

Initial Bylaws: Adopted  
4/28/24



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah, The Most Gracious and The Most Merciful

THE BYLAWS  
OF THE  
MUSLIM COMMUNITY OF ALASKA, INC.  
MASJID ASH-SHURA OF ALASKA

Article I

**NAME, LOCATION**

**SECTION 1: NAME**

*The name of the Organization shall be "Muslim Community of Alaska, Inc.," hereinafter referred to as the Organization or **MCA**. It shall be a nonprofit religious organization registered with the Division of Corporations, Business and Professional Licensing, State of Alaska, on February 1st, 2024. The MCA shall be an approved charity under IRS section 501(c)(3) whose EIN is 99-1184008. These Bylaws herein stated are the Bylaws of MCA and its Masjid, "Masjid Ash-Shura of Alaska," and the Islamic Educational Center of MCA as adopted per these Bylaws.*

*According to the State of Alaska Statutes AS § 10.20.056, a nonprofit's Board of Directors "shall adopt the initial bylaws of a corporation." So, the State of Alaska has legally mandated the adoption of the bylaws.*

**SECTION 2: LOCATION**

*The Current address of the Organization, **MCA (Masjid Ash-Shura of Alaska and Islamic Educational Center)**, shall be 801 West Fireweed Lane #103, Anchorage, Alaska, or as necessary until this Organization procures a*

*permanent property for the Masjid Ash-Shura of Alaska, and the Islamic Educational Center.*

### **SECTION 3: USE OF FACILITIES**

*The MCA shall make its Islamic Center available to all registered and nonregistered members who reside anywhere and endeavor to*

***\*\*Practice Islam as a total way of life,***

***\*\*Respect the sanctity of this Masjid, offer all prayers** based on the teachings of The Noble Qur'an and Sunnah of the Prophet Muhammad (PBUH)*

***\*\*Follow the rules and regulations set forth according to the Bylaws of MCA and as set forth by the Board of Directors of MCA.***

## Article II

### **NATURE OF AFFAIRS**

#### **SECTION 1: VISION**

*The Organization shall aim to please Allah (SWT) and His Prophet Muhammad (PBUH) through the service of the Muslim Community of Alaska.*

#### **SECTION 2: CONDUCT OF AFFAIRS**

*In conducting its functions and affairs, the Organization shall abide by the rules of the Noble Qur'an and Sunnah and their understanding according to the Ahl al-Sunnah wa'l-Jamaa'ah.*

#### **SECTION 3: NO CONTRADICTION WITH QUR'AN AND SUNNAH OF THE PROPHET (SWS)**

*No Article in the Constitution & Bylaws shall be in contradiction with the Noble Qur'an and authentic Sunnah and the belief of the Ahl al-Sunnah wa'l-Jamaa'ah, according to the understanding and interpretation of the Majority of the scholars (Jumhoor al Ulama).*

## Article III

### **PURPOSE & OBJECTIVE**

## **SECTION 1: PURPOSE**

1. *Establish a Masjid to worship and educate the true message of Islam while also serving as a constant reminder of the need to worship Allah (SWA) alone and as a warning against the danger of Shirk and Innovation.*
2. *To promote harmony and understanding between its neighbors and the local communities by displaying the good morals commanded by Islam and opposing any extremism and partisanship.*
3. *No part of the net earnings or assets of MCA shall inure to the benefit of or be distributable to the members, Trustees, Officers, other private individuals, or organizations organized and operating for profit (except that MCA shall be authorized and empowered to pay reasonable compensation for or make payments and distributions in furtherance of the purposes as stated in these Bylaws).*

## **SECTION 2: OBJECTIVES**

*The specific objectives are to:*

1. *Conduct religious, social, cultural, and other activities in the best authentic traditions of Islam*
2. *Represent and serve Muslims of Alaska and help develop their Islamic identities and personalities.*
3. *Establish Daily, Friday, and Eid congregational prayers and Islamic religious festivals at appointed LOCAL times. All Daily Prayers at the Masjid Ash-Shura of Alaska will be held at the Local time of Anchorage, Alaska.*
4. *Present Islam to Muslims and non-Muslims and promote good relations and understanding among them.*
5. *Strengthen unity among Muslims in the State of Alaska and elsewhere in the world.*
6. *Set up Islamic Classes for our children on the weekend to educate the youth about their religion and foster an inclusive environment of brotherhood and community spirit.*
7. *The MCA may promote Islamic education by establishing and maintaining facilities such as, but not limited to, Masjid, Libraries, Islamic centers, Sunday Schools, Summer camps, and institutions for higher learning. MCA may, for example, decide to establish cemeteries, funeral facilities, community centers, and child care centers. Nevertheless, these examples shall in no case bind the MCA to do these activities nor prevent the MCA from pursuing other activities that are in harmony with the overarching purposes of the MCA.*

