayer schedule
- b) Provide Monthly schedule of daily prayers 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 at all the times.
- 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 visit to local area Muslims, who have not been in the Masjid 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 basis.

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 basis.
- 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 newsletter.
- b) Responsible for the TIC email notifications
- c) Responsible to keep updated TIC Internet web page contents, its update and Coordination with TIC Director Information systems for update.
- d) Coordinate for Friday prayer announcements.
- e) Responsible to keep updated the TIC Notice Board
- f) Manage TIC mailing system: Managing of PO box, Designing and printing of envelopes, brochure including advertisement 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 to 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 & President of the BOD.
- 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 four years in the months of March to 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 make election announcements via TIC formal communication system.
- 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 and stay impartial.
- g) The Election commission will carefully evaluate and verify each nominee's TIC 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:
 - a) BOT = At least $\frac{3}{4}$ of the total BOT members
 - b) BOD = At least $\frac{3}{4}$ of the total BOD members
 - c) Any change in the bylaws should be approved by $\frac{3}{4}$ of the total members present in that meeting.

Proxy voting will be permitted. In the event, that a member of the BOT or BOD is unable to attend a meeting in person, he/she shall have the option to assign a proxy by providing written authorization to another member of BOT or BOD to vote on his/her behalf.

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 ($\frac{1}{3}$) 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 without 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; 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.

40. Masjid moral conduct and discipline policy

The purpose of this section is to establish the guidelines for correcting inappropriate behavior of Masjid attendees (TIC members and non-members who attend Masjid services). The guidelines for moral conduct will be communicated and posted on the Masjid board at the Masjid entrance.

TIC members and attendees are expected to adhere to all Etiquettes & Guidelines outlined below during their visit to the Tracy Islamic Center.

No member or guest shall engage in any behavior that:

1. Is not consistent with Quran and the teachings and Sunnah of the prophet Mohammad (صلي الله عليه وسلم).
2. Causes a disturbance to the peaceful enjoyment of the mosque for other members or guests in the premises of Tracy Islamic Center. This includes, but is not limited to, loud noises, rowdiness, or any other behavior that may be deemed disruptive or offensive, including, but not limited to, physical and verbal attacks or abuse against other members, guests, or volunteers.

Any member or guest found to be in violation of these rules of conduct may be subject to disciplinary action, including fines, suspension of membership privileges, and if necessary, the issuance of a restraining order, as determined by the Board of Directors/Management team and consulting with the Imam on behavior that does not adhere to the Quran and Sunnah of the prophet Mohammad (صلي الله عليه وسلم).

END OF TRACY ISLAMIC CENTER BYLAWS

Adopted by TIC - March 2023