

# ARIZONA MUSLIM ALLIANCE



Arizona Muslim Leadership in Unison

A Federation of Arizona Muslim Organizations



## CORPORATE BYLAWS

# 2.0

**Third Edition**  
*December 2020*



*In the name of Allah the Beneficent the Merciful*

## ARIZONA MUSLIM ALLIANCE BYLAWS

### Article I: NAME

The name of the organization shall be Arizona Muslim Alliance (AMA), which may hereafter be called “The Alliance” or “AMA”.

### Article II: VISION

The Vision of the Alliance is “To be the unifying catalyst of Muslim organizations in Arizona, the leading advocate of the Muslim community, and an agent of good for the society at large”

### Article III : MISSION

The Mission of the Alliance is to fulfil outstanding Islamic Mandates in Arizona:

- A. Unity (Hold fast altogether, Al-Imran 103): Uniting the Muslim community leadership in Arizona by establishing effective communication, enhancing cooperation, sharing resources, and coordinating activities among Arizona’s Muslim Organizations
- B. Cooperation: (Cooperate in piety and Godconciuosness; AlMaidah 2): Supporting Arizona Muslim organizations in their endeavor to achieve their goals and complete their projects in the service of the Muslim community
- C. Representation: Representing and speaking for the silent majority of Arizona Muslims and defending their interests.  
Enhancing Muslim participation in the public sphere; encouraging cooperation and partnership with other religious and civic groups for the common good;
- D. Complementing the services of Muslim organizations, by providing services not available nor provided by individual member organizations

### Article IV: CORE VALUES & POLICIES

**Section IV- A** Arizona Muslim Alliance is not a another Muslim organization , But rather a cooperative of the of the (defacto) leadership of Muslim organizations in Arizona

**Section IV- B** AMA shall represent the interest of “Main Stream Arizona Muslims”, who are an integral part of the citizens of Arizona; Arizona Muslims are a diverse community, not limited to a certain race, national origin, or ethnicity ents

**Section IV- C** AMA shall respect the integrity and independence of member Muslim organizations without interference with their operation, procedures or finances

**Section IV- D** AMA shall engage itself in such activities that comply with the laws of the local, State and Federal Governm

**Section IV- E** “Main Stream Islam” is hereby defined as:

1. A complete way of life guided by the authentic sources of Islam; the Glorious Qur’an and the Authentic tradition of Prophet Muhammad Ibn Abdullah (peace & prayers be upon him).
2. Other traditions, man-made rules, cultures and ethnic behaviors and traditions are not considered as sources of Islam. AMA however, reserves the right to follow a ruling agreed upon by the majority of Islamic scholars
3. AMA believes that there is no compulsion in religion (as commanded by the Glorious Qur’an),
4. The affairs of AMA are conducted according to a majority rule; men and women are equally responsible to actively energize AMA activities
5. There is no role of violence in promoting the cause of Islam or advancing the interest of Muslims

**Section IV-F** AMA is committed to quality performance and services with the state of the art Systems and means in order to efficiently and professionally achieve its goals

### **Article V : ORGANIZATIONAL STRUCTURE**

**Section V-A** The Alliance shall be a nonprofit Arizona corporation operating under IRS tax exempt status code 501 (c) 3

**Section V-B** The Alliance is a federation of Arizona Muslim organizations

**Section V-C** It is governed by a Board of Directors who assumes the charge of all the Alliance affairs, including hiring and overseeing a complement of: Employed and volunteers staff, headed by an Executive Director,

### **Article VI : AMA MEMBERSHIP**

**Section VI-A** *Definitions*

1. The Alliance is made up of Member Muslim organizations who qualify to join the alliance at two levels: Active and Associate.
2. All Alliance members whether active or associate, shall pay membership dues, as established by the Alliance Board
3. Only Alliance Active Members are entitled to vote on resolutions during AMA Board meetings

**Section VI-B** *Active membership: ( Voting Membership)*

Voting membership in the Alliance Board is a privilege granted to Muslim organizations in Arizona who have met the following requirements:

1. To be registered with the Internal Revenue Service as a non-profit organization, at least two years prior to joining the Alliance, or if organized by a student or employee group to be registered with its respective establishment for at least 2 years.
2. Its decision-making is conducted by a consultative body of at least five persons and it is a grassroots organization supported by at least 50 local members, to be verified by the Alliance Board.
3. Its Islamic nature and purpose is clearly stated in its bylaws or articles of incorporation and it has resolved to support the Alliance, agree with its purposes and abide by its Bylaws, and

4. The Alliance Board has voted that applicant organization's structure, mission and vision meet the eligibility requirements of the Alliance.

