



**In the Name of Allah, Most Merciful, Most Beneficent**  
**BYLAWS OF**  
**Tulsa Islamic Foundation**

**PREAMBLE**

The undersigned members of **Tulsa Islamic Foundation (T.I.F.)**, for themselves and associates, members and successors in said **Tulsa Islamic Foundation (T.I.F.)**, being a corporate body under the Corporation Laws of the State of Oklahoma, with a view to creating a not for profit corporation for the absolute preservation and dissemination of the principles and practices of the Shia Ithna-Asheri school of thought for which religious, charitable, educational, cultural, social and sports activities may be conducted in accordance with the provisions of the Bylaws of the **Tulsa Islamic Foundation (T.I.F.)** and not permitting activities contrary to the principles and practices of the Shia Ithna-Asheri school of thought & the Law of State.

**ARTICLE I: NAME**

The name of the non-profit organization shall be **Tulsa Islamic Foundation (T.I.F.)** and its headquarters shall be located in the State of Oklahoma, hereinafter called the "Foundation".

**ARTICLE II: PRINCIPLES**

The Foundation is not for profit and bound by the principles of the foregoing:

- II.1. The Holy Quran.
- II.2. The teachings of Prophet Mohammad and his Household.
- II.3. The principles and practices of Shia Ithna-Asheri School.

**ARTICLE III: AIMS AND OBJECTIVES**

The goals of The Foundation shall include, but not limited to:

- III.1. Disseminating the faith of Islam using wisdom and good advice.
- III.2. To creates, cultivate and maintain goodwill, amity and understanding between members and non-members. To promote goodwill and understanding with members

of other faiths.

- III.3. Achieving unity amongst community.
- III.4. Engaging in major issues that affect the well being of the community.
- III.5. Providing a good Islamic environment for Muslim students and Muslim families.
- III.6. To provide Muslims with a religious guidance based on the teaching of the Holy Qur'an, the teachings of Prophet Mohammad and his Household and his household.
- III.7. To serve as a multi culture foundation for the dissemination of the information of Islam, its teachings, its history and culture among Muslims and others who seek Islam. To promote goodwill and understanding with members of other faiths. To promote goodwill and understanding with members of other faiths.
- III.8. To establish an Islamic school and maintain a library with Islamic literature and publications and loan, issue and distribute these to members and others.
- III.9. To publish newsletter, magazine and periodicals relevant to the religion of Islam.
- III.10. To provide charitable assistance to the needy and disabled people.
- III.11. To offer counseling and guidance according to the religion of Islam in settlement of family disputes and/or disputes among Muslims. To get eligible individuals together in holy ceremony by means such as advertising of such eligibility through the necessary channels of the Foundation. To assist in conducting religious and other ceremonies relating to marriage, birth of a child, making funeral arrangements, etc.
- III.12. To promote and arrange when possible, educational and self-improvement conferences, sessions, classes etc.
- III.13. To raise funds and to accept funds and accept donations, gifts, legacies and bequests for use and in promoting the aims and objectives of The Foundation.

#### **ARTICLE IV: STRUCTURE**

The Foundation consists of three bodies as followed:

- IV.1. **General Membership Body**; consisting regular paid members of The Foundation. Members enjoy rights, abide by the rules and may participate in the Foundation's activities as described in Article VII of these bylaws.
- IV.2. **Committees Body**; consisting of regular paid members of the Foundation who volunteer their time and effort to work in one or more of the Working Committees in accordance to their ability and expertise. The members are established to work in these committees as described in Article V of these bylaws.
- IV.3. **Board of Directors Body**; consisting of five members who serve in this body as described in Article VI of these bylaws.
- IV.4. **Imam**: who is a religious leader who is practicing his religious activities and duties in the Islamic center. He shall be employed with a contract.

