

BYLAWS OF
UNITED MUSLIM AMERICANS OF RICHMOND
BOARD OF DIRECTORS

1. Board of Directors – Composition:

- The Board will consist of four Executive Officers and will hold office for a two-year term or until the officer early resignation. Any Officer may resign at any time upon notice giving in writing to the Chairman of the Board or the Vice Chairman of the Board.
- The Board has the authority to:
- Supervise and approve organizational affairs and budget.
- Approve policies and strategic plans.
- Appoint Executive Committees or Committees for key functions.
- To call Regular and Special Meeting

2. Board Organization Position and Duties

- Chairman/President -, Preside at all meetings and oversee General Management, Order, and Decorum – Islamic Spirit.
- Vice-Chairman/President – Acts in place of the Chairman as if needed.
- Secretary – Maintains minutes, records, notices.
- Treasurer- Oversees Finances and Reporting

3. Meetings, Quorum and Voting

3a. Board Meetings

- The Board will hold its Regular Meeting on a monthly basis, with Time and Place will be communicated via electronic correspondence.
- All Board Members are encouraged to plan and attend all Board meetings with no more than three absences per fiscal year. The absence will not count as one of the three absences when the Board Member fulfills their duties by submitting a written report and makes that report available to the Board Chair and Secretary at least two days prior to the meeting.
- In order to conduct business at a Board Meeting, a quorum of 2/3 of Board Members in good standing must be obtained.

3b. Board Special Meetings

- Special Meetings of the Board may be called by the Chairman of the Board or by a majority of the Officers. Board Members must receive notification of the date, time, place of, and reason for, the Special Meeting

at least three (3) days prior to the called meeting. In the event that a Special Meeting is called, Board Members can attend virtually if they are not able to be present in person. The person calling the Special Meeting will communicate the time and place.

3b. General Body Meetings

- The General Body shall hold its Regular Meeting on a biweekly basis, with Time and Place communicated via electronic correspondence.
- In order to conduct business at a meeting, a quorum of 2/3 of Members in good standing.

3c. General Body Special Meetings

- Special Meetings may be called by the Chairman of the Board or by a majority of the Officers. Members must receive notification of the date, time, place of, and reason for, the Special Meeting at least three (3) days prior to the called meeting. In the event that a Special Meeting is called, Members can attend virtually if they are not able to be present in person. The person calling the Special Meeting will communicate the time and place.
- In order to conduct business at a meeting a quorum of 2/3 of Members in good standing.
- The vote of the majority of Officers present at a meeting at which a quorum is present will be the act of the Board.

4. Committees

- Each of the four initiatives (Education, Business, Culture, Civic Engagement/Governance) will have a committee to establish goals and execute functions related to that initiative. Each Committee will consist of at least one voting officer.
- Committees have the authority to hold meetings within their committee without the consent of the Board, but cannot implement any Program or Event representing the Organization without possessing a majority of the Board.
- No Committee will have the Power or authority to Adopt, Amend, or Repeal the Bylaws of the Organization.

5. Amendment

- Bylaws will be amended by the Board of Directors by a 2/3 majority vote and all recommendations shall be heard.

6. Qualifications and Terms

- Each elected Board Member will serve a one year term that will be voluntarily renewable for another one (1) year term without an election. At the end of the 2nd term, that Board Member's position will be up for election. Three months prior to the end of term 1, the Board Member must notify the Board chair in writing that they will NOT serve their 2nd term. That Board Member will be allowed to serve in that same position only if re-elected by the general membership. Each Board Member can only be elected twice to serve consecutively in the same position..
- Board Members must possess the knowledge, skills, and ability to perform in their role or position held.
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7. Financial Policies

- Segregate duties by appointing two Assistant Treasurers. One Assistant will be assigned record-keeping duties. The other will monitor and maintain custody of cash and investment assets.
- Only the Treasurer and Board Chair can authorize payments on behalf of the Organization.
- Treasurer or an Assistant Treasurer will provide a financial report at the start of every general body meeting.
- All incoming cash/check collections will be documented on an Incoming Collection Form.
- Incoming Collection Form must capture Donor/Member Name, dollar amount, cell#, email address for each individual so that membership and/or donations can be recognized.

8. Contract Procurement

- Any Board Member, Officer, or General Body Member who has a business and if the UNITED MUSLIM AMERICANS OF RICHMOND organization was to make a contractual agreement with that member business, that Member shall abstain or recuse himself or herself from voting on the contract.

- Any member of the Organization who owns a majority share in a vendor or potential vendor of the Organization must recuse themselves from voting on the approval, extension, or termination of a contract with that company.

9. Legal Matter of the UNITED MUSLIM AMERICANS OF RICHMOND Organization

- The Board of Directors must vote and obtain a 2/3 quorum to select and acquire an attorney on behalf of the Organization.

10. Membership

- Members must possess good moral standing and commitment to Islamic values and maintain proper adab (manners) and character.
- Annual membership dues are \$100 per person and must be paid to the Treasurer. Dues can be paid on a monthly payment plan with payments of at least \$25 a month to remain eligible to vote. The full due must be paid within four months of the date that the individual joined. Members are considered to be in 'Good Standing' if they are current on their payment plan. Members not in Good Standing cannot vote.
- Documentation of member dues shall be handled by the Treasurer and retained by the Secretary.