



In the Name of Allah, Most Gracious, Most Merciful

“And their affairs are conducted by mutual consultation” – Qur’an 42:38



ILM Center – Bylaws

V3.0 adopted as of 11/01/25



1. These Bylaws shall be recognized as the official document of the Islamic Learning and Mentorship Center (ILM) and shall be available to each ILM member and to each new member at the time of application, either online or in the form of a printed copy. Current, updated Bylaws shall reside on the official website of ILM Center @ ilmcenter.org.
2. No member shall be absolved from the effect of the Bylaws by excuse of not having received it, or of ignorance of its contents.
3. The Bylaws of ILM Center bind each member as though he/she had inscribed his/her name and affixed his/her signature thereto.

ARTICLE I – NAME & LOCATION

1. The name of the organization shall be **ILM Center, Inc.** (“ILM Center”, “Islamic Learning and Mentorship”).
2. ILM Center is a non-profit, religious organization incorporated in the State of North Carolina.
3. The principal office shall be located in Concord/Charlotte, NC. The Board of Directors may designate other locations as needed.

ARTICLE II – MISSION, GOAL, CREED & RESOURCES

Mission:

To establish a welcoming and inclusive center where Muslims in America can preserve their faith, heritage, and traditions while fostering a strong sense of community grounded in Islamic values. ILM Center members shall contribute peacefully and constructively to the rich diversity and pluralism of American society.

Goal:

To uphold, preserve, and promote the principles of Islam in a manner that reflects its universal, compassionate, and peaceful teachings, and to strengthen the Islamic identity of future generations through educational initiatives, community programs, and active engagement in broader society.

Creed:

At the heart of our creed is the belief in the **Oneness of Allah**—the One, the Eternal, the Most Merciful and Compassionate Creator of all. We affirm that **Prophet Muhammad**

(peace and blessings be upon him) is the **Final Messenger and Seal of Prophethood**, whose life serves as a timeless model for humanity.

Our primary sources of guidance are **The Holy Qur'an** and the **authentic Ahadith** of Prophet Muhammad (peace be upon him). We recognize and honor the rich scholarly tradition of Islamic jurisprudence, including the diverse insights offered by the various schools of thought—**Hanafi, Maliki, Shafi'i, Hanbali**, and others. These traditions serve as intellectual foundations that help us navigate contemporary challenges with wisdom, balance, and fidelity to our faith.

We are an **inclusive and unified community**. We are not aligned with, nor do we support, any sectarian or political movement that diverges from the **core, authentic teachings of Islam**. Our goal is to build a faith-driven, spiritually grounded community dedicated to the worship of Allah, service to humanity, and harmony in our broader society.

ARTICLE III – AFFILIATION AND PERMITTED ORGANIZATIONAL ACTIVITIES

ILM Center is an independent entity. Any future affiliation with other organizations must be approved by two-thirds (2/3) of the Board of Directors.

ILM Center will not carry out or perform or allow any activities that are not permitted to be carried out by an organization that is exempt from Federal Income Tax under Section 501 (C)(3) of the Internal Revenue Code of 1954, as now in force or afterwards amended.

ARTICLE IV – MEMBERSHIP

1. Eligibility:

- a. Open to all Muslims who are U.S. Citizens or Legal Residents, 18 years or older, who support ILM Center's mission and creed.
- b. All Muslim residents of Charlotte, Concord, Huntersville, Davidson and surrounding areas within 20 miles of radius of the Charlotte and Concord Cities will be eligible to become members of ILM Center.
- c. Agree to abide by the bylaws and policies of the masjid.

2. Categories:



- a. **Founding Members:** Individuals involved during the inception phase.
- b. **General Members:** Join through a membership application approved by the Board of Directors.

3. **Rights:**

- a. Members may participate in ILM Center activities and vote in General Body meetings (once voting procedures are established).

4. **Termination:**

- a. Membership may be terminated for conduct contrary to ILM Center's mission and values by majority Board vote.

5. **Application Process**

- a. Prospective members must complete a membership application form.
- b. The application must be submitted to the Membership Committee for review.
- c. The Membership Committee will review the application and make a recommendation to the Board of Directors.
- d. The Board of Directors will approve or deny the application by a majority vote.

6. **Membership Dues**

- a. Members are required to pay annual membership dues as determined by the Board of Directors.
- b. Dues must be paid annually by the first day of the fiscal year or monthly on the first day of every month.
- c. Failure to pay dues within 60 days of the due date will result in suspension of membership.
- d. One year of continuous/active membership will be required to be eligible to vote.

7. **Rights and Responsibilities**

- a. Members have the right to:
 - i. Vote in general assembly meetings and elections.
 - ii. Be nominated for a leadership or board position

- iii. Serve on committees and hold office.
- b. Members are responsible for:
 - i. Upholding the principles and values of Islam.
 - ii. Abiding by the bylaws and policies of the masjid.
 - iii. Supporting the masjid through active participation and financial contributions.