## ARTICLE V: COMMITTEES

- V.1. **Finance Committee:** shall be responsible for auditing the Foundation's accounts. A person with knowledge of budgets and accounts and/or former treasurer would qualify for being a member of this committee. The chairperson of this committee shall be part of the Board of Directors and the committee shall consist of at least three members.
- V.2. **Program Committee:** Shall be responsible for arranging congregations, celebrations and weekly program. The Program Committee shall be responsible for Tulsa Islamic Foundation's library. In addition, the Program Committee shall contact and arrange for a scholar's visitation. The Program Committee will be responsible for the publication of Tulsa Islamic Foundation's newsletter and for printing and mailing out current calendar events under the supervision of the President and Secretary. This committee shall consist of at least three members and chaired by the Program coordinator.
- V.3. **Logistics Committee:** This committee shall consist of at least three members. The chairperson of this committee shall be nominated by the committee members and approved by the Board of Directors. The committee chairperson shall report to the treasurer. The Logistic Committee shall be responsible for the procurement and maintenance of all the property of The Foundation. The logistic committee shall be responsible for all catering for general and special occasions with coordination with the program committee and Treasurer. The Logistic Committee shall have such other authority as the Board of Directors may from time to time designate.
- V.4. **Ladies Auxiliary Committee:** This committee shall consist of at least three members. The chairperson of this committee shall be nominated by the committee members and approved by the Board of Direct. The committee chairperson shall report to the program coordinator. Ladies auxiliary committee shall be responsible to arrange special kids educational program with the coordination of the program committee. The committee shall be responsible of any possible preparation and coordination of any program from the female side. The committee shall be coordinating any logistic and maintenance need to the logistic committee.
- V.5. **Religious Affairs Committee:** shall be responsible for marriages, funeral prayers and services, and other religious services. The committee shall consist of at least three members.
- V.6. The committees' members shall be voluntary contributions from the general members. The names of the committees' members need to be reviewed and approved by the Board of Directors.

## ARTICLE VI: BOARD OF DIRECTORS

- VI.1. The Foundation shall have five Directors who collectively shall be known as the Board of Directors. The Board of Directors will consist of a President, Vice President.

Secretary, Treasurer, and Program Coordinator. The official business and affairs of the Foundation shall be managed by the Board of Directors.

- VI.2. All five positions in the Board of Directors shall be elected by the General Members as described in Article VII.
- VI.3. President, Vice-President, Secretary, Treasurer and Programs Coordinator shall be elected by the Board of Directors from within the Board of Directors. The number of votes received by each member in the election can be used as criteria in case of dispute within the internal election.
- VI.4. The Qualifications to be nominated for Board of Directors with the exception of the first election are that the nominee must be an active member 6 months prior to the election, must be a resident of in activities unbecoming of a decent law abiding resident, must agree to abide by the laws of the United States of America and the State of Oklahoma, must have legal documentation for residence in the United States of America and the State of Oklahoma.
- VI.5. The Board of Directors must declare on prescribed form that he/she conforms to these bylaws.
- VI.6. In case of an absent Board of directors member/members for one month and above with a valid reason, the responsibility shall be given for his successor in the Board of Director without the voting power.
- VI.7. **President;** The President shall supervise, direct and control the business and the officers of the Foundation and to delegate to such committees any of the powers and authority of the Board of Trustees in the management of the business and affairs of Foundation, except the power to amend or repeal the By-Laws. He shall preside at all meetings of the Board of Directors. He/she shall set and establish all policies of the Foundation and or other functions or activities by or under the direction The Foundation as set by the Board of Directors. He/she may also appoint such committee or committees as he may be authorized by the Board of Directors, from time to time and define duties of such committees. He/she may also have such powers and perform such other duties may be required of him from time to time by the Board of Directors. The President can NOT serve in this capacity for two successive terms.
- VI.8. The present shall be the spoke person representing the Foundation or he/she should nominate to the Board of Directors an active member from The Foundation to be held as a spoke person for their approval. No other person or persons shall represent the Foundation to any other person or persons, except with full authorization of the Board.
- VI.9. **Vice-President;** shall in the absence of the President perform all duties of the President. He shall also have other powers and perform such other duties as may be assigned to him by the president. The vice president can serve in this position form more than one term.
- VI.10. **Secretary;** The Secretary shall keep a record of the proceedings of the meetings of the Board of Directors. He/she shall keep records of all members. He/she shall keep the seal of The Foundation in safe custody. He/she shall keep the membership roster. He/she shall keep the seal of The Foundation in safe custody. He/she shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