## Article IV

### **MEMBERSHIP**

#### **SECTION 1: MEMBERSHIP**

*Any Muslim above the age of 18 who resides in Alaska and abide by the following rules and regulations could be a member of MCA.*

- I) Practice Islam as a total way of life,*
- II) Respect the sanctity of this Masjid, perform all Prayers at LOCAL TIME*
- III) Attend Masjid Ash-Shura of Alaska for daily prayers and*
- IV) Promise to follow the rules and regulations set forth according to the Bylaws of MCA and as set forth by the Board of Directors of MCA.*

## Article V

### **ORGANIZATIONAL STRUCTURE**

*The Organization shall consist of two organizational units: the Board of Directors (BOD) and the Majlis Shura .*

#### **1.1 BOARD OF DIRECTORS (BOD)**

*This Board shall have the overall responsibility to make sure the Organization is operating consistent with the objectives for which the Organization was established as outlined in this Bylaw.*

*The BOD will be the body of members as filed per the Biennial Report with the Division Corporations, Business and Professional Licensing, State of Alaska. The BOD shall consist of a total of 7 brothers (men) or as needed. Sisters will form a subcommittee to recommend the operational activities of the MCA to the BOD.*

*The initial members of the BOD of MCA (before MCA Procures a Permanent Structure owned by MCA) shall be selected by the President and the Registered Agent of MCA as needed and as filed with the State of Alaska per consultation with Muslim community members. They shall not be elected by the Majlis Shura.*

## **1.2 MAJLIS SHURA**

*Majlis Shura, the Governing Body of MCA, shall consist of the*

*Board of Directors,  
sisters' Subcommittee,  
Registered Members, and  
the Imam.*

*The BOD of MCA shall have ultimate authority to adopt all major agendas that are based on the teachings of the Noble Quran and Sunnah.*

## **1.3 ELECTION FOR BOARD MEMBERS**

*The term of office for each position on the Board of Directors is two years. However, to ensure adequate continuity and transition, the initial BOD or the updated initial BOD shall be dissolved after MCA procures permanent property for its Masjid and obtains a CO (Certificate of Occupancy) for the main structure of the Masjid from the MOA Building Safety Department and a new election will be held for the new BOD. The President of the Initial BOD (as Organizer and Registered Agent) shall have the authority to modify/update the list of initial BODs (adding and removing members of the initial BOD) as needed to ensure adequate continuity and transition of MCA.*

*At the end of The two-year term limit of BOD, a new election of the Board Members shall be held, and the Majority affirmative consensus among the majlis shura members of the MCA present at that meeting shall elect members of the BOD.*

*To ensure the proper continuity and transition, the positions/terms of the President of the initial /modified initial BOD can Only be amended/vacated if the President voluntarily quits his office.*

*If the BOD fails to perform duties according to the rules and regulations set forth per these Bylaws of MCA, the BOD shall be considered dissolved, and a*

*new election for the BOD shall be held to elect new board members per the above procedure.*

*All Board Members shall follow the State of Alaska Statutes for nonprofit Organizations AS § 10.20 to operate MCA. All Board Members shall be personally liable for their actions contrary to the Bylaws and Alaska Statutes, as each member shall strive to work for the benefit of MCA. MCA shall not be liable for the actions of any individual member that are contrary to the Bylaws of MCA or State of Alaska Statutes.*

#### **1.4 OPEN MEETINGS**

*The Board of Directors of MCA shall hold at least **FOUR OPEN MEETINGS** per year with the **Muslim Community** to discuss the MCA's past, present, and future activities and to undertake any action necessary for the benefit of the MCA. The BOD shall maintain "**the Minutes of the Meeting**" for the record.*

#### **1.5 APPROVAL OF AGENDAS**

*Majority affirmative consensus among the **BOD** of MCA present at that designated meeting **shall adopt all major agendas for MCA**. All Agendas must be according to the teachings of the Noble Quran and Sunnah.*

#### **1.6 FINANCIAL DISCLOSURE**

*The Organization's Financial Condition, including Bank Statement, Monthly Donation amount, and Expenses, shall be posted **MONTHLY** at the Masjid for the Muslim Community members to view.*