8. Termination of Membership

- a. Membership may be terminated by:
 - i. Voluntary withdrawal submitted in writing to the Board of Directors.
 - ii. Failure to pay membership dues within 60 days of the due date.
 - iii. Conduct deemed detrimental to the mission and vision of the center, as determined by the Board of Directors.
- b. A member whose membership is terminated may appeal the decision to the Board of Directors within 60 days.

9. Reinstatement

- a. A former member may apply for reinstatement by submitting a new membership application.
- b. The application will be reviewed and processed in accordance with the bylaws.

10. Termination of Membership

- a. Termination of Membership may also occur because of member's resignation, felony conviction or death.

ARTICLE V – GOVERNANCE

1. Initial Board of Directors:

- o During the inception phase, ILM Center shall be governed by an interim **Founding Board** of 5 members.
- o Founding Board members will serve until formal elections are held. The initial term will be 2 years.



- Members of the Board of Directors may not simultaneously serve on the governing board of any other 501(c)(3) nonprofit organization unless with an express consent of the Board of Directors.
- Directors must be members in good standing of the masjid and must have demonstrated commitment to the mission and values of the organization.
- No two members of the same family should be on the Board of Directors.

2. Duties:

- Uphold the mission and goals of ILM Center.
- Manage finances, property, and programs.
- Represent ILM Center in the community.

3. Meetings:

- Board meetings shall be held at least monthly; decisions require a simple majority vote. The meeting minutes should be documented, any public, non-confidential decisions should be available for the general assembly members. All decisions made by the BOD should be documented and available for the BOD.

4. Quorum:

- A quorum shall be a majority of current Board of Director members.

5. Term of Office:

- Board of Directors shall serve for a term of 2 years and may be re-elected for a maximum of 2 consecutive terms.

6. Election:

- Directors shall be elected by the general membership at the annual meeting. Nominations shall be submitted to the Election Committee.

7. Vacancies:

- Any vacancy on the Board of Directors may be filled by a majority vote of the remaining directors. The appointee shall serve until the next annual meeting.

ARTICLE VI – OFFICERS

1. **Positions:** President, Vice President, Secretary, Treasurer, At-large
 2. **Election & Term:** Officers are elected by the Board for a term of 2 years.
 3. **Duties:**
 - **President:** Oversees all operations, presides over meetings, and represents ILM Center. The President shall preside over all meetings of the Board of Directors and the general membership, represent the masjid in external affairs, and ensure the implementation of board decisions.
 - **Vice President:** The Vice President shall assist the President and assume the President's duties in their absence.
 - **Secretary:** Maintains records, meeting minutes, and communications. The Secretary shall maintain accurate records of all meetings, handle correspondence, and ensure the safekeeping of the masjid's documents.
 - **Treasurer:** The Treasurer shall oversee the financial affairs of the masjid, including budgeting, accounting, and reporting. The Treasurer shall present financial reports at each board meeting and the annual meeting.
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ARTICLE VII – FINANCES

1. All funds shall be used solely for ILM Center's purposes as outlined in these Bylaws.
2. ILM Center shall not engage in activities prohibited by Section 501(c)(3) of the Internal Revenue Code.
3. The fiscal year shall be January 1 – December 31.
4. **Budget Preparation:** The Treasurer, in consultation with the Finance Committee, shall prepare an annual budget for the upcoming fiscal year.
5. **Approval:** The President/Treasurer proposed budget shall be presented to the Board of Directors for approval at least 60 days before the start of the fiscal year.
6. **Monitoring:** The Treasurer shall monitor the budget throughout the year and report any significant changes to the Board of Directors.

7. Records: The Treasurer shall maintain accurate and complete financial records, including receipts, disbursements, and bank statements.
8. Reporting: The Treasurer shall present a financial report at each board meeting and the annual general meeting. The report shall include a statement of income and expenses, a balance sheet, and any other relevant financial information. The General Assembly should be communicated with expenses and income at the high level for transparency at the Quarterly basis.
9. Internal Audits: The Finance Committee shall conduct internal audits of the masjid's financial records at least once a year.
10. External Audits: An independent auditor shall be appointed by the Board of Directors to conduct an annual audit of the masjid's financial records. The auditor's report shall be presented to the Board of Directors and the general membership.
11. Bank Accounts: The masjid's funds shall be deposited in one or more bank accounts in the name of the masjid. The Board of Directors shall designate the signatories for these accounts.
12. Contracts: All contracts and agreements involving the masjid shall be reviewed and approved by the Board of Directors. The President and Treasurer shall have the authority to sign contracts on behalf of the masjid.
13. Expenditures: The Treasurer shall have the authority to approve expenditures up to \$1000. Expenditures exceeding this amount shall require the approval of the Board of Directors.
14. Donations: The masjid may accept donations and grants from individuals, organizations, and businesses. All donations and grants shall be recorded and acknowledged in writing.
15. Fundraising: The Board of Directors shall oversee all fundraising activities and ensure that they comply with Islamic principles and legal requirements.

