
Constitution of Masjid Tawheed

ARTICLE I – Principal Office and Outline

- 1.1. The principal office of the corporation, (also referred to as the Masjid) shall be located at: 5848 Memorial Dr, Stone Mountain, GA 30083.
- 1.2. The purpose of this document is to clearly delineate Masjid Tawheed’s official position when it comes to its mission, belief, organization, responsibilities, and the execution of its day-to-day affairs.
- 1.3. It is incumbent upon anyone who is involved in the affairs of the Masjid, whether they be administrators, teachers, students of knowledge or volunteers to familiarize themselves with and follow the procedures outlined below.

ARTICLE II – Mission, Objectives and Purpose

- 2.1. The Masjid is exclusively a place of worship and a center created to educate and spread the true message of *Islam* whilst also serving as a constant reminder of the need to worship Allah alone, and as a warning against the danger of *Shirk* and *Innovation*.

As Allāh says: “And I (Allāh) created not the Jinns and humans except they should worship Me (Alone).” {51:56}

- 2.2. The Masjid adopts a middle course in all its affairs. Its activities are rooted in the teachings of the *Qurān* and *Sunnah* based on the understanding of the pious predecessors (*the salaf-us-sālih*).
- 2.3. The Masjid endeavors to educate the youth about their religion and fosters an inclusive environment of brotherhood and community spirit. As the messenger peace be upon him said, **“Treat the people as you love to be treated”**.
- 2.4. The Masjid aims to promote harmony and understanding between its neighbors and the local communities by displaying the good morals commanded by Islam and by opposing any form of extremism and partisanship.

ARTICLE III – Financial Assets and Properties

- 3.1. Masjid Tawheed is a non-profit religious organization (501c) and an Islamic *waqf* (endowment) for the Muslims in the Metro Atlanta area. This *waqf* includes all the Masjid's assets – both tangible and intangible, be they property or financial.
- 3.2. Masjid Tawheed was established, organized, and maintained, after Allāh, through a collective and communal effort; therefore, no specific group, ethnicity or an individual can lay claim to ownership or use of the Masjid's properties or assets for profit or personal interest.
- 3.3. No singular individual should have control over the Masjid properties or financial accounts, transactions, and records.
- 3.4. In the case of dissolution, all properties and assets can only be made at disposal to another Masjid 501(c)(3) that follows the correct *Aqīdah* and *Manhaj*.
- 3.5. The financial committee should always be no less than five members and they should have shared control over the Masjid's financial accounts and records.
- 3.6. The *shura* will oversee and have access to all transactions and financial records.
- 3.7. A financial team of both men and women will be responsible for all collections, fundraising events, and deposits. No *shura* member or an employee of the Masjid should be part of any collection or receive cash; rather he will refer it to the financial collection team. This team reports to the treasurer. Except in circumstances where community members approach such individuals, due to trust and other compelling situations.
- 3.8. All financial records should be reviewed monthly to verify all payments are consistent with the Masjid activities. This audit will be carried out by someone who is not listed as a custodian of any of the Masjid's bank accounts or someone who can issue or sign checks.
- 3.9. No debit card will be issued with any of the Masjid accounts and all money wiring or cash withdrawal will require *shura* approval prior to withdrawal.
- 3.10. All fundraising events are strictly designated for and must expressly demonstrate that the activity itself serves as a benefit exclusive to the goals and objectives of Masjid Tawheed. All fundraising activities must be agreed upon by the *shura*.
- 3.11. All outside fundraising requests raised for other Masajid or outside community events are strictly prohibited unless it is agreed upon by the *shura*. At which time, the

requesting organization must submit a formal request to the shura to be reviewed for approval consideration.

ARTICLE IV – Fridays & Eid Gatherings

- 4.1. Friday Khutbah: Should begin promptly @**1:45** sharp year-round.
 - 4.1.1. In consideration for the worshippers, the khutba **should not exceed 30 minutes** and this should be all year round to help mitigate the travel time back to work for the majority who attend services on their lunch breaks.
- 4.2. **Eidul-Fitr** and **Eidul Adha** prayers start at **8:35** am.
 - 4.2.1. The Khutbah afterwards should be abbreviated **not to exceed 20 minutes**. We are committed to valuing and respect the time of every guest and We recognize that everyone has responsibilities to administer.

