

**BYLAWS OF BILAL ISLAMIC CENTER OF WASHINGTON.
A NON-PROFIT RELIGIOUS 501(C)(3) DESIGNATED CORPORATION IN THE
STATE OF WASHINGTON (2016)**

PREAMBLE

Muslims believe that the Quran is the full and final divinely revealed constitution for mankind. It is also the textbook of the Muslim faith and the source book of Islamic laws, rules, and regulations for the Muslims. The Bilal Islamic center of Washington (BICW) unequivocally affirms the Quran and the authentic Sunnah as its eternal and ultimate constitution. The Bilal Islamic center of Washington further affirms that it will remain open for prayers to all Muslims. The following are lesser laws, rules and regulations meant for the governance of the Bilal Islamic center of Washington affairs in accordance with the teachings of the Quran and the authentic Sunnah as understood by the first three generations and pious predecessors of Islam.

The BICW shall be a non-profit, non-political organization, and the fundamental purpose of the BICW shall be to encourage and to enable Muslims with the basic knowledge and competence in Islam to contribute individually and collectively toward meeting human needs in conformity with Islamic doctrines and belief. It shall also be the purpose of the BICW to avoid any wrong practices in Islam and to create a feeling of brotherhood.

ARTICLE ONE

NAME

The name of this Corporation shall be **BILAL ISLAMIC CENTER OF WASHINGTON (BICW)**.

ARTICLE TWO

PRINCIPAL OFFICE

The principal office of Bilal Islamic Center of Washington shall be located at 607 SE Everett Mall Way Unit 6D, Everett, WA 98204, United States. The BICW may have additional offices elsewhere, both inside and outside the state of Washington. The establishment of additional offices must be approved by the Board of Trustees.

ARTICLE THREE

PURPOSES

The purpose of the BICW shall be:

- a) Conducting religious, educational, social, civic, charitable, and other activities in best traditions of Islam.
- b) Strengthening relations among Muslims.
- c) Promoting peaceful relations and mutual respect between Muslims and non-Muslims.
- d) Presenting Islam to non-Muslims.
- e) Furthering co-operation among existing Muslim organizations and communities.
- f) Conduct activities and maintain assets owned by the BICW in the best interest of its community.

ARTICLE FOUR

DEFINITIONS

4.1 SHURA COUNCIL (MAJLIS ASH-SHURA)

The term "Shura Council" as used in these bylaws, has the same meaning as the Board of Directors (BoD) of a non-profit corporation under Washington corporate laws, and is a duly elected and organized body that serves the corporation for the purpose of management and organization through mutual consultation, and decision making by way of voting.

4.2 BOARD OF TRUSTEES

The term Board of Trustees (BoT) as used in these bylaws will serve to ensure the core values and purposes of the organization are reflected in its operations and to safeguard property and assets owned by the organization.

4.3 IMAM

The term "Imam", as used in these bylaws, means the spiritual leader of BICW and the permanent director of the Religious Committee. The Imam will be chosen from Ahlus Sunnah wal Jamaa'ah following the selection criteria set forth by the Board of Trustees.

4.4 QUORUM

Unless otherwise specified in other sections of these bylaws, presence of greater than fifty percent (50%) of the total members of the group meeting shall constitute a quorum.

4.5 BALLOTING/VOTING

The term "balloting" or "voting", as used in these bylaws, means the process of polling those authorized by these bylaws to determine whether a consensus has been achieved.

4.6 BALLOT/VOTE

The term "ballot" or "vote", as used in these bylaws, means the instrument by which the approval or disapproval of those eligible to be polled is expressed.

4.7 APPROVAL

A majority vote of greater than fifty percent (50%) shall be required for approval of any action unless otherwise specified in these bylaws. These rules will be followed for matters involving balloting unless otherwise specified.

4.8 SHURA COUNCIL OFFICERS

The officers of the Shura Council are: the President, Vice President, the Secretary and the Treasurer.

4.9 MUSLIM

The term "Muslim" shall be defined to mean one who has professed that there is nothing worthy of worship but Allah alone, and that the Prophet Muhammad (peace and blessings be upon

him) is the Messenger and Prophet of Allah. A Muslim is to be further specifically defined as one who believes in the five basic pillars of Islam as follows:

- a) The testimony that there is nothing worthy of worship except Allah alone and that the Prophet Muhammad (peace and blessing be upon him) is the Messenger and Prophet of Allah.
- b) The completion of five daily salaah (prayers).
- c) The giving of Zakat.
- d) The act of fasting during the Islamic month of Ramadan.
- e) The act of performing Hajj, a pilgrimage to Mecca.

