

In the name of Allah the Beneficent, the Merciful

The **Bylaws** of the  
**Islamic Education Foundation of Knoxville (IEFK), Inc.**

***Preamble***

*The founders of this organization adopt the following creed for the organization: “There is no god but Allah and Muhammad is the Messenger of Allah”. All policies and procedures of this organization shall be consistent with the teachings of the Holy Quran, and the examples of the Prophet Muhammad (peace and blessings be upon him) as documented in the authentic narration.*

**Article I: NAME AND OBJECTIVE**

This organization shall be known as the Islamic Education Foundation of Knoxville (IEFK), Inc (hereinafter referred as organization). The objective and the purpose of this organization shall be established by its Charter and any amendments thereto.

**Article II: PROGRAMS AND ACTIVITIES**

To attain goals specified in article III of its Charter, the organization will:

1. Build an Islamic Center Complex consisting of a Mosque, a School Building, and a Community Hall.
2. Operate a daycare and a full-time Islamic School.
3. Arrange for regular prayer service.
4. Provide facility for community and youth activities.
5. Maintain open communication with other faith communities to further the understanding of Islam.

### **Article III: MEMBERSHIP**

The organization will not have any formal membership. Under the broader meaning of membership, all Muslims living in the Grater Knoxville area are considered members.

### **Article IV: MANAGEMENT**

#### IV.1 Board of Directors

1. The Board of Directors is the governing body of the organization and as such shall have control over funds, properties, activities and policies of the organization in accordance with the Charter and Bylaws of the organization.
2. The Board of Directors consists of nine (9) individuals. The term of office for each Board Member shall be 3 years.
3. The Board of Directors (all nine members) shall elect a President, a Secretary and a Treasurer from among the members of the Board.
4. The Board of Directors shall approve any amendments to the Bylaws; an approval of 6 out of 9 Board members is required for amending Bylaws.
5. No official of the organization (including the members of the Board of Directors) will receive any compensation or remuneration for their services. Reasonable expenditure incurred on behalf of the organization will be reimbursed upon the approval of the appropriate official.

#### IV.2 The President:

The President is the principal administrative officer of the organization. He is the chairman of the Board of Directors and presides over all meetings of the organization. The President in consultation with the Board of Directors may appoint various committees to carryout different functions of the organization.

#### IV.3 The Secretary:

The Secretary shall carry out the business functions of the organization, as delegated to him by other offices of the organization and approved by the Board of Directors. The

Secretary schedules the meetings of the Board of Directors, prepares the minutes of the Board meetings, and maintains all official records for the organization.

#### IV.4. The Treasurer:

The Treasurer shall be the custodian for all funds of the organization. He/she shall be responsible for collecting and depositing fund, and maintaining bank accounts.

#### IV. 5 School Operation Committee:

The President in consultation with the Board of Directors shall appoint a committee (with a minimum 3 and a maximum 5 individuals) to operate the Islamic School. The committee along with the Principle of the school (or the Director) shall be responsible for the regular management of the school. A charter describing detailed responsibilities of the committee shall be prepared by the committee chair and approved by the President.

#### IV. 6 Other Committees:

Functional committees, regular or temporary, (e.g., Fundraising, Construction, etc.) may be appointed by the President of the organization upon due consultation with the Board of Directors.

#### IV.7 Office

1. The organization shall maintain an office in the State of Tennessee. The current office is located at 448 N Cedar Bluff Road #340, Knoxville, TN 37923.
2. The address of the office (or Post Box rented by the office) shall be used in all official correspondence of the organization.

### **Article V: ELECTION**

1. One third of the Board of Directors shall be elected/selected every year.
2. Two months prior to the end of the current year the Secretary shall request the President of MCK (in writing) to nominate one of MCK's member to the IEFK Board

for a 3-year term. MCK shall notify the IEFK about its selection no later than one month prior to the end of the year.

3. The Secretary will also request the Annoor Academy Operating Committee to select (through an election) a representative of the parents of students currently enrolled in the Academy for the IEFK Board for a 3-year term.
4. After the above two selections are received, the current IEFK Board (all 9 members) shall select another individual from among the out going Board Members or from the Muslim Community at-large to serve on the Board for a 3-year term.

#### **Article VI: FINANCE**

1. The business year of the organization shall begin on the first day of January and shall end on the 31<sup>st</sup> day of December of the same year.
2. The president or a designated representative on the Board shall approve all expenditures of the organization.
3. The organization shall maintain necessary financial independence. No contribution will be accepted that either would be inconsistent with, or exert undue and negative influence on, the organization's objectives and principles as stated in the Charter.

#### **Article VII: REPLACEMENTS AND REMOVALS**

1. In case the President becomes permanently absent for the duration of the term, a new President will be elected by, and from among, the Board of Directors. If the position of a Board member becomes vacant, the remaining members of the Board shall select someone to fill the vacancy. Approval by at least 6 Board members is required for filling the vacancy.
2. Any member of the Board of Directors may be removed by the consent of 6 Board members for causes including failure to fulfill his/her responsibilities or committing any action determined to be detrimental to the best interest of the organization.

Adopted on the 22<sup>nd</sup> day of July 1999.

## Board of Directors

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Abu Bakar Ahmed

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Emran Dawoud

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Mohammad El-Harithi

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Harith Kemp

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Mohammad Karim

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Mohammad Rahman

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Khaled Sakalla

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Ayman Shourbaji

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Naseem Siddiqi