ARTICLE V – The Office of Shura Committee

- 5.1. Every member of the *shura* should therefore understand and know that his role as a member of this body has a direct effect on this community and you are not here as a placeholder for your self-interest. Rather you are here for noble reasons, and it is your responsibility to act within their interest and not for the vested interests of any individual, third-party groups, or entities.
- 5.2. Also, every member of the *shura* should be aware that, by being a member of this body, they are accepting direct responsibilities which they will be liable for in Islam as well as legally by law. Therefore, it is important to possess basic qualities such as sincerity, integrity, zeal, ability to analyze information and make sound recommendations, and the ability to make fact-based decisions whether it is praiseworthy or blameworthy.
- 5.3. Capital duties should adhere to the follow principles in their execution:
 - 5.3.1. To cooperate with one another for good and not to cooperate upon wrongdoing including innovation (*al- bid'ah* (والعياذ بالله) *As Allāh commanded us, “Help you one another in Al-Birr and At-Taqwa (virtue, righteousness, and piety), but do not help one another in sin and transgression”. {5:2}*)
 - 5.3.2. All measures and actions taken by a board member should be based on attaining a benefit (*maslaha*) for the community, and when faced with a choice, working towards the one that is the least harmful (*mafsadah*) and all the while ensuring that their decisions do not contradict the religion.

- 5.3.3. The shura (The Committee) shall be the primary decision maker of Masjid Tawheed community.
 - 5.3.4. The shura (The Committee) shall have the full power to do all things necessary or appropriate for the accomplishment of the purpose of the Masjid Tawheed community.
 - 5.3.5. The shura (The Committee) shall have the authority to admit members or remove members to the corporation.
 - 5.3.6. The shura (The Committees) shall have the power and the authority to act on behalf of the Masjid Tawheed community.
- 5.4. The Shura (board) member total shall be limited to a minimum of 10 active participants.

ARTICLE VI – Shura Committee Responsibilities

- 6.4. It is important to remember that in the execution of their duties and responsibilities they are in a state of worship, so it is imperative that they do so with sincerity and in seeking the face of Allāh. Members should therefore:
- 6.5. Avoid any statements or actions that may lead or cause in this body [the Shura] confusion, disunity, in groups or in suspicion of character on one another.
- 6.6. Avoid *ta'asub* or loyalty to anyone other than the truth. Ta'asub or loyalty is the main cause of destruction for many communities and Masaajids, it's the opposite of genuine honest and fair judgement.
- 6.7. Provide support and facilitate the needs of the local community.
- 6.8. Provide support and conflict resolution to matters whether they be related to the religion or otherwise.
- 6.9. Refer conflicts that cannot be resolved to a 3rd party neutral scholar for facilitation and resolution.
- 6.10. Ensure that the Masjid's policies are adhered to, and that the Masjid stays true to its mission and objectives.
- 6.11. Advance the Masjid's goals with transparency, openness, and accountability.
- 6.12. Recognize and disclose when there is a conflict of interest.

- 6.13. Make decisions based on the holistic needs of the community and not the interest of any individual from this body, outside this body or other profit entities.
- 6.14. Avoid and stay away from conversations or unofficial meetings that are aimed at influencing the outcome of official *shura* meetings. These activities undermine the trust between brothers and make the *shura* vulnerable to ta'asub or taqleed (bias). It also defeats the purpose of the meetings by some in the meeting having reached their decisions and some still digesting.
- 6.15. Not to commandeer the affairs of the *Da'wah* or the daily operations of the Masjid. If there is an official complaint or concern, then the appropriate steps should be followed by presenting said complaint to the shura body.
- 6.16. The *shura* should be no less than 9 members – the members should consist of different members of the community regardless of their origin or tribe.
- 6.17. Sponsor and support any committee for *da'wah*, whereby the Imam of the Masjid should *be the* head of said commission.
- 6.18. Members shall be residents of the Atlanta Ga or the surrounding area locations.
- 6.19. Board meeting frequency is decided by majority committee and will be held at a minimum of once per month at times most convenient for full participation.

ARTICLE VII – Shura Committee Meetings, Voting and Elections

- 7.3. Prior to meeting, the agenda should be provided preferably one week in advance.
- 7.4. Board meeting frequency is decided by majority committee and will be held at a minimum of once per month at times most convenient for full participation.
- 7.5. Meetings should adopt the appropriate decorum by respecting others, listening respectfully, and letting others speak. Avoid hearsay and assumptions and try to work together to resolve differences.
- 7.6. Meeting facilitation shall be performed by the designated lead council member.
- 7.7. Members shall be elected via nominative process set forth by the majority Shura.
- 7.8. All meeting outcomes are based on a quorum majority of members in attendance.
- 7.9. All decisions rendered final are based on the majority voting system.

7.10. There are no current presiding term limits for any standing member. However, a 2-year term is assumed by default.

7.11. Impromptu or emergency meetings shall be made at the written or verbal request of any council member and treated as urgent.

ARTICLE VIII – The Office of Administration (Mudir)

8.1. The office of Administration shall refer all religious matters to the Imam. No teachers or assistants take the place of the Imam, and no matters of religious inquiry should be conferred to them without the consultation of the Imam.