Further, a Muslim believes in the six articles of Islamic Faith according to the belief of Ahlus Sunnah wal Jamaa'ah. These articles being the following:

- a) Allah
- b) Allah's Angels
- c) Allah's Messengers and Prophets
- d) Allah's revealed Books
- d) The Day of Resurrection
- e) Divine preordainment

A Muslim is not to be defined as one who is also a member of any other religious faiths.

ARTICLE FIVE

ORGANIZATIONAL STRUCTURE

The Shura Council shall act as the Board of Directors and oversee management of daily BICW activities either directly, through the creation of committees, or by assigning tasks to specific individuals. The Board of Trustees will be the legal representative for the BICW, ensure long term organizational stability, and ensure the core values of the BICW are always maintained.

ARTICLE SIX

BOARD OF TRUSTEES

6.1 RESPONSIBILITIES

The responsibilities of the Board of Trustees are as follows:

- a) To maintain the mission and preserve the principals of the BICW as a group following Ahlus Sunnah wal Jamaa'ah and not to follow or associate with any other Islamic group or sectarian division.
- b) To act as a guardian and legal representative for BICW property, assets, and operations.
- c) To insure the BICW 's corporate structure, its assets, and its status as a 501c3 designated charitable entity are secure and preserved for future use.
- d) To be responsible for the hiring of attorneys for any legal action on behalf of the BICW.
- e) To approve or disapprove any transaction of real estate including selling, buying, financing, or construction.
- f) To act as an arbiter in matters of conflict, grievance, or misunderstanding
- g) To be responsible for hiring and managing the BICW religious leader(s), such as an Imam.

6.2 COMPOSITION

The Board of Trustees shall consist of three (3), five (5), or seven (7) individuals (the "Trustees") which serve with no term limit. When vacancies among the Trustees occur by reason of death, resignation, failure of qualification, removal, or otherwise, the number of Trustees shall be reduced by such vacancies until qualified replacements are elected by the board of trustees. At no time shall the number of Trustees be fewer than three (3).

Trustees must meet the requirements of a Shura Council member (as defined in Article 7.4) and have resided in the State of Washington for at least thirty-six (36) consecutive months prior to nomination. A Trustee may not serve in the Shura Council simultaneously.

6.3 NOMINATION AND ELECTION

New members are nominated by the Shura Council to be confirmed and approved by all sitting members on the Board of Trustees before officially becoming a member.

6.4 MEMBER TERMINATION

A member of the Board of Trustees can be forcefully removed by a unanimous vote conducted by the remaining Trustees.

6.5 MEMBER RESIGNATION

If a member of the board of directors resigns, the president of the board of directors or any member of the board of trustees shall accept his or her resignation either by email and letter. A verbal resignation can be given with at least two witnesses. A verbal resignation must be noted and signed by the president of the board of directors or by any member of the board of trustees.

Once a member resigns, he or she will not be eligible to serve as a member of the organization until after for a period of 36 months. Reapplying for vacant positions must go through due

process by the board of directors; if approved by the board of directors, the board of trustees shall subsequently deliberate and vote for the final approval of the new candidate.

6.6 VOTING AUTHORITY

All decisions made by the Board of Trustees must be unanimous (unless otherwise specified), formally recorded, and submitted to the Shura Council in writing after having been signed by each member showing support for this decision. Any decision reached by the Board of Trustees in this manner is binding and overruling.

6.7 CONFLICT OF INTEREST

The Trustees shall comply with the BICW Conflict of Interest Policy.

ARTICLE SEVEN

SHURA COUNCIL

The Shura Council (as defined in Article 4.1) is the duly elected and organized body that serves the BICW for the purpose of management and organization through mutual consultation and decision making by way of voting.

7.1 RESPONSIBILITIES

The Shura Council responsibilities shall include the following:

- a) To read, understand, and follow these bylaws and assure the BICW remains in compliance with them.
- b) Oversee general management of daily BICW activities either directly, through the creation of committees, or by assigning tasks to specific individuals.
- c) To make sure that BICW facilities are open and accessible to all Muslims.
- d) To ensure the facilities are maintained, clean, and are suitable for the worship of Allah and for Islamic instruction and teachings.
- e) To maintain a registered office for the BICW which may be, but need not be, the same as its principal office.
- f) To hold meetings as needed to accomplish the responsibilities set forth for the Shura Council in these bylaws.
- g) To elect members to positions such as the Shura Officers, Shura Council, or any other specific committee or position.
- h) To enforce, or cause to be enforced, any additional rules or policies with the purpose or intent to govern or maintain BICW property or assets.
- i) To establish procedures for balloting according to the bylaws.