**Section VI- C Associate Membership (non-voting)**

An Associate Member organization is an Arizona organization that:

1. Benefits the Arizona Muslim Community
2. Resolve to support the Alliance.
3. Agrees to abide by the Alliance bylaws and policies
4. The Alliance Board has voted that applicant organization has met the Associate membership requirements
5. And the Alliance (HR) has voted that it is in the best interest of the Alliance to accept it as an associate member prior to joining the Alliance.
6. Any associate member organization may be promoted to an Active Member upon request, and when it has met all the requirements of active membership as specified in Section IV-B.

**Section VI-D: Failure to Pay Dues**

When a member organization is more than three months in arrears on the payment of its dues, as fixed by the Alliance, the representative(s) of such organization shall not be entitled to vote on any issue or matter during any meeting of the AMA Board, or to vote in any election held by the Alliance and shall not be counted in the quorum requirement until such time that it has paid its dues.

**Article VII: THE ALLIANCE BOARD OF DIRECTORS**

**Section VII-A: Board membership**

The AMA Board shall be composed of Active and Associate Board members

1. Active Board Members: Are voting Board members; they are entitled by being the Chairmen or Presidents of active member organizations of AMA, they are by and large 501c-3 organizations, who fulfils active membership requirements
2. Associate Board Members: non voting Board members, who lead a Muslim organization, not meeting Active membership requirements or leading an AMA Project (Project Manager)

**Section VII-B: Board Leadewrship**

1. AMA Board members are designated as Board Members at Large
2. AMA Voting Members at Large shall elect AMA Board Leadership for a term of four years.
3. AMA Board leadership are designated as Board Officers. They are: Chairman, Vice-Chairman, Secretary, and Treasurer.

**Section VII-C: Board Members Selection Process**

**AMA Board members are selected by one of the following ways:**

1. Active (voting) AMA Board members: Once an Arizona Muslim organization is approved to join AMA as an Active AMA Member organizations, its Chairman or President becomes, by virtue of his or her position, becomes a voting AMA Board member at Large. Verification of his or her position is required before joining the Board.

If the member organization changes its leadership through an election or another recognized process, AMA Board membership is automatically transferred to the new leader. This will keep the AMA Board current, and reflective of the facts on the ground in the community

2. AMA Projects: All AMA's own Project Managers are by default voting Members at Large of the AMA Board. Such projects and their managers shall require approval by the AMA Board
3. Associate AMA Board members are appointed upon their organization joining AMA as an associate member and their position therein is verified

**Section VII-D Notice of Meeting**

1. In addition to the published meeting schedule, written notices of meetings, whether regular or Ad Hoc, shall be sent by mail or e-mail by the Secretary or his/her designee to all representatives at least two weeks prior to the date of meeting. The notice shall specify the time, place, location and purpose of the meeting.
2. For Ad Hoc emergency meetings, the two weeks' notice requirement can be waived by the Board.
3. All Ad Hoc meetings to be held for a specific purpose, not for elections or Amendments to the Alliance By laws.

**Section VII-E: Duties of the Board**

- The Board of Directors, shall have the general authority to conduct/oversee the AMA overall operation
- The foremost duty of the Board is to carry out the AMA mission and uphold its bylaws
- To manage, supervise and control the business, assets, fundraising, and all other activities of the Alliance
- The day to day management of AMA business, however shall be vested in the four AMA Board Officers, such as recruiting and interviewing AMA potential executive director and employees
- The AMA active Board members shall have the duty and privilege of approving AMA strategies and policies, AMA budget and major transactions such as hiring and terminating the (executive director)
- The entire Board shall financial transactions of more than \$7,500

**Section VII-D: Meetings**

1. The AMA Board shall hold regular meetings on a monthly basis
2. Additional, *ad hoc* meetings of the AMA Board may be called for by the Chairman, or by any three Board Officers

**Section VII-E: Quorum & Decisions**

1. Only 25% of all AMA Board's voting members are needed to constitute a quorum.

**Section VIII-F: Terms of AMA Board Officers**

1. The term of AMA Board officers shall be four years, but not to exceed two consecutive full terms (or eight years); However, any Directors-who served consecutive terms may serve again after absence of one full Board term of four years.