8.2. Perform fiduciary functions related to the property, financial and other affairs related to the Masjid care and upkeep. Provide a financial monthly statement posted to the organization's website and/or other agreed upon deposits which shall be overseen by the Shura. All financial purchases exceeding \$200 and any major decisions beyond general maintenance will require approval and oversight from the Shura.

8.2.1. Note: Purchases **not** exceeding \$200 shall maintain receipts for any audits and be made visible in all financial statements.

8.3. Responsible for overseeing the day-to-day operation of the Masjid.

8.4. Assist fundraising team in all aspects of delivering campaign and activities as needed.

8.5. Coordination with the Shura members to schedule Shura meetings and inform them the date, time, and place of meetings.

8.6. Can set meeting arrangements, prepare the agenda for the Shura meetings unless otherwise, assigned and performed by the Office of Secretary.

8.7. Work closely with all stakeholders (internal and external), participate in meetings and provide regular updates - ensure that decisions from any meetings or discussions have follow-up.

8.8. Manage all correspondence to include receipt, initiation, and responses to all communications to and from the Masjid.

8.9. Prepare and update policy documents, goals, and procedures in accordance and validation of Shura members.

8.10. Manage delegation of staff members to carry out various tasks for efficiency.

- 8.11. Attend the shura meetings and that of other various committees and generate reports, and minutes **where applicable**.
- 8.12. Delegate and form committees or task forces, if needed, to carry out or to implement activities or programs of the Masjid.
- 8.13. In cases of disturbance or disorder, he has the authority to handle the matter in the appropriate manner and should inform Shura as soon as possible.
- 8.14. Be a good steward and provide good customer service to the community.

ARTICLE IX – The Office of Imam

- 9.1. The Imam shall not be limited to specific provinces in matters of Da'wah. He has the responsibility to spread the message of Islam without limitation or assignation.
- 9.2. Attend all Shura meetings and relevant meetings related to religious matters at own discretion.
- 9.3. The responsibilities and actions of the Imam shall not be governed or controlled by outside groups and forces that have contrary objectives or self-serving interests.
- 9.4. Responsible for planning, organizing, directing, coordinating, controlling all the religious affairs and activities of the Masjid.
- 9.5. Responsible for overseeing and establishing all the Salaat times in the Masjid.
- 9.6. Responsible for providing religious knowledge and information, advice and consultation on issues impacting Muslims, and provide Islamic services needed by the community.
- 9.7. He or his designate shall be the representative of the Masjid for all religious affairs.
- 9.8. He or his designate shall be responsible for the management and supervision of the day-to-day religious activities of the Masjid.
- 9.9. He shall be authorized to make appropriate decisions, without the approval of the Shura, in matters related to the governance of day-to-day religious affairs.
- 9.10. In cases of disturbance or disorder, he has the authority to handle the matter in the appropriate manner and should inform Shura as soon as possible.

- 9.11. He shall be responsible for establishing the bureau of dawah and guidance among Muslims, to plan, organize, train, and carry out comprehensive dawah activities under his supervision and assisted by delegates as prescribed.
- 9.12. He shall be responsible for contacting other Islamic centers and Masajid with the same objectives within the city or beyond, with the aim of serving and unifying the Muslims upon the Quran and Sunnah. He shall work with the Shura in making decisions (as defined in article 5).
- 9.13. If at any time, any actors compete with the mission statement and objective of Masjid Tawheed, then the Shura has the obligative right and final decision to absolve the matter in an approach that is not contrary to Islamic Jurisprudence. Any dissenting actors shall be handled with diplomacy to resolve the matter.

ARTICLE X – The Office of Registered Agent

- 10.1. The Office of Registered Agent has delegation authority on behalf of Masjid At-Tawheed. They have the responsibility of renewing and updating the legal or business documentation related to the affairs of the Masjid with the approval of the Shura. No document can be signed or otherwise modified individually by the agent without the express consent of the Shura.
- 10.2. They are the main point of contact for all external entities and shall be the spokesperson or agent to speak on behalf of Masjid At-Tawheed. They are regulated by the governing board (shura) on any statements put forth to any media outlets and should not make any such statements without consulting with the administrators of the Masjid (Shura).
- 10.3. They are also delegated to pay the annual fee in the state of Georgia as necessary.
- 10.4. Any acting agent does NOT have the authority to perform any action on their own behalf. They have no authority to update, modify or add any document that expressly goes against the interest of the Masjid.

ARTICLE XI – The Office of Board Appointments

- 11.1. **Chairman/President Agency** – Provides governance, leadership, planning and officiation.
- 11.1.1. They submit requests to summon any official meetings to the Shura. They shall organize and administer meetings to include preparation and call to meeting requests. In addition, they shall regulate the meetings, and ensure that objectives are being met. They may also delegate tasks by assignation.