7.2 TERM LIMIT

A Shura Council member shall be elected for a term of two (2) years. Members may be elected for a second consecutive term. After two terms, a member cannot be elected again for two (2) years.

7.3 NOMINATION AND ELECTION

Individuals shall be nominated to the Shura Council by any existing Shura Council members and approved by the existing Shura Council by a greater than two thirds (2/3) majority vote. All persons being nominated should meet the qualifications as specified under Article 7, Section 4 of the bylaws.

7.4 QUALIFICATION

The primary qualifications for Shura Council members are:

- a) They are Muslim and in good standing with the BICW.
- b) They have no known moral or mental defects that would render them unfit for service.
They live
- c) in Everett or in neighboring counties in the state of Washington.
- d) They have knowledge and/or skills which will be of service to the BICW.

7.5 NUMBER OF MEMBERS

The Shura Council shall consist of at least five (5) or more members. A community member may be nominated during a Shura Council meeting and be elected following Article 7, Section 3.

7.6 MEMBER TERMINATION

A member of the Shura Council can be forcefully removed by a greater than two thirds (2/3) majority vote achieved at a special meeting held for the unique purpose of holding such a vote.

7.7 MEMBER RESIGNATION

Resignation by a member of the Shura Council must be formally submitted to the Shura Council President or Secretary in writing and signed by the resigning member. No member may resign if the Shura Council would be left without the minimum number of members.

7.8 CONFLICT OF INTEREST

The Shura shall comply with the BICW Conflict of Interest Policy.

ARTICLE EIGHT

SHURA COUNCIL OFFICERS

The Shura Council will contain three (3) officers; a Shura President, Secretary, and Treasurer. Besides the responsibilities given to normal Shura Council members, these members will have additional responsibilities as detailed in these bylaws. Shura officers are held to the same rules for Shura members as detailed in Article 7 of these bylaws.

8.1 TERM OF OFFICE AND REMOVAL

Officers shall be elected for a term of three (3) years. Officers may be elected for a second consecutive term. After two terms, an Officer cannot be elected once more for two (2) years. Officers shall serve until their successors are elected. An officer of the Shura Council can be forcefully removed by a greater than two thirds (2/3) majority vote achieved at a special meeting held for the unique purpose of holding such a vote.

8.2 PRESIDENT

The President shall be responsible for the following items:

- a) Enforce the articles of these bylaws.
- b) Be responsible for the general management of BICW activities and coordinate with BICW
- c) committees. Call and preside over BICW Shura Council meetings.
- d) Designate members and/or seek outside help to carry out and special tasks.
- e) In consultation with the Board of Trustees, be the spokesman or representative for the BICW.
- f) Co-ordinate activities with other Muslim organizations.

8.3 SECRETARY

The Secretary shall be responsible for the following items:

- a) Prepare, circulate, and maintain the minutes for Shura Council meetings.
- b) Prepare the agenda and notify Shura Council members of scheduled meetings.
- c) Be responsible for the correspondence for the BICW.
- d) Be responsible for maintaining a list and contact information of Shura Council members.
- e) Be custodian of the seal of the BICW and affix the seal, or cause it to be affixed, as appropriate.
- f) Keep or have kept at the principal office, a copy of the Articles of Incorporation, membership list, sign in sheets of meetings, and the bylaws as amended by date.

8.4 TREASURER

The Treasurer shall be responsible for the following items:

- a) Operate as the director of the financial committee.
- b) Enforce, or cause the enforcing of, the official BICW Financial Policy.
- c) Keep and maintain, or cause to be kept and maintained, adequate and correct records of accounts of the BICW properties and business transactions including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements.
- d) Maintain records of all financial transactions of the BICW.
- e) Collect and deposit all funds received on behalf of the BICW in the asset account of the BICW.
- f) Prepare financial statements and present them in Shura Council meetings.
- g) Pay bills/expenditures of the BICW.
- h) Any irregularities, or unanticipated bills, or those amounts totalling more than \$500 should be brought to the attention of the BICW President and the Board of Trustees prior to payment.
- i) Monetary payments exceeding \$500 which are not considered a “regular” bill (salary, utility, etc) require a check with signatures of two (2) Board of Trustee members.

ARTICLE NINE

BICW COMMITTEES

The Shura Council will maintain the activities and mission of the BICW through various appointed committees. Except for those listed in these bylaws, committees may be created or disbanded by the Shura Council as required to meet operational needs. When a committee is created, the Shura shall assign a director to control the operations of that committee and report the Shura whenever requested.