**Section VIII-I Duties of the Officers of the Board**

1. Chairman

The duties of AMA Chairman are

- a. To convene and preside over all meetings of the House of Representatives, and the Board of Directors. The Chairman is also an *X-Officio* (non voting member) of all committees of AMA
- b. To set the meeting agenda of all meeting he or she presides over
- c. To execute resolutions of the Board and House of Representatives, in person or oversee their excusion.
- d. The Chairman is a voting member of both the Board and the HR
- e. To represent the Alliance and to speak on behalf of the Board and House of Representatives on resolutions and matters established by these entities
- f. Along with the treasurer the Chairman shall execute all financial transactions of the Alliance as resolved by the Board and HR
- g. Be a signatory on all Alliance bank accounts, along with the Board Treasurer; all transactions over \$5,000 shall require dual signature

2. Vice-Chairman

- a. The Vice-Chairman shall assume all responsibilities of the Chairman in the absence of the Chairman.
- b. He or shae shall be a signatory on all AMA bank accounts

3. Secretary

The Secretary shall be responsible for

- a. Keeping accurate records of AMA meeting minutes and attendance, both in electronic and hard copy formats
- b. Certifying the authenticity of the Bylaws, resolutions and other official documents of AMA.
- c. Directing correspondence with the AMA Representatives, alternates or respective organizations if needed.
- d. Keeping a list of all representatives, alternates, or otherwise authorized replacements.
- e. Keeping separate files for all member organizations, and their Representatives, which includes their application documents and all documents and events that may affect their membership

4. Treasurer

The Treasurer shall be responsible for

- a. Custody of all AMA funds, checkbooks, and property deeds
- b. Records and inventory of AMA assets
- c. Billing and collection of membership dues
- d. Keeping accurate accounts and financial records.
- e. Presenting financial reports during regular Board and HR meetings
- f. Filing all federal, state and local financial statements and forms such as 990 and 99 on behalf of AMA

- g. Making available the treasury books to any member of the House of Representatives for reviewing purposes.
- h. Serving as Chairman of Finance and Fundraising Committees

***Section VII-H: The Order of meetings***

1. Invocation
2. Reading the minutes of the previous meeting,
3. Reports of the Chairman and the Treasurer,
4. Reports of the member organizations
5. Report of AMA Project Managers
6. Reports of Ad-Hoc Committees, if any,
7. Business in progress
8. New Business
9. Adjournment with Supplication

***Article VIII – EMPLOYED STAFF***

***Section VIII-A: Executive Director & Administrative Committee***

- The AMA Board may delegate the day-to-day operation of the Alliance to an Executive Director (ED) to execute and manage the Alliances affairs in accordance with its approved plans, policies and budget.
- AS such the Board shall act as the employer who shall hire and fire the ED, determine his or her compensation and job discription
- The ED shall attend and report to the Board during all its regular and ad hoc meetings
- The ED shall recruit interview and recommend to the Board the hiring ot firing of all AMA employees, as directed by the Board
- When AMA hired staff exceed three employees, the ED shall hold regular meetings with his employees, with kept minutes, thus forming the Administrative Committee
- The ED shall mange the formation of committees as directed by the Board, and shall recruit volunteers to staff them. The Board shall have the final approval of committee memberships and charters
- The ED is an x-officio (non-voting member ) of all AMA committees

***Section VIII-B: Other AMA Employees***

The Board may appoint an Assistant Secretary and/or Assistant Treasurer from outside the Board, or any other officers with such titles, responsibilities and terms as the Board may determine from time to time. Such appointments do not entitle these officers to act as Directors.