#### **1.7 VACANCIES**

*In case of an office vacancy on the Board, the remaining Board members shall select someone from the community at large to undertake the duties and responsibilities of that vacant office based on the Majority affirmative consensus among the Board Members. The President shall have the ultimate authority to fill any vacant position of the initial/updated-initial Board of Directors.*

#### **1.8 BOARD MEMBER REPLACEMENT**

*Should a member of the Board be incapacitated, leave the community, or resign due to personal reasons, the office of that member shall be vacated and*

replaced by a new member per the above procedures 1.7 (Vacancies). If necessary, to remove a member for his/her actions that are contrary to the Bylaws, a Majority affirmative consensus among the BOD members present will be needed to remove that member from BOD.

## **1.9 NO FINANCIAL REMUNERATION**

*The members of the Board and those of the committees shall receive no financial remuneration for discharging their duties and responsibilities, individually or collectively. However, the Board is empowered to pay certain financial remunerations in terms of regular salaries or specific payments for persons assigned to undertake certain duties which are deemed necessary to achieve the MCA's aims and objectives.*

## **1.10 COLLECTIVE RESPONSIBILITY**

*No member of the Board shall be held individually accountable for collective decisions and actions of MCA unless and until that member commits a particular legal, professional, or moral offense for which that member becomes individually accountable.*

## **1.11 DONATION**

*Donations for MCA could be in monetary, voluntary work for our Muslim community's benefit, including day-to-day MCA operation and activities, purchase or construction of the Masjid building, maintenance and /or expansion of the Masjid building, Islamic education center, and the cemetery.*

## **1.12 BANK ACCOUNT**

*An appropriate number of bank accounts may be maintained to manage the donation funds. All accounts shall be interest-free accounts. The signatures of The President, The Vice President, or the Treasurer are sufficient for the withdrawal of funds from the accounts. The signature of either the President is required for the withdrawal/payment of any amount over \$500 from MCA's bank account. The President or The Vice President will have ultimate authority to sign all documents, including all financial documents for the Muslim Community of Alaska, Inc.*

### **1.13 SPECIFIC DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS:**

#### **THE PRESIDENT:**

1. *Be the official representative and spokesman of the Organization*
2. *Preside over the meetings of the MCA.*
3. *Manage, coordinate, lead, and supervise the activities of MCA in the implementation of the Constitution and bylaws of the Organization and the decisions of its General Assembly to achieve the objectives of the Organization in the best possible manner.*
4. *The President shall have the authority to sign all documents necessary on behalf of the Muslim Community of Alaska, Inc. (MCA).*
5. *To ensure the proper continuity and transition, the positions/terms of the President of the initial /modified initial BOD can Only be amended/vacated if the President voluntarily quits his office.*

#### **THE VICE PRESIDENT**

1. *Assume the duties and responsibilities of the President if the President is temporarily absent and per approval of the President.*
2. *Become interim President upon the President's removal, resignation, or demise for the balance of the term.*
3. *Assist the President in overseeing the decisions of the Board and those of the committees, thus becoming the liaison officer between the Board and all committees.*

#### **SECRETARY**

1. *Record the minutes of the meetings.*
2. *Keep files, records, and documents of the Organization.*
3. *Inform Committee members of the time and agenda of the meetings.*
4. *Take care of correspondence between the Organization and its members as well as other organizations.*
5. *Keep the Organization registered in the State of Alaska*



## **TREASURER**

1. *Prepare an annual financial report at the end of the fiscal year.*
2. *Prepare a financial report including estimates of expected income whenever it is requested by the Board.*
3. *Manage the MCA's assets and properties, including rent (if applicable), utility bills, maintenance costs, renovations, etc.*
4. *Collect donations, zakatul maal, and revenues, report them monthly, and post them in the Masjid.*
5. *Write checks (not exceeding \$500 without approval) for the approved activities.*
7. *File year-end tax returns with the IRS (whenever required).*
8. *The President or The Vice President could assume the responsibilities of the Treasurer.*

## **SUSPENSION OF MEMBERSHIP OF REGISTERED MEMBER:**

*The BOD will have the right to suspend membership of any registered member for his/her disorderly conduct at this Masjid Per Alaska Statutes AS 11.61.110 Disorderly Conduct including:*

