

AMENDED BYLAWS
OF
Rochester Muslim Community Circle (RMCC) By-laws
Effective 9/7/16

The Board of Directors of RMCC reserves the right to amend its Bylaws when necessary at any time, in order that it may deal appropriately with unforeseen situations.

Contents

1. Purpose
2. Scope
3. Board of Directors Membership and Meetings
4. RMCC Officers and Duties
5. RMCC membership
6. Committee Chairperson Responsibilities and Meetings
7. Disciplinary Actions
8. Indemnification

Bylaw 1 – Purpose

1. The purpose of the Rochester Muslim Community Circle (RMCC) is to serve the religious, educational and cultural needs of the Muslim Community in Rochester, Minnesota and surrounding Southeast Minnesota Communities.
2. To promote a better understanding of Islam through peaceful exchanges with other faiths.

Bylaw 2-Scope

2.1 These bylaws are the foundation and framework for the organizational structure and mode of operations of RMCC. The items related to membership retain some flexible interpretation. The application will be based on facts and circumstances; final decision will be up to the Board of Directors of RMCC.

Bylaw 3- Board of Directors Membership and Meetings

3.1 The board is responsible for overall policy and direction of the organization, and delegates responsibility of day-to-day operations to the committees. The board shall have up to 9, but not fewer than 5 members. The board receives no compensation.

3.2 All board members shall serve three-year terms, but are eligible for re-election for an additional two terms. However, if a board member has served three terms and there are no new nominees for board members, he or she may be eligible for additional terms. Elections will be held on December 1st every 3 years and new members sworn in before the 1st of the New year.

Nominations for new members will be sought by advertising via Email and /or word of mouth regarding member names to be placed on ballots for new board membership.

3.3 The board shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member have written notice via email or postal mail at least 1 week in advance by the Secretary of the Executive Committee.

3.4 New board of directors and current directors shall be elected or re-elected by members of RMCC who are in good standing as defined in bylaw 5.2.

3.5 Nominees to board of directors must support the purpose stated in Bylaw 1. Nominees should not be appointed on another Muslim organization or Mosque board within one year before being elected to the RMCC board and while serving on the RMCC board.

3.6 When a vacancy on the board exists mid-term, the secretary of the Executive Committee must receive nominations for filling the vacancy from current board members two weeks in advance of a regularly scheduled board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

3.7 Resignation from the board must be in writing and received by the secretary of the Executive Committee. A board member may be removed by a two-thirds vote of the remaining directors.

3.8 Board of Director Members will make policy concerning the yearly budget for the organization. Input for yearly budget will be asked of each committee chairperson.

3.9 Special meetings of the board shall be called upon by the request of the president or one-third of the current board. Notices of special meetings shall be given in the nature as listed in bylaw 3.3.

3.10 Quorum: A quorum must be attended by at least two-thirds of board members for business transactions to take place and motions to pass.

Bylaw 4- Officers and Duties

4.1 The Executive Committee shall consist of four officers appointed by the Board of Directors: President, Vice-President, Secretary and Treasurer.

4.2 Each appointed officer must satisfy the stipulation stated in bylaw 3.4 .

4.2 The President shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-President, Secretary and Treasurer.

4.3 The vice-president shall chair committees on special subjects as designated by the board of directors.

4.4 The secretary shall be responsible for keeping records of the board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained according to state law in Minnesota.

4.5 The treasurer shall make financial reports available at each board meeting to keep board members aware of the financial status of the organization. The treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to other members of the organization and the public.

4.6 Each officer of the Executive Committee shall be responsible for a 30-day training period for the incoming officer equal to their position to ensure proper training of that person who will hold that office during his/her appointed term.

Bylaw 5- RMCC Membership

5.1 Application for membership shall be open to any person 18 years or older who supports the purpose of this organization as listed in bylaw 1 sections 1.1 and

1.2. Membership is granted after receipt of membership application and first monthly dues.

5.2 Members in good standing are defined as those participants who do not have any outstanding debt or obligation to RMCC and abide by the governing documents of RMCC. Participants include directors, officers, and general members.

5.3 Members not in good standing are defined as those participants who do not qualify under bylaw 5.1.

5.4 Any member may resign by filing a written resignation with the secretary of the Executive Committee. Resignation shall not relieve a member of unpaid dues or other charges previously accrued. A member can have his or her membership reviewed/terminated for not following the governing documents of RMCC and is eligible for Disciplinary Review by the Board of Directors of RMCC.

5.5 Any member may request a copy of the financial records of the current and preceding year of operation of the organization. These copies will be delivered to the member within 10-business days.

Bylaw 6- Committee Chairperson Responsibilities and Duties

6.1 Committee Chairpersons shall be appointed by the board of directors during the first year of operation of the organization. Thereafter committee chairpersons shall be elected by members within the committee of participation.

6.2 Committee Chairperson is responsible for formulating the yearly budget of that particular committee in a thoughtful and organized manner, must contain details of proposed expenditures. He or she will present the proposed budget to the board of directors at the annual Budget Meeting_ of the board of directors.

6.3 Committee Chairperson is responsible for the daily activities of the committee that he or she oversees as directed by the board of directors. He or she will see that the environment where the committee's activities are being conducted is free from physical, emotional and psychological harm to participants.

6.4 Committee Chairperson is responsible for reporting to board of directors any behavior or actions which violate the governing documents of RMCC. Failure to do so will result in removal from Committee Chairperson Position.

Bylaw 7- Disciplinary Actions

7.1 Any member or participant who violates common decency code of conduct towards another member or participant of the organization's operations will have their membership status or future participation in the organizations activities reviewed by the board of directors.

7.2 Disciplinary review will occur in the event of provocation and/or assault.

7.3 Provocation is defined by RMCC as taunting, goading, or severe intimidation by any member or participant towards another member or participant in RMCC operations.

7.4 Assault is defined by RMCC as a violent verbal or physical attack, or an apparently violent attempt, or willful offer with force, or violence to do hurt to another without the actual doing of the hurt threatened by any member/participant towards any member/participant.

7.5 No discrimination of any sorts will be tolerated by RMCC.

Bylaw 8-Indemnification

1. All members and participants of RMCC operations agree to the principles and practices of safe stewardship to the organization.

2. All members and participants in the RMCC operations agree to hold no director nor officer nor committee chairperson, neither current nor past, neither legally nor financially responsible for injury of person or property.