- VI.11. **Treasurer;** The Treasurer shall keep the usual and proper book accounts and faithfully record the receipts and expenditure of the Foundation and shall submit the same for inspection by The Board of Directors as and when required. He/she shall have such other powers and perform such other duties as may be prescribed by the Board of Directors. All money, checks, drafts and funds due to the Foundation shall be received and paid to “Tulsa Islamic Foundation” “T.I.F.” in designated bank accounts approved by the Board of Directors. All amounts over and above one hundred dollars shall immediately be transferred to the bank account. The treasurer shall be responsible for all monies of the Foundation; shall make periodic financial reports to the Board. He/she shall prepare the annual financial statement. He/she shall be responsible of grants, contributions, donations received on behalf of the corporation. He/she shall lead the finical committee and facilitate collections of monthly membership dues.
- VI.12. The account holders will be at least three members of the board of directors.
- VI.13. **Program Coordinator;** The Program Coordinator shall prepare the programs plan of the Foundation, coordinate with the Treasurer for the funds, then submit the plan for the Board of Directors. He/she shall supervise all the activity carried out in the Foundation in cooperation with the Logistics Committee.
- VI.14. The Board of Directors shall set up a master plan for the Foundation and share with the general assembly quarterly.
- VI.15. The Board of Directors shall receive/review the budget of the Foundation from the Treasurer, study it, then approve it or make recommendations for approval.
- VI.16. The Board of Directors shall receive/review periodical program plans of the Foundation from the programs coordinator, study it, then approve it or make recommendations for approval.
- VI.17. The Board of Directors DOES NOT have the eligibility to change these bylaws without referring to the General Assembly as explained in Article XI.
- VI.18. The Board of Directors shall have a regular meeting once a month, at a place and time to be determined from time to time by the Board of Directors. Such meeting is considered as a regular meeting. Special meetings of the Board of Directors may be called by the President. No decision can be made without a meeting of the Board of Directors even if an agreement is reached on a particular issue. Such agreement has no effect without being documented in a meeting.
- VI.19. Decision and resolutions taken by the Board of Directors require a simple majority vote of the total board members. A quorum is established by attendance of at least three of the Board of Director. Voting by proxy is prohibited for absent members unless a Special Meeting is called that requires a decision to be made by the Board of Directors.
- VI.20. The Board of directors is fully authorized to form, abandon and merge a new committee not listed on this bylaw to carry out a specific function/functions as they deem it necessary. The newly formed committee/committees is/are temporary in nature until fulfillment of the required functions, otherwise the committee/committees shall be terminated at the end of the Board of directors’ term(s).

## **ARTICLE VII: MEMBERSHIP**

- VII.1. Membership to The Foundation is open to all Shia Muslims. Acceptance of the membership shall constitute the members agreement to strictly abide by and support the aims and objectives, bylaws, rules and regulations of the Foundation.
- VII.2. Any Shia Muslim who is 18 years of age or older can upon nomination of two paid members of the Foundation apply to for membership of the Foundation. All applications duly sponsored by two paid members and accompanied with the deposit of the membership fees and other dues, if any, shall be submitted to the secretary of the Foundation.
- VII.3. The membership of the Foundation is open to any person who is 18 years of age or older, agrees to obey and uphold the principles and purposes of this Foundation and abide by the Constitution and Bylaws of the Foundation. Each member shall affirm to this effect in writing. Failure to do so shall result in termination of membership.
- VII.4. Members elect all positions of the Board of Director as described in Articles VI and VII of these bylaws.
- VII.5. Membership fees shall be set from time to time by the Board of Directors.
- VII.6. All members are required to maintain with the Foundation their current address and phone number.
- VII.7. Refund (if suspended) shall be prorated to return of only the un-accrued balance of the remaining amount for the period of the due payment.
- VII.8. The Foundation shall not refund any donation(s) that is given to the Foundation by the members unless it is stipulated for a condition.
- VII.9. Membership of the Foundation is not transferable or assignable.

## **ARTICLE VIII: VOTING AND ELECTION**

- VIII.1. The General Members who have been members for at least 6 months at the date of election and paid the membership fee shall have the right to vote in General Assembly meetings and elections as certified by the Secretary of the Board of Directors. First time election after establishment of The Foundation shall be an exception to this requirement.
- VIII.2. Suspended members (whose membership expired as detailed in membership part) are not permitted to participate in voting and election.
- VIII.3. The Board of Directors shall appoint an ad hoc nomination/election committee of at least three members at least 60 days prior to the election. The nominating committee shall receive all nomination duly seconded at least 45 days prior to the election.
- VIII.4. The appointed nomination/election committee members shall be neither part of the current Board of Directors neither of the next election as nominees.
- VIII.5. The nominating committee shall review the election candidates meeting the requirement and facilitate the election process.
- VIII.6. The Election of Board of directors Members should be held every twenty-four (24) months and must be held no later than twenty-seven (27) months following the

previous Election.

- VIII.7. Regular paid members of the foundation shall be eligible to vote for these candidates by casting their vote in secret ballot.
- VIII.8. Decisions reached at the election are made on the basis of heist numbers of votes. The election process shall be conducted by nomination/election committee. In case of two or several candidates receive equivalent votes, partial election shall be conducted between the candidates who received equivalent number of votes.
- VIII.9. The voting family means husband, wife and any 18 years or older.
- VIII.10. The general assembly shall be held if only two-third of the total active members attended the meeting at the first call of the meeting. In case of this criterion is not satisfied, meeting shall be called within two weeks with minimum of 50 % of the general members attendance. Otherwise, meeting can be held after two weeks with any attendance.