9.1 RELIGIOUS COMMITTEE

The Religious Committee is responsible for resolving all religious matters as well as conducting all dawah efforts, religious education classes, and any other educational or religious programs conducted by the BICW. The Imam is the permanent director of the committee and has the deciding vote on all matters in which the committee is involved.

9.2 FINANCIAL COMMITTEE

The Financial Committee is responsible for assisting the Shura Council Treasurer in his responsibility to enforce the official BICW Financial Policy. The Shura Council Treasurer shall be the directory of the Financial Committee.

ARTICLE TEN

SHURA COUNCIL MEETINGS

10.1 FREQUENCY

A minimum of one (1) monthly regular meeting of the Shura Council shall be held. The Secretary of the Shura Council shall send written notice to all Shura Council Members at least one week prior to the meeting.

10.2 ACTIONS AND DECISIONS

Any action required or permitted to be taken at a meeting of the Shura Council may be taken in a meeting that the quorum requirement of the Shura Council has been met. Decisions made in meetings of the Shura Council when the quorum requirement is reached, will be binding to the Shura Council members and the rest of the BICW committees.

ARTICLE ELEVEN

BALLOTING/VOTING

The BICW shall use methods of balloting to reach official, binding conclusions on any matter which it is required.

11.1 ALLOTMENT OF VOTES

Each member of the Shura Council is entitled to one vote on each matter submitted to the balloting/voting process.

11.2 MANNER OF CASTING VOTES

In all matters which require voting, the Shura Council shall designate the way the vote is submitted. Members may not exercise voting via proxy.

11.3 VOTING PERIOD

The voting period shall be determined with each ballot/vote by the Shura Council President.

11.4 MAJORITIES REQUIRED FOR APPROVAL

Unless stated otherwise within these bylaws, matters voted on by the Shura Council will require a greater than fifty percent (50%) majority of valid votes, based on the number of meeting attendees, cast during the voting period to approve of the matter being voted upon. Any matter being approved upon by the Shura Council in this manner will be considered the act or will of the Shura Council.

11.5 RECORD

The Shura Council Secretary shall include a written record of each member's vote to be included in the minutes for that meeting.

ARTICLE TWELVE

BICW GENERAL BODY COMMUNITY MEETING

A community meeting of the general body of the BICW shall be held at least once per year at such time and place as the Shura Council may determine and with appropriate notice given to all members. The main purpose of the community meeting is to listen to the concerns and aspirations of all attendees to the BICW facilities.

ARTICLE THIRTEEN

AMENDMENTS

Amendments of these bylaws may only be altered by the Board of Trustees.

13.1 MANDATORY INDEMNIFICATION ARTICLE THIRTEEN

INDEMNIFICATION

The BICW shall, to the maximum extent permitted under laws of the Washington Statutes, indemnify against liability and allow reasonable expenses of any person who was or is a party or threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he is or was a Shura Council member, officer, employee, or agent of or volunteered services to the BICW; or is or was serving at the request of the BICW as a Shura Council member, officer, employee, or agent of any committee or of any other corporation or enterprise. Such right of indemnification shall insure to the benefit of the heirs, executors, administrators, and personal representatives of such a person.

13.2 SUPPLEMENTAL BENEFITS

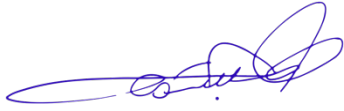
The BICW may supplement the right of indemnification (as defined in Article 14.1) by the purchase of insurance, indemnification agreements, and advances for related expenses of any person indemnified.

ARTICLE FOURTEEN

DISSOLUTION

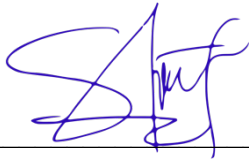
The BICW may only be dissolved by the Board of Trustees. Upon the dissolution of the BICW, the Board of Trustees shall, after paying or making provision for the payment of all liabilities of the BICW, dispense of all the remaining assets of the BICW as set forth in the Articles of Incorporation.

THESE BYLAWS WERE READ, APPROVED, AND ADOPTED BY THE BOARD OF TRUSTEES OF BILAL ISLAMIC CENTER OF WASHINGTON ON THE 17th DAY OF MARCH, 2017.




MUHAMMAD TRAWALLY

Board Member



MUHAMMAD MAHMOOD JALLOW

Board Member



MUHAMMADOU SILLAH

Board Member