ARTICLE VIII – COMMITTEES

1. The Board may form committees as needed (e.g., Education, Fundraising, Facilities, membership, Ramadan).

2. Committees shall operate under Board-approved guidelines documented within the policies. The Board of Directors may establish standing committees to address ongoing needs, such as Finance, Membership, Education, and Outreach.
 3. Ad Hoc Committees: The Board of Directors may establish ad hoc committees for specific tasks or projects. These committees shall be dissolved upon completion of their assigned tasks.
 4. Committee Membership: Committee members shall be appointed by the Board of Directors and may include both board members and general members of the masjid.
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ARTICLE IX – AMENDMENTS

1. Founding members are responsible for the upkeep of these bylaws until formal procedures are established - at which time, a more elaborate bylaws amendment process will be instituted.
 2. Founding members can amend these bylaws with a $\frac{2}{3}$ majority vote until the community center is established with formal amendment procedures.
 3. For any items that are not documented within this By Laws, the Board of Directors will identify the item, provide reasonable justification and make a decision on this item with the majority vote.
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ARTICLE X – MEETINGS

1. Board Meetings: The Board of Directors shall meet at least once a month to conduct the business of the masjid. Special meetings may be called by the President or by a majority of the directors.
2. General Assembly Meetings: The general assembly members shall meet at least once a year. Notice of general assembly meetings shall be provided to all members at least 30 days in advance.
4. Quorum: A quorum for board meetings shall be a majority of the directors. A quorum for general assembly meetings shall be 50% members plus 1 in attendance.

5. Voting: Decisions at board and general meetings shall be made by a majority vote of those present and voting, unless otherwise specified in the bylaws.
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ARTICLE XI – CONFLICT OF INTEREST

1. Disclosure: The Board of Directors and officers shall disclose any potential conflicts of interest and recuse themselves from decisions where a conflict exists.
 2. Policy: The Board of Directors shall adopt a conflict of interest policy to ensure transparency and integrity in the masjid's operations.
 3. Legal Arbitration: If there is a conflict that arises between the existing Board of Directors then both the conflicting parties will nominate two independent, unbiased arbitrators from each side, whose majority decision will be binding.
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ARTICLE XII – SUCCESSION PLANNING

1. Purpose and Objectives

The purpose of this article is to ensure the continuity and stability of leadership within the organization by identifying and developing future leaders. This succession planning process aims to prepare the organization for both planned and unexpected transitions in key leadership positions.

2. Identification of Key Positions

The following positions are considered critical for succession planning:

- Executive Director
- Board Chairperson/President
- Treasurer
- Secretary
- Imam
- Any other key leadership roles as determined by the Board of Directors

3. Criteria for Successors

Potential successors must meet the following criteria:



- Relevant qualifications and experience
- Demonstrated leadership skills
- Commitment to the organization's mission and values
- Ability to work collaboratively with others
- Should be an General Assembly member

4. Development and Training

The organization shall provide development and training opportunities for potential successors, including:

- Mentorship programs with current leaders
- Leadership training workshops and seminars
- Opportunities to gain relevant experience through project assignments and committee involvement

5. Selection Process

The selection process for successors shall include the following steps:

- **Nomination:** Candidates may be nominated by current leaders, board members, or through self-nomination.
- **Evaluation:** The Board of Directors shall evaluate candidates based on the established criteria and their performance in development programs.
- **Approval:** The final selection of successors shall be approved by a majority vote of the Board of Directors.

6. Transition Plan

The transition plan shall include the following steps:

- **Handover Period:** A defined period during which the outgoing leader works with the successor to ensure a smooth transition.
- **Documentation:** All relevant information, access, keys, fobs, documents, and knowledge shall be transferred to the successor.

7. Emergency Succession



In the event of an unexpected departure, the Board of Directors shall appoint an interim leader to fill the position until a permanent successor is selected through the standard process.

8. Review and Updates

The succession plan shall be reviewed and updated annually by the Board of Directors to ensure its effectiveness and relevance to the organization's needs.

9. Confidentiality

All aspects of the succession planning process shall be conducted with the utmost confidentiality to protect the privacy of individuals involved and maintain trust within the organization.

10. Indemnification

The masjid shall ensure and hold harmless its directors, officers, employees, and volunteers from any and all claims, liabilities, and expenses arising out of their service to the masjid, except in cases of gross negligence or willful misconduct.

ARTICLE XIII – DISSOLUTION

Upon dissolution, all assets shall be distributed to another non-profit Islamic organization in the U.S. that upholds similar creed and mission, in compliance with IRS regulations.

Adopted by the Founding Board of ILM Center on [11/01/2025]