#### **ARTICLE IX: RESIGNATION AND REMOVAL**

- IX.1 Any member of the General Assembly or the Board of Director may be deprived of his/her membership or be suspended for word or deed performed, sponsored or advocated by him/her which word or deed may be considered by the 4 of 5 votes of the Board of Directors to be detrimental to the aims and objectives of the Foundation. However, this removal decision can be invalidated if simple majority of the General Assembly submit an objection in writing to the Board of Director within 30 days after their decision.
- IX.2 Failure to pay the dues of the Foundation for two months shall constitute grounds for suspension of the membership, such suspension being accompanied by cessation of all rights and privileges of the Foundation membership.
- IX.3 Any member of the Board of Director may at any time resign by giving written notice and portfolio of the all the activates while he/she was holding that position. The resignation letter should contain in it the reason for the resignation. Upon such resignation, the Board of Director shall call for a partial election to fill the vacant seat then the five positions are distributed by internal election. The new elected member shall enjoy all the rights and privileges of the position occupied until the next election.
- IX.4. In case of a Board of Director member is absent for consecutive two meetings without notice or proper reason, he/she shall receive a warning before he/she dismissed from the Board of directors in case of he/she absent for the three meeting.

#### **ARTICLE X: LIABILITY AND COMPENSATION**

- X.1. Members or Director may NOT receive such compensation, if any, for their services to the Foundation. They could receive a reimbursement of the expanses, as may be

- determined by the resolution of the Board of Directors to be just and reasonable.
- X.2. No member or Director of the Foundation shall be personally liable for any debts, liability or otherwise be liable for any debts, liability and or obligation of the Foundation incurred through proper channels for this Foundation.
- X.3. The Foundation is not liable if a member engages in any act violating the laws of United States of America, laws of the State of Oklahoma, or the Bylaws of the Foundation, such act will be considered an individual act and has no bearings on the Foundation.

## **ARTICLE XI: BYLAWS AMENDMENTS**

- XI.1. Any member in good standing of the general assembly may submit in writing to the Board to amend or repeal any provision of these Bylaws, except the provisions of Article II, XI, and XII that cannot be amended, repealed, abrogated or changed under these Bylaws. If approved by the simple majority of the Board, proposal for such amendment shall be submitted to the General Body in a special General Body meeting of The Foundation. An amendment shall not be effective unless two third (2/3rd) majority of the members present at the General Body meeting approves such amendment.
- XI.2. In case the simple majority of the general assembly submit a proposal in writing to the Board to amend or repeal any provision of these Bylaws, except the provisions of Article II, XI, and XII, the approval of the Board of Directors would not be required as the Board shall submit a proposal for such amendment to the General Body at special General Body meeting of the Foundation.
- XI.3. The quorum of a General Body meeting considering amendment or repeal to any provisions of the bylaws shall be at least two-third (2/3rd) of the total current members in good standing constituting the General Assembly.

## **ARTICLE XII: DISSOLUTION**

- XII.1. The Board of Director, in case the dissolution is approved by two thirds of the general Assembly, shall propose at least three nonprofit 501 (c) Muslim Shia organization names if any or 501 (C) organization to which the assets would be disposed. In another special meeting of the General Assembly shall vote for The Foundation to which the assets would be disposed. In case of such a dissolution or winding up of the Foundation, the assets remaining after the payment of, or provision for the payment of, all debts and liabilities of The Foundation shall be disposed to one or more Islamic Shia organization. The assets should be distributed to the organization or organizations obtaining a third or more of the total votes.
- XII.2. The quorum of a General Body meeting considering dissolution or disposal of assets



shall be at least two-third (2/3rd) of the total current members in good standing constituting the General Assembly.

### **ARTICLE XIII: MEDIATION AND ARBITRATION**

- XIII.1. Any dispute between individual members of the Foundation, related to any matters of the Foundation, will be referred to the Board of Directors.
- XIII.2. The Board of Directors may, from time to time, form an outside Arbitration Committee to resolve issues, if they deem it necessary.
- XIII.3. In case of any RELIGIOUS conflict that may exist with regard to the foundation affairs, the Board of Directors SHALL seek the RELIGIOUS guidance from a Shia scholar selected by the Board provided that this scholar is a member of the Council of Shia Muslim Scholars in North America.