- \* Direct or indirect involvement of a registered member in an attempt to obstruct any of MCA programs, activities, bylaws, and rules & guidelines.*
- \* Dissemination by a registered member of any publications or leaflets that may attack the integrity of MCA, any of its appointed or elected officers, staff, and volunteers.*
- \* Excessive use of foul or threatening language or intimidation of other community and masjid members.*
- \* Repeated disruption of Halaqas, prayers, official announcements, meetings, and any MCA activities.*

*As the Prophet Muhammad (PBUH) said, "Treat the people as you love to be treated."*

## Article VI

### **POLICY FOR USE OF THE ISLAMIC CENTER**

1. *The Islamic Center shall be open to all Muslims during regular daily prayers and MCA's arranged and sponsored activities.*
2. *Normal operating hours of the Islamic Center include the regular daily prayers and MCA programs.*
3. *Overnight stay in the Islamic Center shall not be allowed for safety and security reasons, except in exceptional circumstances approved in accordance with policies and procedures set forth by the Board of Directors.*
4. *In conformity with the city of Anchorage regulations, the call for prayers (Adhaan) and other functions shall be limited to inside the Islamic Center.*
5. *Verbal and written announcements and distribution of printed materials on the premises of the Islamic Center and at the location of MCA's sponsored activities elsewhere will require the approval of the Board of Directors of MCA and in conformity with MCA's policies. Any question or concern from any member should be directly addressed privately or in writing to the BOD of MCA.*
6. *The use of the facilities and equipment in the Islamic Center (i.e., library, office, kitchen, classrooms, furniture, etc.) shall be only for MCA activities within the Islamic Center and in accordance with the policies and procedures set forth by the Board of Directors of MCA.*

## Article VII

### **OTHER POLICIES OF MCA**

#### **POLICIES FOR FUND-RAISING ACTIVITIES:**

*Fund-raising may be made for individuals and/or organizations approved by the MCA in accordance with the following criteria:*

- (a) *In conformity with the existing law of the land.*

*(b) The objectives, means, administration, and affiliations of the said organizations/individuals generally conform with MCA's understanding.*

*(c) The Board of Directors shall dispense funds to the intended individuals/organizations in accordance with the designation of the donors and in the absence of such designation as deemed appropriate by the Board of Directors.*

## ARTICLE VIII

### **THE IMAM'S DUTIES AND RESPONSIBILITIES**

*Imam shall serve as a spiritual leader and lead all prayers and religious activities. Imam will need the Board's approval to undertake any activities related to MCA. The position of Imam will be filled based on the Majority affirmative consensus among the members of The BOD. The President or The Vice President will have the ultimate authority to vacate/terminate the position of the Imam and appoint a new Imam for the Board's Approval if necessary.*

## Article IX

### **AMENDMENTS TO THE BYLAWS**

*Amendments to the Bylaws shall be adopted with at least 90% of the Majority affirmative consensus among the BOD of MCA present at that designated meeting. However, the terms/positions for the initial BOD/modified initial BOD, The President, and The Vice President shall be as described in Article V, Section 1.3, and the terms/positions of the Initial BOD/modified initial BOD can not be amended/vacated/terminated by the BOD of MCA. The President of the Initial BOD (as Organizer and Registered Agent) will have the authority to modify/update the list of initial BODs (adding and removing members of the initial BOD) as needed to ensure adequate continuity and transition of MCA. To ensure the proper continuity and transition, the positions/terms of the President of the initial /modified initial BOD can Only be amended/vacated if the President voluntarily quits his office.*

## Article X

### **DISSOLUTION**

*If a situation arises that makes voluntary dissolution of the MCA inevitable, the Board of Directors shall take all action required by Alaska law to affect that dissolution. The BOD must propose to dissolve the MCA at a special meeting of the BOD convened for that purpose. The Majority affirmative consensus among the Majlis Shura members shall be necessary to decide on the question of dissolution. Approval of the dissolution shall require four-fifths of the Majority affirmative consensus among the members present.*

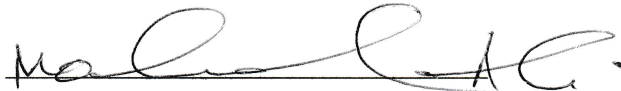
*Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions that qualify as exempt organizations described under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.*

*Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.*

## ARTICLE XI

### **ADOPTION & EFFECT**

*These Bylaws shall be effective immediately after they have been adopted and signed by the President and the Vice President of the current BOD of MCA as of April 28<sup>th</sup>, 2024.*



THE PRESIDENT



THE VICE PRESIDENT