11.2. Secretary Agency - Ensures that Masjid Tawheed remains in regulatory compliance.

- 11.2.1. The Office of Secretary provides the principal support to the Shura in formulating agendas and in providing general support during meetings.
- 11.2.2. The Secretary should handle all communication between the board, management, and the members by giving proper meeting notifications. They will record meeting minutes and distribute the notes at the conclusion of all board meetings within 48hrs and prior to the next meeting.
- 11.2.3. They act as the meeting facilitator will provide assembly management regarding the time allotments, provide, or procure resources to present to the shura on the relevant matters.
- 11.2.4. Attend to all duties assigned by the Chairperson and serves as the official record keeper and advisor to aid shura members in fulfilling their duties. They shall supervise the taking of the minutes and announce to the members the schedule and agenda of the sessions.

11.3. Treasurer Agency– Has fiduciary duty to protect the masjid’s assets and investments.

- 11.3.1. The Office of Treasurer is responsible for preserving both capital and principle public trust by managing Masjid At-Tawheed cash resources efficiently and conservatively.
- 11.3.2. They are responsible for overseeing the Masjid’s financial portfolio carrying out the Masjid’s financial policies and procedures, as well as making sure they are up to date and accurate.
- 11.3.3. They should perform random audits to ensure that all funds are accounted for and are not being spent frivolously.
- 11.3.4. They are responsible for providing annual reports as well as ad-hoc reports on an as needed basis.
- 11.3.5. They must ensure that all records of cash flow in and out of the financial portfolio is within cost. They must also plan the budgets and ensure all financial transactions do not exceed it.
- 11.3.6. They must make sure the assets of the masjid are kept in good order. The treasurer shall have charge, in custody of and be responsible for all funds and securities of the masjid.

11.3.7. They receive and give receipts for monies due and payable to the masjid from any source whatsoever and **must** deposit all such monies in the name of the masjid in such banks or other depositories.

11.3.8. The Treasurer shall be responsible for the administration and oversight of the masjid's financial records, initiation of an annual audits, tax returns, and tax payments, if any.

11.3.9. They are responsible for all payroll functions of Masjid Tawheed.

11.3.10. They are a functional member of the financial team which shall be no less than 3 persons. Where a signature is required to sign monetary dispensation, there must be at least 2 signatures (witnesses) from the financial team for any amount over \$1000.

11.3.10.1. Note: This includes all e-transactions (.e.g Paypall, Venmo, CashApp, etc...).

11.3.11. Any attempts to withdraw cash will require approval from the financial team with a minimum of 2 additional witnesses.

11.3.12. Masjid Tawheed financial account shall have a minimum of 5 members.

ARTICLE XII – The Office of General Governance

12.1. No active committee member of any status shall individually attempt to seize control and solely decide on affairs that could impact the governance of the community.

12.2. Any active committee member who wishes to deliver a statement to the community about religious or non-religious issues should first consult with the Shura or the Imam. If permitted, the use of good judgement should take precedence.

12.3. Any religious issue which is not unanimously agreed by the scholars and has the potential to bring about confusion, *fitnah* or disunity in the community must not be announced publicly or discussed with any individual(s) until there is an official agreement by the *da'wah* committee and/or the administration. This rule applies to all differing matters between *Ahlu-Sunnah* wherever they may be geographically.

12.4. Any matters of disagreement, shall be governed with diplomacy. However, if a solution on a religious matter cannot be reached between parties, they will refer the matter back to the scholars of the *Sunnah* wherever they may be. These scholars shall be agreed upon by both parties beforehand and his position should be one of neutrality. Any language that clearly seeks to describe or label other individuals who might otherwise

have a different viewpoint is prohibited. Individual opinions are an entitlement without restriction or condition.

- 12.5. If two or more parties have conflict on any non-religious matters, after Allāh, the *shura* will reach a solution and the parties involved should be excluded from the decision making to avoid a conflict of interest.
- 12.6. If any member of this body fails to meet his duties, whether he is a volunteer or an employee, the *shura* will discuss a solution with due process without the presence of that member, wherein the appropriate steps should be followed, and subsequent action taken.
- 12.7. No singular individual from external communities, outside entities, or force, or competing organizations can dictate from whom the community is allowed or not allowed to acquire knowledge. Nor, can they dictate whom they can invite or disallow invitation to the masjid. These issues should be collectively handled by the *da'wah* committee first and in consortium of the Shura through consultative agreement.
- 12.8. No active member of any committee (et.al) will use the microphone or any of the Masjid's other platforms to discuss private matters or issues that may cause religious confusion and *fitnah*.