***Article IX: VOLUNTEER STAFF & COMMITTES***

In addition to employed staff the AMA Board, at its discretion, shall establish long term ***Standing Committees, and ad-hoc committees*** that specialize in specific areas of service for a point in time

These Committees may be composed of employed staff, but usually it is made up mostly of volunteer staff

***Section IX-A: Standing Committees***

1. Committee Formation

- a. The Executive Director or in his absence Board's Chairman shall propose the formation of and shall nominate the chairman of a committee as he or she deems necessary and presents such proposal during a regular AMA Board meeting for approval by the Board.
- b. The Chairman of a committee, upon approval by the AMA Board, shall compose a charter for his or her committee, describing the scope of its activities, ground rules of its operation, responsibility and authority.
- c. Once fully formed, the committee chairman shall submit the committee charter and membership to the AMA Board for approval
- d. The total number of committee members will depend on its role and needs. Once a committee membership exceeds three members, the committee shall designate a vice chairman and a secretary
- e. The formation of new committees and their purpose shall be included in the Board Chairman's report to the (HR)
- f. The Chairman of each committee or his or her representative shall attend each regular Board and HR meeting to report on the Committees activities
- g. The AMA Chairman and if hired, the Executive Director of AMA shall be X-Officios (or non-voting members ) in each AMA Committee

2. Bylaws and Election Committee

- a. The Board's Parliamentarian shall chair this committee
- b. The Parliamentarian shall recruit members of the community in good standing, with legal background or organizational experience
- c. Members of this committee can be past Board members, but shall not seek AMA Board positions, unless they resign the committee one year before the election
- d. The scope of this committee's activity shall include
  - i. To study the AMA bylaws , and interpret them for the Board and HR, as the need arises
  - ii. To suggest and submit bylaw ammendment drafts, to the Board, when needed, and then the Board will ask the HR to vote on the ammendment during an HR meeting with Major Quorum HR, before those ammendments take effect
  - iii. To oversee every AMA Board election procedure, authenticate and announce the results of the election

3. Membership Committee

This committee shall be in charge of

- a. Soliciting Arizona Muslim organizations to join the Alliance
- a. Establishing an application process, including applications forms pamphlets and other literature



- b. Processing applications of candidate organizations, including verification of application facts and interviews
- c. Submitting duly eligible applicants to the AMA Board for initial approval. The Board then shall secure a final approval during regular meetings

4. Fundraising & Finance Committee

- a. This Committee will conduct fundraising and other finance activities to balance the AMA budget
- b. AMA Treasurer shall serve as Chairman of the Committee
- c. Volunteers with financial and marketing backgrounds shall be most suitable as members

5. Other Committees

The AMA Board may resolve to form additional committees, which may include, but are not limited to:

- a. Public/Media Relation.
- b. Interfaith and Outreach.
- c. Political action
- d. Youth Affairs

**Section IX-B: Ad-Hoc Committees**

- 1. The Board may form *ad-hoc* committees to be charged with a specific task, at a point in time when such need arises, by appointing a Chairman and defining the purpose and scope of the committee.
- 2. The appointed Ad Hoc Chairman then chooses his committee members and secure approval by the Board
- 3. When the task has been completed, then the Board will dissolve such committee

**Article X: LOCATION**

An AMA official place of business shall be established by the AMA Board prior to filing for a federal exempt status application

**Article XI: DISSOLUTION**

In case of dissolution of Arizona Muslim Alliance the proceeds from its assets, if any, shall be distributed to the voting (active) member organizations at the time of such event in equal shares, unless the House of Representatives proposes and approves the disposal of the assets to an alternative Arizona organization with similar vision and mission

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Alhani, 1437,*

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*“ And our last proclamation” Praise to the Lord of the Worlds”*

*”وآخر دعوانا أن الحمد لله رب العالمين”*

**TABLE OF BYLAW ARTICLES**

<b>Article I:</b>	<b>Page 1</b>	<b>NAME</b>
<b>Article II:</b>	<b>Page 1</b>	<b>VISION</b>
<b>Article III :</b>	<b>Page 1</b>	<b>MISSION</b>
<b>Article IV:</b>	<b>Page 1</b>	<b>CORE VALUES &amp; POLICIES</b>
<b>Article V:</b>	<b>Page 2</b>	<b>ORGANIZATIONAL STRUCTURE</b>
<b>Article VI:</b>	<b>Page 2</b>	<b>MEMBERSHIP</b>
<b>Article VII:</b>	<b>Page 2</b>	<b>THE ALLIANCE BOARD</b>
<b>Article VIII:</b>	<b>Page 5</b>	<b>EMPLOYED STAFF</b>
<b>Article IX:</b>	<b>Page 9</b>	<b>VOLUNTEER STAFF &amp; COMMITTEES</b>
<b>Article X:</b>	<b>Page 9</b>	<b>LOCATION</b>
<b>Article XI:</b>	<b>Page 11</b>	<b>DISSOLUTION</b>